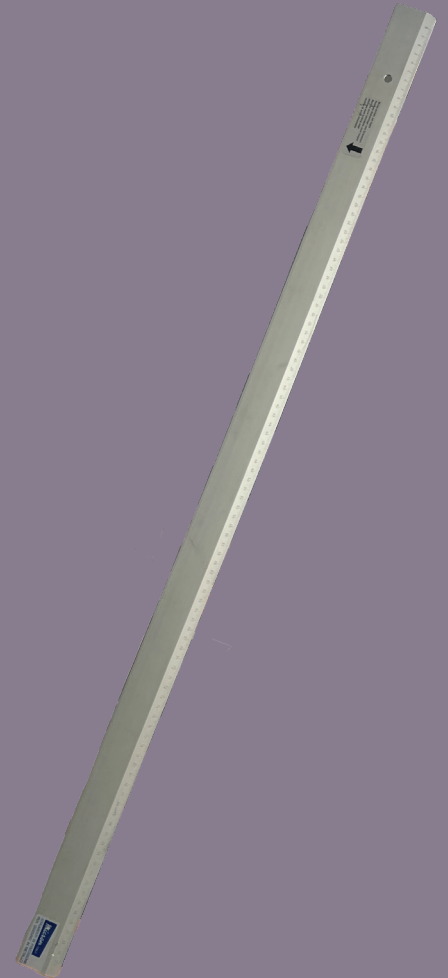


# How-to Guide: Making Four Flap Enclosures and Sink Mats for Glass Plate Negatives



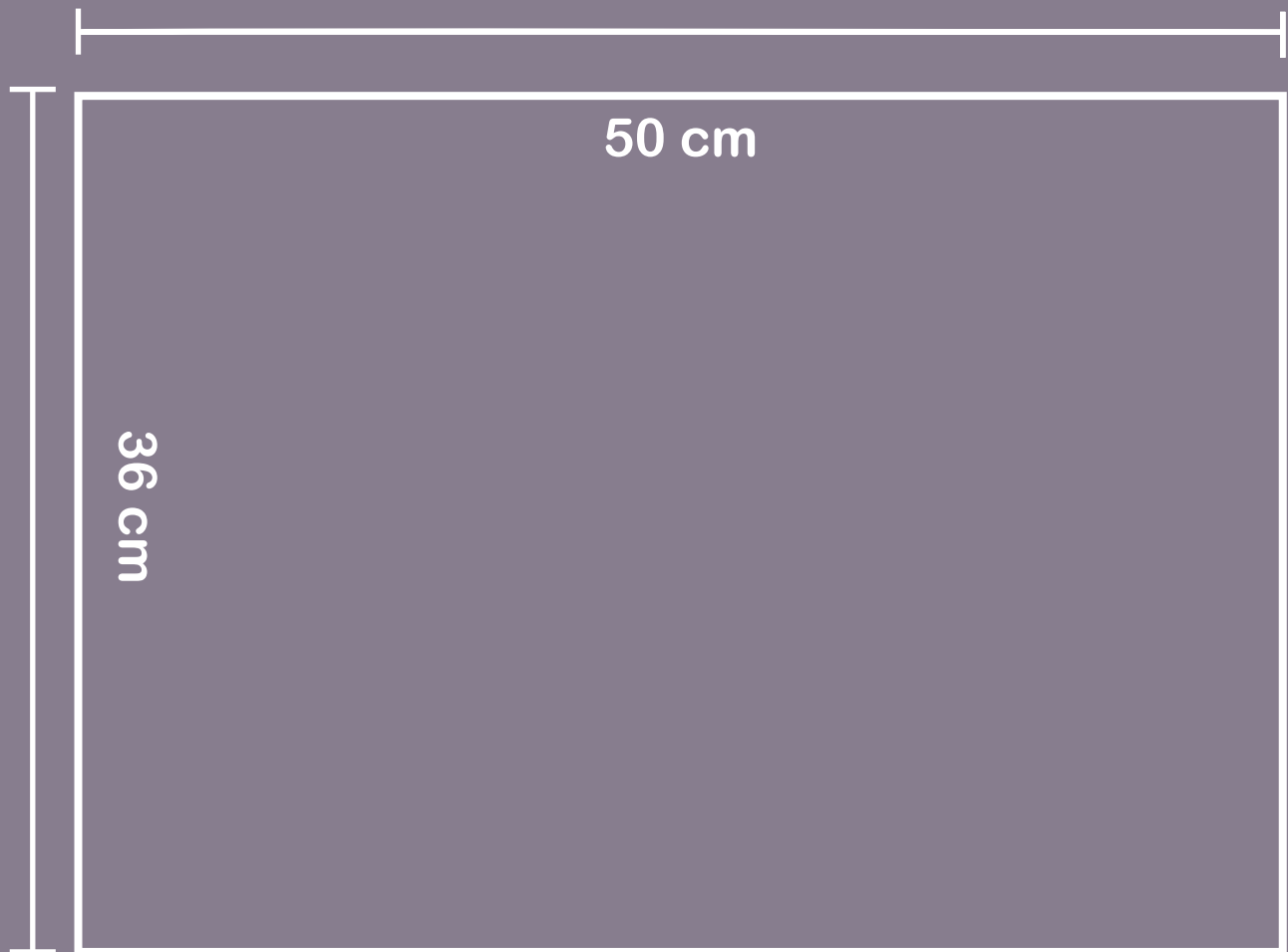


**Materials:**  
Heavy weight archival paper  
Matboard  
Acid free tape  
Hot glue gun  
Straight edge  
Box cutter  
Tape measure  
Pencil  
Eraser

