

TOOLS, EQUIPMENT, AND SUPPLIES FOR PACKING AND MOVING COLLECTIONS

Documentation tools:

- Computers, laptops, handheld devices, wireless routers
- Printers, toner, paper
- Cameras, light stands, lights
- White boards, calendars, and flip charts

Cleaning equipment:

- HEPA vacuum, shop vacuum, soft brushes

Packing supplies and tools:

- cotton and nitrile gloves
- personal protection equipment (lab coats, respirators, safety glasses)
- padded packing tables
- box cutters, cutting mats, measuring tools, tapes
- cordless drills and polyethylene nuts and bolts for making boxes
- preservation materials, such as archival corrugated board (lignin-free and acid-free, buffered, and unbuffered) for pallets and boxes
- corrugated plastic sheets (e.g., Coroplast[®]) for pallets and boxes
- tissue (lignin-free and acid-free, buffered and unbuffered)
- Tyvek[®], muslin, polyester batting, twill tape
- foams (e.g., Ethafoam[®], Closed Cell Backer Rod, Volara[®], Plastazote[®])
- labels and tags (lignin-free and acid-free)
- polyethylene bags, sheeting, and containers
- bubble wrap, stretch wrap, packing tape, packing peanuts (used only in polyethylene bags—not loose)
- clamps
- wood for crates and mounts (not intended for permanent storage mounts)

Move equipment and services:

- utility carts
- dollies, pallet jacks, forklifts and other mechanized move equipment
- ladders, rolling ladders
- riggers
- shipping companies, trucks (including rental fees, gas, and mileage)

Authors: Annette Van Aken, Jude Southward, and Tim White