

Guidelines on the packaging of material for transfer to Postal Heritage Trust

Please follow the steps below to ensure that material sent to Postal Heritage Trust reaches us safely. If in any doubt, or if the item is particularly fragile, please contact Postal Heritage Trust on 020 7239 2570 or email info@postalheritage.org.uk

1. Prepare a BOX LIST

All transfers of material should include a basic list for every box which, as an ideal minimum, gives details of:

- Depositor (name and contact details)
- Date of despatch
- History of the material transferred (i.e. previous owners)
- Description of each item (i.e. type of object / title of document)
- Covering dates, if applicable

This can be a copy of the information provided on the Transfer of Title form.

2. PACKAGE MATERIAL for transfer to Postal Heritage Trust, using the following guidelines:

Exceptions

Please consult with Postal Heritage Trust before packaging and sending the following material:

- *Glazed items*
- *3-dimensional objects*
- *Outsize items*

General principles

Always keep in mind the probable journey through the post when packaging material. The following are basic steps to ensure the safe transfer of material to Postal Heritage Trust:

1. Wrap each item in tissue paper, or in bubble wrap, or put in a folder, depending on format.
2. Place in a protective box or rigid portfolio case (Postal Heritage Trust can provide details of suppliers).
3. Enclose a copy of the box list.
4. Ensure that each box is clearly labelled and correctly addressed.

Packing individual large flat items (e.g. posters)

- Do **not** fold or crease: pack items flat with a firm support (e.g. card, cardboard).
- If no other option is available (or if the item is already rolled) loosely roll items using rigid cylindrical packaging.

Paper records

- Do not overpack boxes, but pack records firmly enough to support each other.
- Please do not strip, attempt to sort or reorganise individual papers within existing files.
- If removing items from ring binders etc, replace binders with paper covers or wraps to maintain the original order and separations of the papers in the binders.