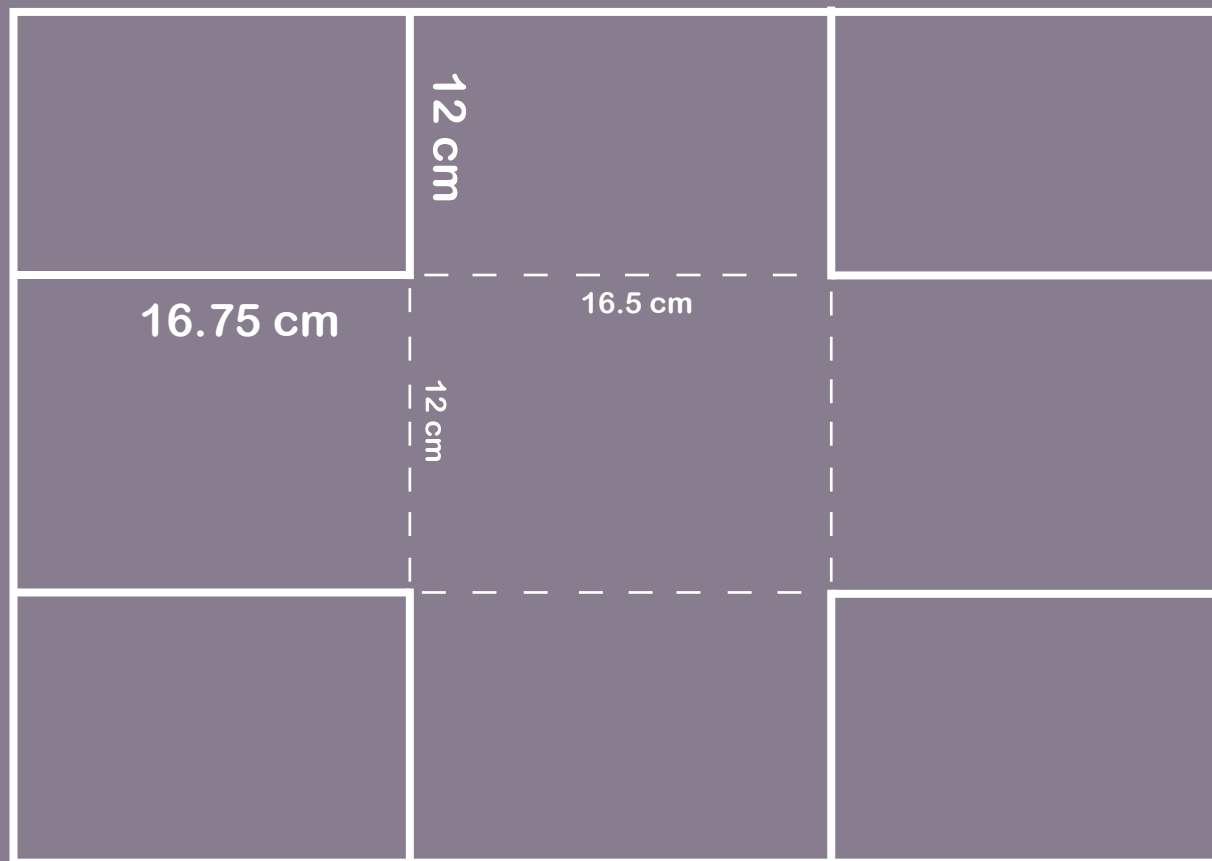


## Four Flap Folder:

