

**HRAB
LOCAL RECORDS PRESERVATION
2010 GRANT APPLICATION**

ADAH Use Only

Application #:

Award #:

Agency/Entity Applying: Marengo County History and Archive Museum

Federal Employee Identification (FEIN) Number:

Project Director:

Name/Title: Mary Jones-Fitts E-Mail Address:

mljonesv@aol.com

Address: P. O. Box 1144

Telephone No.: 334-341-3439

City/State/Zip: Demopolis, AL 36732 Fax No.:

Description of Grant Project:

Title of Project: Historical Records and Photograph Preservation Project

Starting Date: February 10, 2011 Ending Date August 31, 2011

Summary Description of Project (use only space provided; form has space later for project narrative):

The Historical Records and Photograph Preservation Project will sort, inventory, arrange, scan, catalog and re-house, manuscripts, historical documents and photographs that are now housed at the Marengo County Historical Society. The manuscripts, documents and photographs are of great historical and genealogical value, however, at the present time these collections are inaccessible to the public, genealogists and other researchers.

Funding Required for Project:

Grant Funds: \$2936.48 Local Funds: \$2943.45 Total Cost: \$5879.93

CERTIFICATION OF AUTHORIZATION

To the best of my knowledge and belief, all information on this form and in the narrative is accurate and complete. The document has been duly authorized by the applicant's governing body, and the applicant will comply with all terms and conditions of the grant if funds are awarded.

Signature of Authorizing Individual: Mary Jones-Fitts

Name/Title of Authorizing Individual: Mary Jones-Fitts, Director Date: 9/17/2010

Send the completed form (including narrative) to:

**Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100**

Or submit form by fax to (334)353-4321, or by e-mail (as a PDF attachment) to: records@archives.alabama.gov. Questions? Contact Tom Turley or Tracey Berezansky at (334)242-4452.

BUDGET FORM

Salaries and Wages: List names/titles of all project staff, volunteers, and consultants; their payment during the project; and the source of the payment (grant or local funding).

| Name/Title | Grant Funds | Local Funds | Total |
|-----------------------------|----------------|------------------|------------------|
| Mary Jones-Fitts, Director | \$00.00 | \$720.00 | \$720.00 |
| Kirk Brooker, Co-Director | \$00.00 | \$340.00 | \$340.00 |
| Saralyn White, Volunteer | \$00.00 | \$240.00 | \$240.00 |
| Kayte Melton, Volunteer | \$00.00 | \$160.00 | \$160.00 |
| Tommie Younger, Volunteer | \$00.00 | \$160.00 | \$160.00 |
| Fannie Littleton, Volunteer | \$00.00 | \$160.00 | \$160.00 |
| Subtotals: | \$00.00 | \$1780.00 | \$1780.00 |

Equipment, Supplies, Materials: List equipment, supplies, and materials to be purchased for the project. Include specifications and vendor price quotations with application.

| Item | Grant Funds | Local Funds | Total |
|------------------------|-------------|-------------|----------|
| Thermohygrometer | \$00.00 | \$178.09 | \$178.09 |
| Dedicated Computer | \$00.00 | \$200.00 | \$200.00 |
| Dedicated Scanner | \$00.00 | \$400.00 | \$400.00 |
| Dedicated Printer | \$00.00 | \$100.00 | \$100.00 |
| Printer Supplies | \$00.00 | \$255.00 | \$255.00 |
| PastPerfect Software | \$870.00 | \$00.00 | \$870.00 |
| Document Cases | \$121.59 | \$00.00 | \$121.59 |
| File Folder 1 inch cut | \$38.45 | \$00.00 | \$38.45 |

| | | | |
|-------------------------------|-----------|-----------|-----------|
| File Folder third cut | \$39.95 | \$00.00 | \$39.95 |
| Manuscript Folders | \$42.29 | \$00.00 | \$42.29 |
| File Folder inserts | \$19.29 | \$00.00 | \$19.29 |
| Envelopes | \$48.30 | \$00.00 | \$48.30 |
| Expanding File Folders | \$113.25 | \$00.00 | \$113.25 |
| Mylar Envelopes | \$291.25 | \$00.00 | \$291.25 |
| L Sleeves | \$78.95 | \$00.00 | \$78.95 |
| Acid Free tissue | \$19.95 | \$00.00 | \$19.95 |
| Permalife Bond Paper | \$90.95 | \$00.00 | \$90.95 |
| Polyethylene bag | \$18.09 | \$00.00 | \$18.09 |
| Document Preservation Binders | \$161.25 | \$00.00 | \$161.25 |
| Negative Print Envelopes | \$65.49 | \$00.00 | \$65.49 |
| Polyproplene Album Pages | \$78.75 | \$00.00 | \$78.75 |
| Unbuffered Envelopes | \$106.45 | \$00.00 | \$106.45 |
| Self Locking Print Sleeves | \$52.26 | \$00.00 | \$52.26 |
| Cotton gloves | \$70.50 | \$00.00 | \$70.50 |
| Shelving | \$517.00 | \$00.00 | \$517.00 |
| Staple Extractors | \$57.57 | \$00.00 | \$57.57 |
| Stabilo Pencils | \$34.90 | \$00.00 | \$34.90 |
| Blower Brushes | \$00.00 | \$30.36 | \$30.36 |
| Subtotals: | \$2936.48 | \$1163.45 | \$3921.14 |

