

## Encapsulation

Encapsulation Pros	Encapsulation Cons
Entirely reversible	Friable media (pencil, pastels, charcoal, colored pencil, etc.) can have media lifted off the page when it contacts encapsulation polyester
Acid-free polyester will not damage the object	Can cause micro greenhouse effect in hot, humid, or rapidly changing heat and humidity
Polyester protects and supports the object from hazards like fingerprints, tears, and other damage.	Can increase acid damage inherent in object—can use buffered paper/tissue, but only on one-sided, non-colored objects. Buffered paper/tissue should be used on back side of object
Adhesives do not contact item to be preserved	Static electricity may damage fragile objects in either a 2-sided or three-sided sleeve.

### Materials:

- Polyester encapsulating material
- Cutting mat
- Utility knife/scissors
- Double-sided tape—1/4 inch
- Map weights

### Instructions

1. Cut 2 pieces of polyester 1.5-2 inches larger on each side of the object
2. Wipe the bottom piece of poly before placing the object on it
3. Center
4. Using the lines on the cutting mat, line up the edges. Use these lines to place the double-sided tape.
5. Map weights can be placed on top of the object to prevent it from slipping while applying tape
6. Leave at least .25 inches between object and tape. Do not extend beyond the edges of the polyester. Do not remove the backing from the tape at this time
7. Wipe the top piece of polyester with a cotton cloth. Use the resulting static to hold the object in place. Carefully place cleaned side down on top.
8. Weight the layers to keep from sliding
9. Roll the edges back, without creasing, and remove the tape backing. Replace the edge and use a cotton cloth to press layers down.
10. Trim edges close to tape to create straight edges.

### Sleeves

Fragile items should never be kept in or removed from sleeves. Static makes it difficult to remove and damage the object

Three-sided sleeves:

Using the same steps, secure only three sides.

On the fourth side, one piece of the polyester can be cut slightly shorter to ease opening

Two-sided sleeves:

Secure only two edges with tape in an L shape

Cut one unsecured corner to ease opening