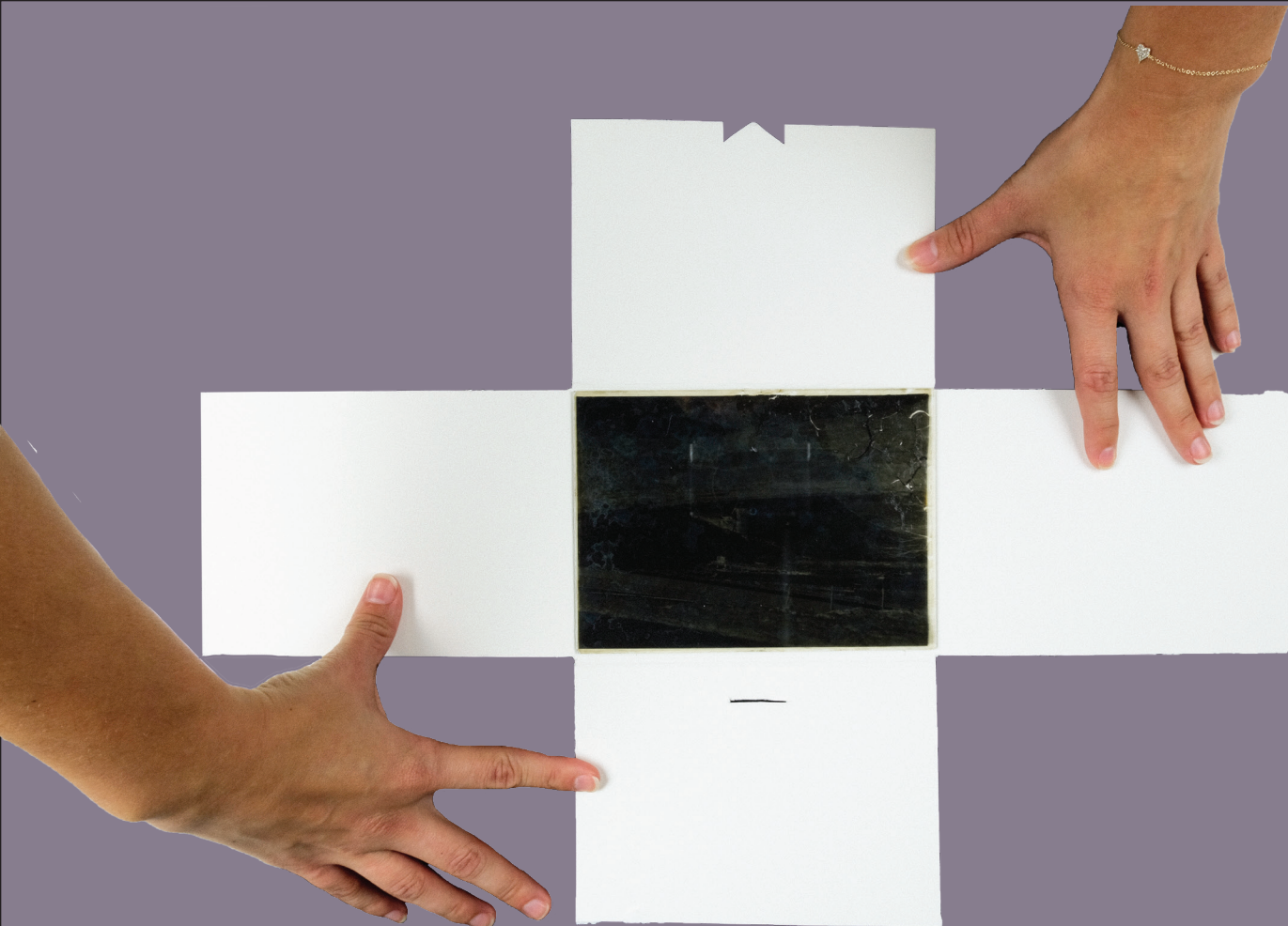
Take your archival paper and cut out a 36 cm by 50 cm sheet.