Services: List costs of any vendor-provided services or activities not shown under other budget categories.

| Item | Grant Funds | Local Funds | Total |
|------|-------------|-------------|-------|
| N/A | | | |
| | | | |

| | | | |
|------------|--|--|--|
| Subtotals: | | | |
|------------|--|--|--|

Travel: If travel is part of the project, list anticipated number of trips, number of people participating, and estimated cost. Include per diem, room and board, and travel reimbursement rates, as applicable.

| Item | Grant Funds | Local Funds | Total |
|------------|-------------|-------------|-------|
| N/A | | | |
| | | | |
| Subtotals: | | | |

SUMMARY BUDGET:

Add subtotal lines to obtain summary budget figures. (All projects require a 50% cost-share of the total project budget from the grant recipient. Cost-sharing can be either cash or in-kind contributions.)

| | Grant Funds | Local Funds | Total |
|--------------------------------|------------------|------------------|------------------|
| Salaries and Wages | \$00.00 | \$1780.00 | \$1780.00 |
| Equipment, Supplies, Materials | \$2936.48 | \$1163.45 | \$4099.93 |
| Services | \$00.00 | \$00.00 | \$00.00 |
| Travel | \$00.00 | \$00.00 | \$00.00 |
| TOTAL GRANT COST: | \$2936.48 | \$2943.45 | \$5879.93 |

Financial Administrator of Grant:

This person is responsible for actual financial administration of the grant, for ensuring compliance with its terms and conditions, and for preparing financial documentation and reports.

Name/Title: Kayte Melton, CFO E-Mail Address: kaytemelton@bellsouth.net
 Address: 807 Phil Harper Drive,
 Telephone No.: 334-289-2842
 City/State/Zip: Demopolis, AL 36732 Fax No: _____

GRANT APPLICATION NARRATIVE

Review the instructions in the application guidelines before completing this section. The narrative should be no longer than five (5) double-spaced, typewritten pages (8½ x 11" paper) and should be attached to this application form.

become vulnerable to deterioration over time and this threatens their long-term preservation. Furthermore, the collections are not accessible to genealogy researchers, the public, and others who research the county's history. The collection is presently stored in file cabinets, storage cabinets and in drawers at the society's headquarters. These collections are a great and valuable resource to those researching family history, the county's history, the antebellum period, as well as the county's pre-history before it became Marengo County. The collection also tells the story of the French settlers, the European settlers, the Slaves and free African Americans, and the Jewish settlers. The collection contains information on the early inhabitants, those who came and established the county. Included in the collection are original manuscripts, ledgers, journals, letters, business correspondence, financial records, diaries and other reports and photographs for both Francis Strother Lyon of Bluff Hall, and George Gaines Lyon of Lyon Hall. The collection also contains the copies of photographs and genealogical research about the Marx family, the grandparents of Lillian Hellman. The collections are not available to the public for research, nor are they housed in any other repository. The collection is owned by the Marengo County Historical Society who, after preservation of the documents, photographs and other historical material, will donate the collection to the Marengo County History and Archive Museum for storage in the museum's vault that will have a humidity monitoring device. The collection will then be accessible to the public for research. The applicant, the Marengo County History and Archive Museum, a non-profit organization, is an archival repository that

