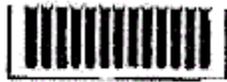


Guidelines for Packing Books for Freezing (from the University of California at San Diego)

Wet Books

1) If time allows and the number of affected books is not too large, use freezer wrap to separate the books. Cut pieces of freezer paper (waxed on one side) 1-2" larger than is needed to wrap around the spine and covers of the books. For cutting large quantities of paper, fold the paper accordion style then cut across the two edges.

Pack all books spine down.



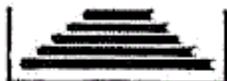
Pack books in single row.



Pack books snugly.



Pack oversize books flat with largest on the bottom.



2) Pack ten to twelve books per box. Wet books are heavy and care should be taken not to make the boxes too wet. Pack the books *spine down* and fold a piece of freezer paper (shiny side in) around every other book, with edges toward the top of the box. Edges of the book should come to within no more than 1" of the top of the box. Do not pack tightly but avoid extra space which could cause slumping. If extra space remains in the box, support the books with crumpled paper or Styrofoam peanuts.

3) Wet books should *not* be packed flat if at all possible because the weight will damage the bindings of the books on the bottom.

Dry Books

Dry books may be frozen to treat insect infestation. Line the box with a plastic bag big enough to extend at least 18" over the top of the box. Dry books can be packed in a box vertically (as on a shelf), spine down, or flat. Twist the top of the bag tightly to exclude excess air and double over, then secure with a small nylon fastener. Seal the box completely with packing tape.

Note: When the boxes return from the freezer, allow them to come to room temperature before opening the bags. Condensation will form on the outside of the bag rather than on the dry books.