Measure four rectangles 16.75 cm by 12 cm at each corner (you may find it helpful to use a straight edge when marking). This will provide a visual for the folder you're making.



Once these lines are drawn, use a cutting tool to cut out the folder.



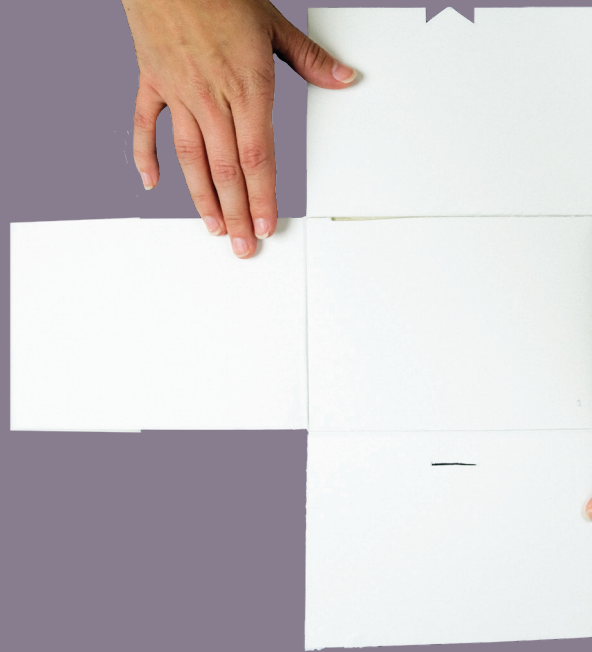
The folder should look like the example above.

To make the closure:

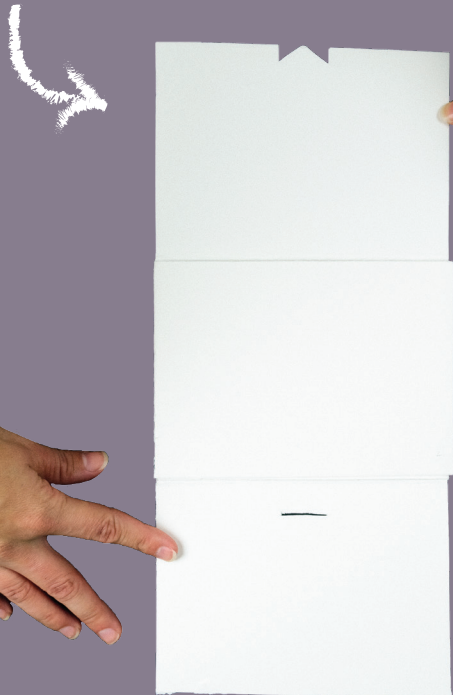
- Find the center of the top flap and mark with a pencil.
- Draw a triangular shape from the center point and once you're satisfied with the shape and placement, cut it out.
- Close the folder to line the point with where it can slide into an opening.
- Draw a line where you will cut the opening
- Once aligned, cut and insert.