Statement of Problem

This project is the collaboration between the Marengo County History and Archive Museum and the Marengo County Historical Society. The Marengo County Historical Society has historical documents, photographs, manuscripts, family papers and maps that pertain to the history and heritage of Marengo County beginning in 1832. Currently, this collection of manuscripts, historical documents and photographs are not inventoried or cataloged, and inaccessible to the public, genealogy researchers and others. The collection dates from the county's earliest history and has over 1000 photographs, as well as over 1500 manuscripts, family papers, research materials and maps and other historical documents. All materials are either from significant contributors such as Winston Smith, author, local historian and researcher; Geneva Mercer, a local and world famous sculptress and artist; Statesman and Lawyer Francis Strother Lyon; and Lillian Hellman, the famous American Playwright whose grandparents Leonard Newhouse and Sophia Marx Newhouse were from Demopolis, Alabama. These materials also provide insight into the everyday life and social life of the citizens of Marengo County during the 19th century. The collection ranges from some of the earliest remaining documentary evidence of the county's residents and development, through the establishment of today's residents and development, to important commercial developments of the late twentieth century.

The current storage of the documents and materials are not conducive to preservation. If continued to be improperly stored, these documents will

will house, display and make available the historical documents, photographs, maps, materials, and artifacts. The museum is also qualified in that it has its own genealogy society and library, "Alabama's Canebrake Genealogy Society and Library," that will make the documents, available to the public. We have on our staff the following who are professionals in preservation and history: a professional genealogist, historian and archivist, the director of the historical society, the local historian and preservationist, past president of the historical society, a former executive director of a grant making organization, and volunteers who are interested in the preservation of the county's history, heritage and its people.

Proposed Project

The preservation project will solve the outlined problems by preserving the collection and using the proper archival materials. Once the collections are inventoried and cataloged, finding aids and a database will be created for easy accessibility. Completed collections that have been preserved in archival folders and/or boxes will be removed from the current storage and re-housed in the vault at the Marengo County History and Archives Museum. This re-housing of the collection will make the collection accessible to the public, genealogy researchers, and others interested in the history of Marengo County. The collection's finding aid will also be accessible on our website now being developed. This will let researchers and others know what historical documents, photographs, maps and manuscripts we have in our collection.

The goals of the Marengo County History and Archive Museum are 1) to tell the story of the people of Marengo County by the collection and preservation of artifacts and records that are of historical value, thereby promoting education and a better understanding of the county's history and people and 2) to promote the collections, preservation, interpretation and display of those artifacts, documents, and events most representative of Marengo County, and to preserve Marengo County's history and heritage for the benefit of genealogy researchers, historians, scholars, other researchers and for present and future generations.



Proposed activities during the grant period are as follows: 1) order archival supplies, 2) inventory and arrange the collection of manuscripts, photographs, maps and historical documents by provenance, 3) ascertain the condition of the collection and decide if originals are in a condition to be handled. The plan is to first dust off documents using a soft brush, if necessary. Fragile documents will be placed in sleeves and then scanned. Photocopies of the original document(s) will be used, saving the original. If the document is in too fragile a state, it will be placed aside for a conservator. All documents will be scanned using a flat-bed scanner, 4) using PastPerfect software catalog the collection and create finding aids. The short-term benefits are that the collection will be accessible to the public in a short time span, and the long-term benefit is that the collection will be available and accessible for future use as well as for use in the museum's genealogy and library section. After the preservation of the collection and its re-housing, a program at the museum will introduce the public to the collection.

Plan of Work

Because the Museum has a small staff of only 1 fulltime and 1 part-time employee, and 4 volunteers, project preparation will begin in February 2011 and completed in August 2011. The following timeline will be followed to implement and complete the project. The project director will spend about 20 hours during the life of the project overseeing staff and fulfilling reporting requirements along with other duties listed below.

| Date | Staff & Duties | Hours | Completion Date |
|---------------------------------|--|--------------|------------------------|
| Feb. 10, 2011 | Mary Jones-Fitts, Director, order archival supplies, do a pre-project inventory, create work plan for staff and volunteers. | 80 | Feb. 25, 2011 |
| Mar. 1, 2011 | All staff and volunteers will begin inventory of collection, Director to install PastPerfect software. | 120 | Mar. 31, 2011 |
| Apr. 5, 2011 thru June 30, 2011 | Staff and volunteers will begin scanning and/or photocopying documents and placing in archival folders and boxes. Collections that have been completed and preserved, i.e., inventoried, scanned or photocopied and placed in archival folders and boxes, to be re-housed at their new facility in the museum's vault. Director will begin cataloging and accessioning collection in PastPerfect database. | 480 | June 30, 2011 |
| July 6, 2011 | Staff and volunteers will transport, re-house and create exhibits for selected items from collection; Director will prepare and coordinate a public program, issue press releases and website update. | 320 | Aug. 31, 2011 |

If you have any questions about the application process or need assistance during your grant project, please contact Tom Turley, Local Government Records Archivist, or Tracey Berezansky, HRAB Deputy Coordinator, at:

Government Records Division
Alabama Department of Archives and History
P.O. Box 300100
Montgomery, AL 36130-0100

Telephone: (334)353-4607 (Tom) or (334)353-4604 (Tracey)

Fax: (334)353-4321

E-mail: Tom.Turley@archives.alabama.gov

Tracey.Berezansky@archives.alabama.gov

HRAB website: <http://archives.alabama.gov/hrb/hrbmainpage.htm>

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PRICING

PastPerfect Software, Inc.

