

List of Recommended Supplies

Tools

- Archival pens or graphite pencils (for labels and/or writing on boxes)
- Scissors (non-stick or Teflon coated are easier to use for cutting tape)
- Bone folder (use to press down or seal the tape on packages)
- Weights
- Tape measure and ruler
- Cutting knife (box cutter, Exacto knife, etc.)

Filler Materials

- Ethafoam sheets
- Archival corrugated board
- Coroplast sheets
- Archival tissue paper
- Cotton twill tape
- Mat board
- Archival paper stock

Boxes, Cans, Envelopes, Cards, Labels

- Archival boxes (various sizes for different film types and formats)
NOTE: 60pt board, metal edged boxes are preferred (durability, strength)
- Archival plastic pages (for flat storage of slides and/or negatives)
- Archival plastic film cans (for motion picture films)
- Archival envelopes (buffered is recommended for storage of deteriorating films)
- Humidity indicator cards (6-spot, preferred)
- Archival Labels (foil-backed, various sizes, depending on your needs)

Bags & Tape

- Static shielding bags, open end (various sizes, as needed)
- Polyethylene bags, various sizes (clear, 6-mil thickness, press-to-close, FDA compliant)
- 3M 313 clear packaging tape (3" width)
- 3M 415 double-sided tape (1/4" width)