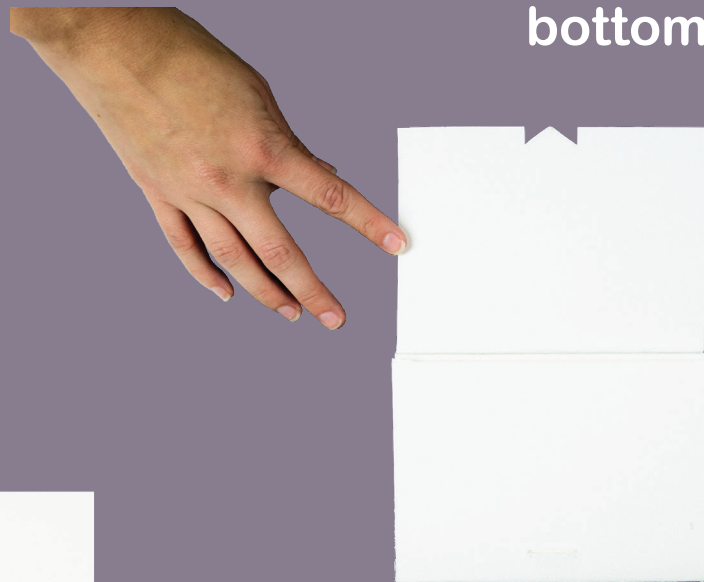
1. Fold over the right flap



2. Fold over the left flap



3. Fold up the bottom flap

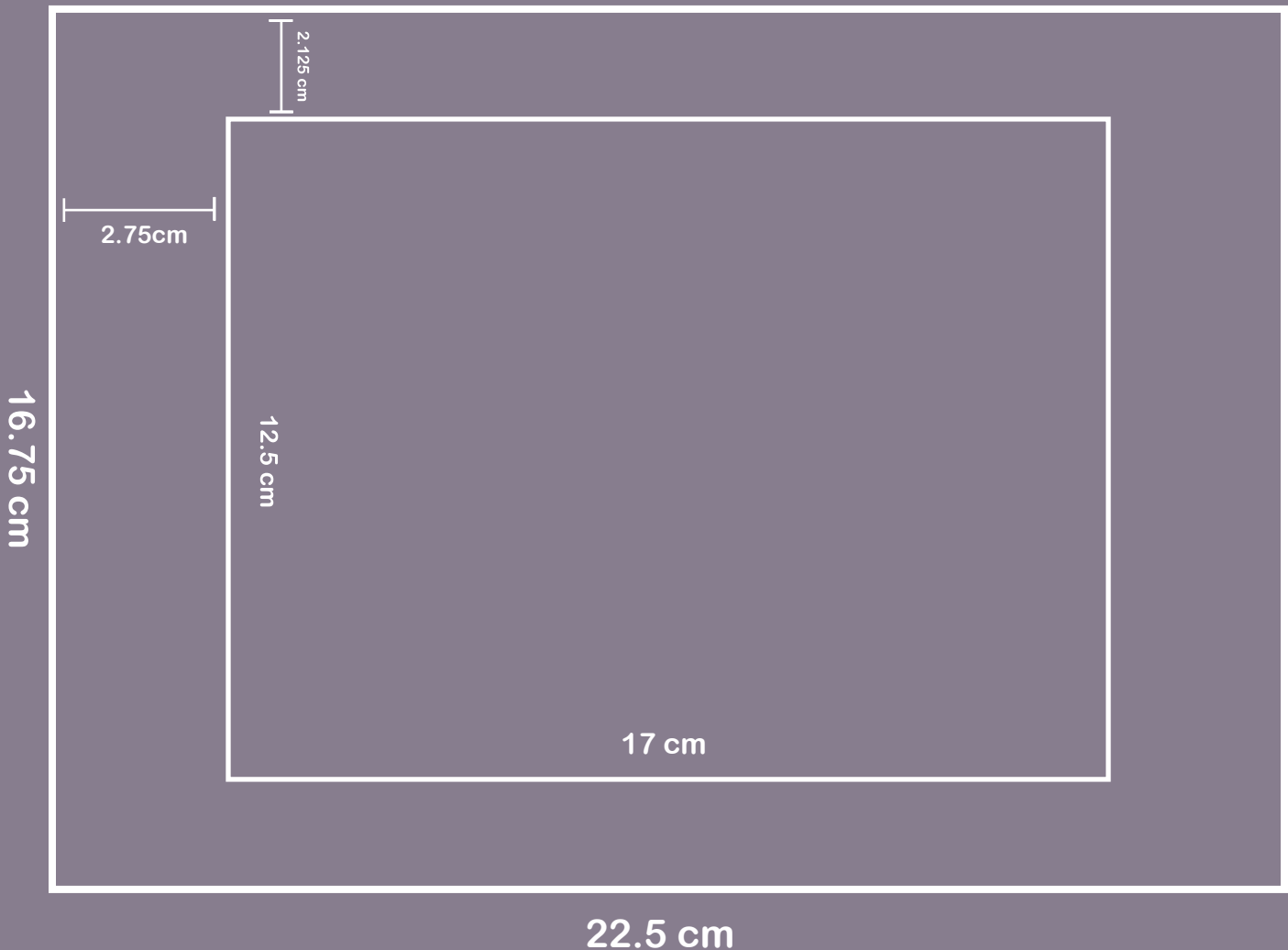


4. Fold over the top flap and insert pointed cut out into slit for secure closure

# Sink Mat:

Using your matboard:

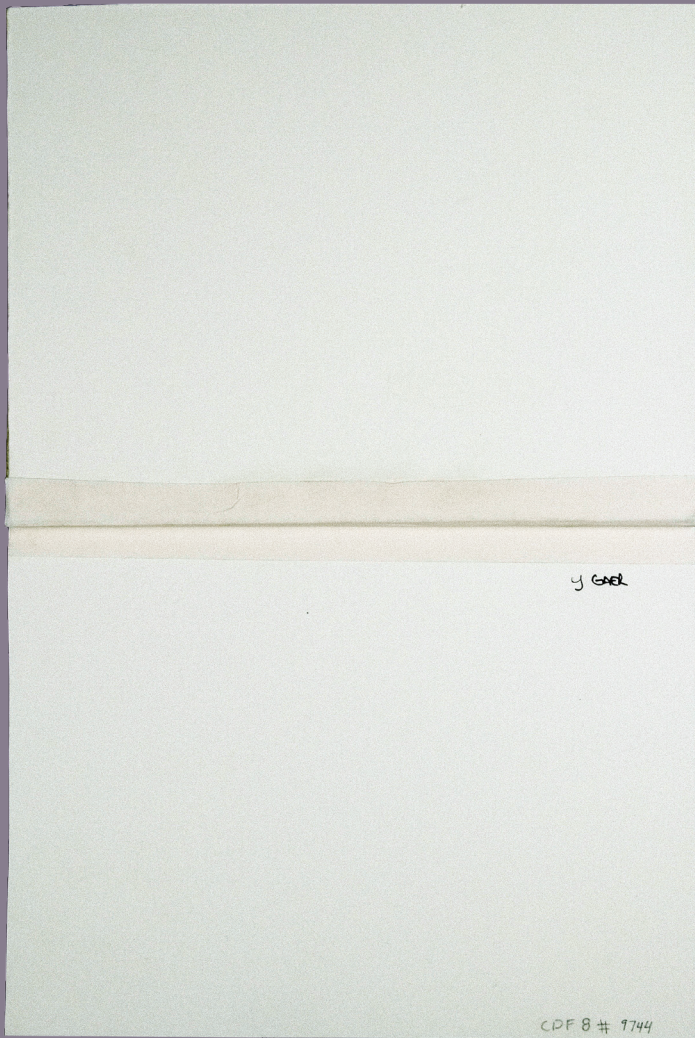
- Cut out five 16.75 cm by 22.5 cm pieces
- Set two pieces aside.
- With the remaining three, create a sink window
- Using your measuring tools, plot out a 17 cm by 12.5 cm window.
- The margin measurements are 2.75 cm for the sides and 2.125 cm for the top and bottom.
- When you're ready, use a cutting tool and cut out the windows.



Once you have the 3 windows cut out, grab the two pieces you set aside and assemble:

- Starting with an uncut 16.75 by 22.5 piece (will act as the base), hot glue the first layer of window cut board followed by the remaining two.
- Once you have the three cut out boards glued to each other and to the base piece, you can begin attaching the top.
- Using an acid free tape, cut out a 22.5 cm piece.
- Stack the top piece on the pre-glued stack and attach the tape to the top edge and fold over, making sure to adhere to the top of each layer of board.
- Once dried, you will have a fully assembled sink mat.





**Your sink mat should look like the example above. Be sure to label each sink mat with object and lab number on the lower right corner. Label the museum on the top right, as seen above, preferably in pencil.**



**Your finished product should look something like this!**

#### References:

Coroflot. (n.d.). Andrew J. Russell Digitizing, Cataloguing, and Rehousing Project. [online] Available at: <https://www.coroflot.com/debrapeterson/Andrew-J-Russell-Digitizing-Cataloguing-and-Rehousing-Project> [Accessed 20 Nov. 2023]

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All images, dimensions and schematics were created by the author, Rachel Coderre, for the purposes of this how to guide.