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PastPerfect Program

| 2010 Price List | Standard Price | AASLH Price |
|---|----------------|-------------|
| PastPerfect Basic Program Version 5.0 | \$ 870 | \$ 696 |
| PastPerfect Upgrade to Version 5.0 (May 2010) | \$ 370 | \$ 296 |

Add-on Options

| | | |
|---|---------|---------|
| MultiMedia | \$ 370 | \$ 296 |
| Virtual Exhibit (Please Specify Version 4 or 5) | \$ 420 | \$ 336 |
| Barcode Printing | \$ 125 | \$ 100 |
| Network Upgrade 2 to 5 users | \$ 495 | \$ 396 |
| Network Upgrade 6 to 10 users | \$ 880 | \$ 704 |
| Network Upgrade 11 to 25 users | \$ 1210 | \$ 968 |
| Network Upgrade unlimited users | \$ 1540 | \$ 1232 |
| PastPerfect-Online Software | \$ 285 | \$ 228 |
| PastPerfect-Online Annual Hosting: first 10,000 records | \$ 440 | \$ 352 |
| PastPerfect-Online Annual Hosting: each +10,000 records | \$ 245 | \$ 196 |

PastPerfect 5.0 Training CDs

| | | |
|--|--------|--------|
| PastPerfect 5.0 CD Training Series (3 CD Set + User's Guide) | \$ 119 | \$ 119 |
| Training CD: Cataloging Your Collection with PastPerfect 5.0 | \$ 39 | \$ 39 |
| Training CD: Managing Contacts & Membership with PastPerfect 5.0 | \$ 39 | \$ 39 |
| Training CD: Researching and Reporting with PastPerfect 5.0 | \$ 39 | \$ 39 |

Version 4.0 Software and Training

| 2010 Price List | Standard Price | AASLH Price |
|---|----------------|-------------|
| PastPerfect Basic Program Version 4.0 | \$ 870 | \$ 696 |
| PastPerfect Basic Upgrade to Version 4.0* | \$ 199 | \$ 199 |
| Training CD: Cataloging Your Collection with PastPerfect 4.0 | \$ 39 | \$ 39 |
| Training CD: Managing Contacts & Membership w/PastPerfect 4.0 | \$ 39 | \$ 39 |
| Training CD: Researching and Reporting with PastPerfect 4.0 | \$ 39 | \$ 39 |
| Scatter/Gather for Version 4.0 | \$ 330 | \$ 264 |

Services

| | | |
|---|------------|------------|
| First Year Support Single User** | \$ 345 | \$ 276 |
| First Year Support Network User** | \$ 425 | \$ 340 |
| Annual Support Renewal Single User | \$ 430 | \$ 344 |
| Annual Support Renewal Network 2-10 Users | \$ 530 | \$ 424 |
| Annual Support Renewal Network 11+ Users | \$ 720 | \$ 576 |
| Per-Incident Support (no contract) | \$ 85 | \$ 85 |
| Online Training Classes (per class) | \$ 86.25 | \$ 69 |
| Training CDs | \$ 39/each | \$ 39/each |

Extras

| | | |
|-------------------------|---------------|---------------|
| Additional User's Guide | \$ 20 | \$ 16 |
| Free Evaluation CD | \$ 4/shipping | \$ 4/shipping |

Additional Information:

Applicable sales tax in Pennsylvania

Shipping & Handling \$10 in U.S., \$20 Canada, All other countries billed exact UPS charges.

* Version 4.0 users may upgrade directly to PastPerfect 5.0. Version 3.0 or 3.5 users may upgrade directly to PastPerfect 4.0. If you already have Digital Imaging (for Version 3) or MultiMedia (for Version 4), Network, Barcode Printing, or PastPerfect-Online (for Version 4) installed, these add-on features will automatically transfer to your new version for the one upgrade price. Version 4.0 Virtual Exhibit users will receive the new, redesigned Virtual Exhibit for PastPerfect 5.0 for free with the purchase of the PastPerfect 5.0 Upgrade. **Please note that Scatter/Gather and ezMARC are not available as Add-On Options for PastPerfect 5.0.**

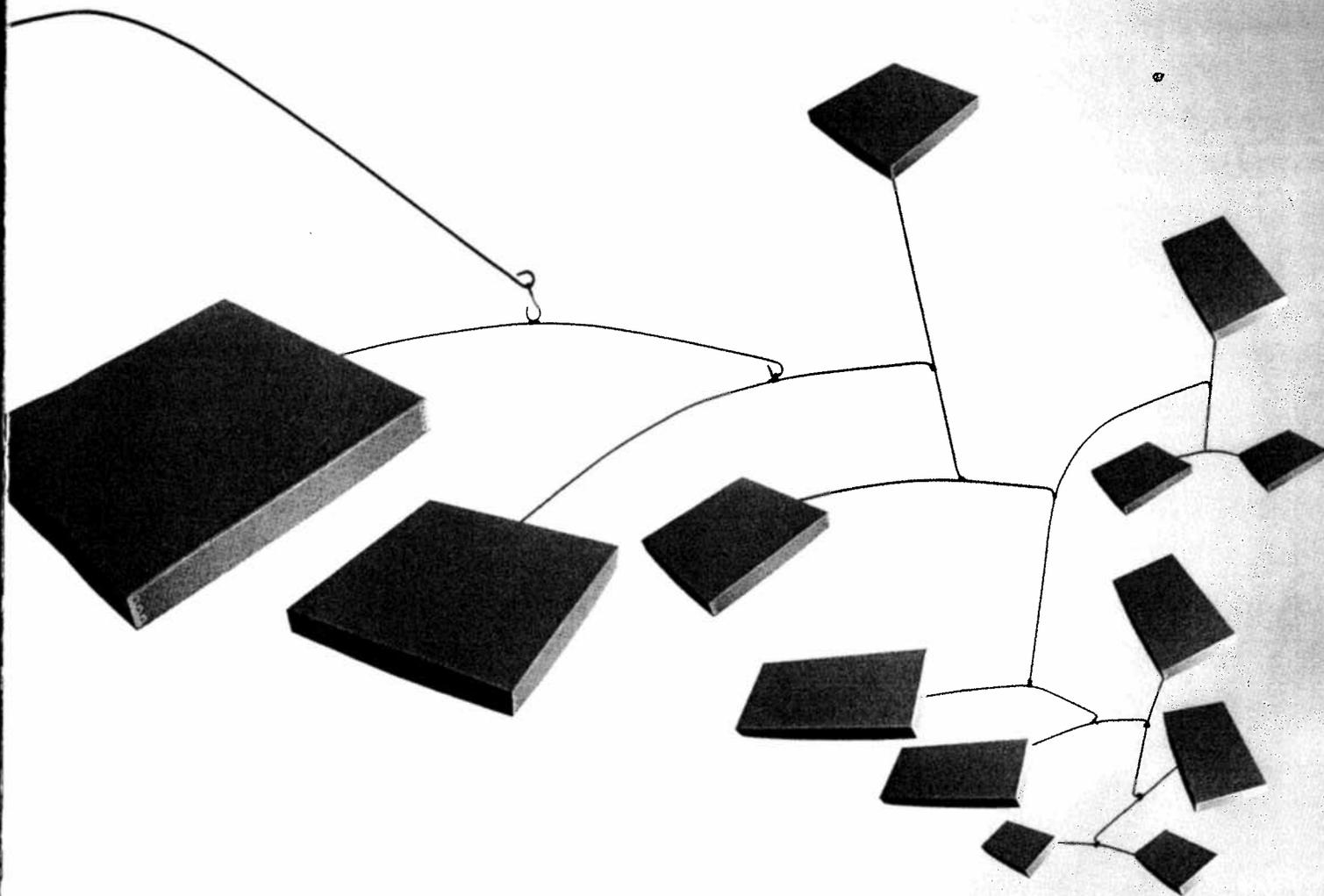
** First year support must be purchased at the same time as the Basic Program. If you purchase support later the price is the same as support renewal. [Click here for support renewal pricing.](#)

QUALITY | INNOVATION | EXPERTISE

Gaylord

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2010

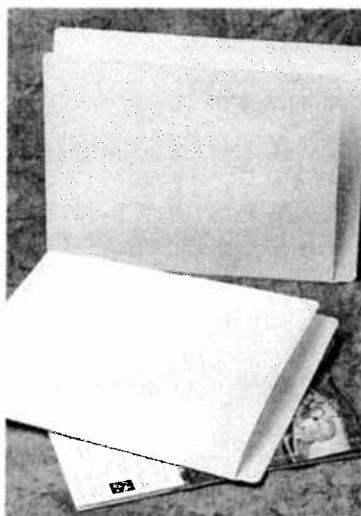


ARCHIVAL

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PRESERVATION STORAGE MATERIALS
(PHOTOGRAPHS)



Specifications

- Acid-free; lignin-free
- pH 8.0-8.5
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

File Folders—End-Tab, Reinforced

- 1" reinforced end tabs for durability

Archival folders for use with vertical storage systems. Double thick full tabs won't crush and wrinkle under repeated use. Available in letter- and legal-size.

| No. | Description | Lbs. | Price per Pkg. of 100 | | |
|------------|-------------|------|-----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-ARSF100 | Letter | 8.4 | \$32.45 | \$29.65 | \$28.05 |
| MB-ARSF200 | Legal | 10.3 | 40.25 | 37.55 | 34.85 |



Gaylord® File Folders—Full Tab, Reinforced

Reinforced tab stands up to years of use

- Double-thick tab for durability
- Protects against deterioration of documents, letters, fragile periodicals, small prints and photos

Acid-free folders are the basic element for long-term paper storage. Three scores allow expansion for greater capacity. Interleave fragile materials with acid-free tissue or acid-free paper for added protection. Available in letter- and legal-size.

Specifications

- Acid-free; lignin-free
- pH 8.0-8.5
- 10-pt. Folder stock
- Cream or Tan
- 3% Calcium carbonate buffer
- Passed P.A.T.

File Folder Labels—Continuous, Foil-Backed

- Fits half- and third-cut tabs
- For typewriter or continuous printer

Labels permanently adhere to folders without peeling, cracking or yellowing. Paper is acid-free and buffered. Fan-folded to run jam-free. 1,000 labels per package.

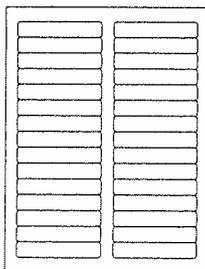
| No. | Size | Lbs. | Price per Package | |
|----------|----------------|------|-------------------|---------|
| | | | 1 | 5+ |
| MB-FF343 | 3/4 x 3 15/16" | 1.3 | \$21.45 | \$20.19 |



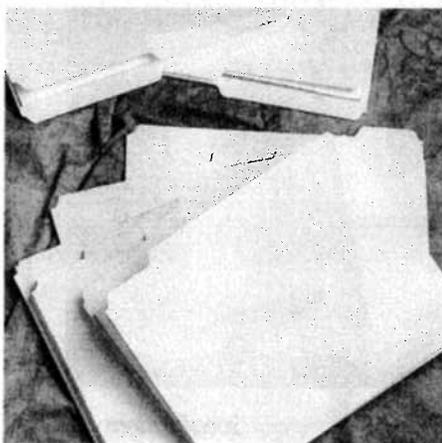
Gaylord® Permaplus File Folder Labels—Laser or Inkjet, Foil-Backed

- Fits half- and third-cut tabs

Acid-free paper labels with stay-flat foil-backed liner feed easily through printers without jams or misfeeds. 30 labels per sheet, 100 sheets per package.



| No. | Size | Lbs. | Price per Package | |
|--------------|---------------|------|-------------------|---------|
| | | | 1 | 5+ |
| MB-MLFF66-WF | 5/8 x 3 7/16" | 3.0 | \$52.95 | \$49.95 |



Specifications

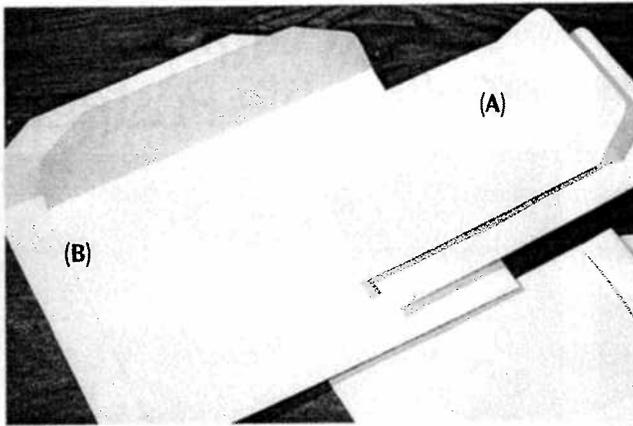
- Acid-free; lignin-free
- pH 8.0-8.5
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

Gaylord® File Folders—Half-, Third- & Fifth-Cut Tabs, Reinforced

- Double strength tabs for durability

Folders combine the durability of our full, reinforced tab (see above) with the convenience of 1" high cut tabs for organizing your filing system. Available in letter- and legal-size.

| No. | Description | Lbs. | Price per Package of 100 | | |
|-----------|-------------------|------|--------------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-ARF120 | Half-cut, Letter | 7.8 | \$49.90 | \$42.30 | \$36.49 |
| MB-ARF220 | Half-cut, Legal | 9.9 | 51.39 | 48.75 | 42.79 |
| MB-ARF130 | Third-cut, Letter | 7.8 | 49.90 | 42.30 | 36.49 |
| MB-ARF230 | Third-cut, Legal | 9.8 | 51.39 | 48.75 | 42.79 |
| MB-ARF150 | Fifth-cut, Letter | 7.7 | 49.90 | 42.30 | 36.49 |
| MB-ARF250 | Fifth-cut, Legal | 9.7 | 51.39 | 48.75 | 42.79 |



Envelopes— Short Side Opening (A)

- A great storage solution for newspaper clippings, documents and small pamphlets

Each seam is sealed with pH neutral PVA (polyvinyl acetate) adhesive that bonds permanently and will not harm contents. Non-adhesive flaps. Use Low-Tack Velcro® (see page 157) to keep flaps closed.

Specifications

- Acid-free; lignin-free
- pH 8.0–8.5
- 80 lb. Text
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Size | Lbs. | Price per Pkg. of 100 | | |
|------------|------------------|------|-----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-FF69 | 6 x 9" | 2.2 | \$37.39 | \$34.95 | \$33.35 |
| MB-FF695 | 6 1/2 x 9 1/2" | 2.6 | 37.79 | 35.35 | 33.55 |
| MB-FF710 | 7 x 10" | 2.7 | 42.25 | 38.79 | 36.39 |
| MB-FF7105 | 7 1/2 x 10 1/2" | 3.3 | 44.09 | 41.65 | 38.59 |
| MB-FF85105 | 8 1/2 x 10 1/2" | 3.4 | 48.30 | 44.79 | 42.65 |
| MB-FF912 | 9 x 12" | 4.4 | 48.65 | 45.05 | 42.85 |
| MB-FF1013 | 10 x 13" | 4.7 | 56.19 | 53.69 | 49.59 |
| MB-FF1114 | 11 x 14" | 6.2 | 71.35 | 67.70 | 64.34 |
| MB-FF1115 | 11 1/2 x 15 1/2" | 7.0 | 81.35 | 77.85 | 75.09 |

Envelopes— Long Side Opening (B)

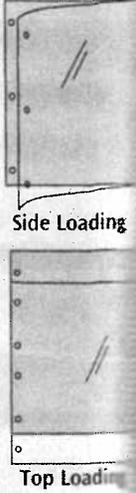
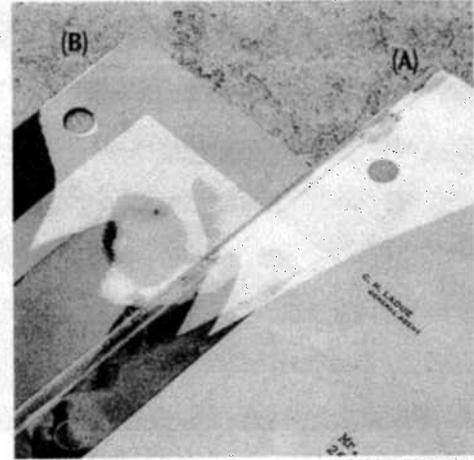
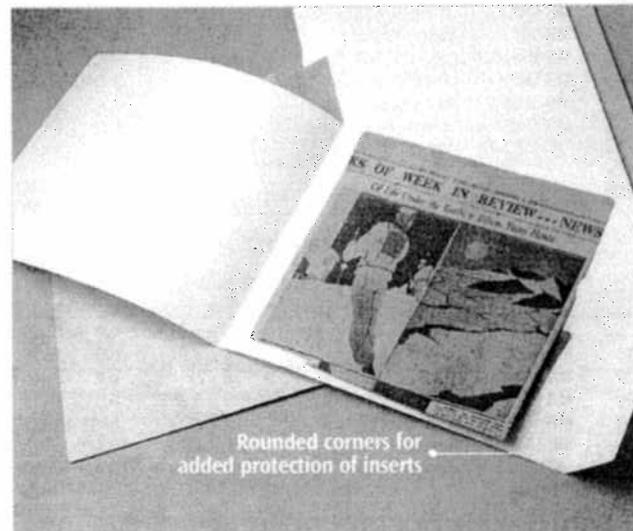
- Heavy-weight stock protects fragile contents
- Practical alternative for vertical file folders

Large enough for small documents, thin pamphlets and loose papers. Non-adhesive flaps. File side-opening envelopes in document cases, drop-front or clamshell storage boxes.

Specifications

- Acid-free; lignin-free
- pH 8.0–8.5
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Size | Lbs. | Price per Pkg. of 25 | |
|---------|-------------|-----------------|------|----------------------|---------|
| | | | | 1 | 5+ |
| MB-E911 | Letter | 9 1/2 x 11 3/4" | 2.4 | \$25.95 | \$24.05 |
| MB-E914 | Legal | 9 1/2 x 14 3/4" | 2.9 | 27.35 | 25.55 |



Sheet Protectors— 4mil Melinex® Polyester (A)

- Sealed on 3 sides with side or top opening
- Available in intermittent or edge seal

Three-hole punched pockets make it easy to add documents to any 3-ring binder. Choose side or top loading. Paper insert not included.



| No. | Description | Size | Lbs. | Price per Pkg. of 10 | | |
|---------------------|-------------------|-----------------|------|----------------------|---------|---------|
| | | | | 1 | 5 | 10 |
| Side Loading | | | | | | |
| MB-DM811 | Intermittent Seal | 8 3/4 x 11 1/4" | 0.6 | \$33.20 | \$31.99 | \$30.75 |
| MB-ESDM811 | Edge Seal | 8 3/4 x 11 1/4" | 0.6 | 33.20 | 31.99 | 30.75 |
| Top Loading | | | | | | |
| MB-DM911 | Intermittent Seal | 9 x 11 1/4" | 0.5 | 37.95 | 36.85 | 35.75 |
| MB-ESDM911 | Edge Seal | 9 x 11 1/4" | 0.5 | 37.95 | 36.85 | 35.75 |

Sheet Protectors— 2mil Melinex® Polyester with Mounting Pages (B)

- Black mounting pages provide a safe, dramatic background
- Protectors open on 3 sides
- Available in intermittent or edge seal

Sturdy Melinex polyester protectors safeguard newspaper clippings, prints and other keepsakes against dust, dirt, chemical reactions and handling. Black mounting pages (inserts) are 10-pt. buffered stock.

| No. | Description | W x H | Lbs. | Price per Pkg. | |
|---------------------|-------------------|-------------|------|----------------|---------|
| | | | | 1 | 5 |
| Side Loading | | | | | |
| MB-BA811 | Intermittent Seal | 8 1/2 x 11" | 2.4 | \$53.75 | \$50.29 |
| MB-ESBA811 | Edge Seal | 8 1/2 x 11" | 2.4 | 49.95 | 46.40 |

NOTE: Mounting pages and protectors will fit most 3-ring albums.

Gaylord® Envelope Slings

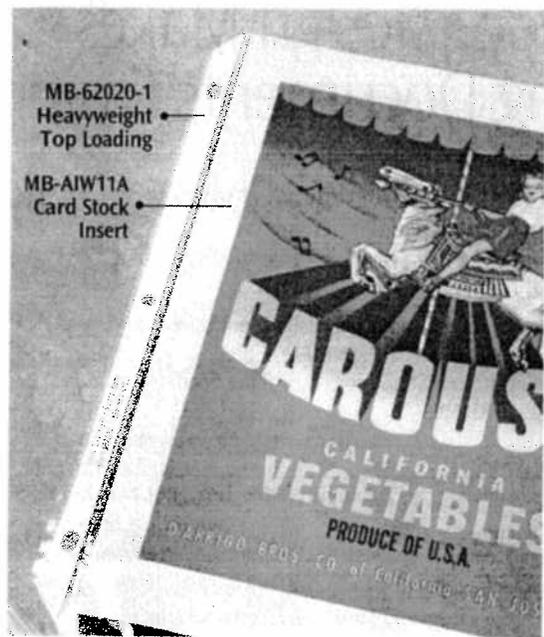
- Support and protect small pamphlets and brittle or fragile documents during envelope insertion and removal

Slings take the stress off fragile papers during handling. Use with envelopes (shown above).

Specifications

- Acid-free; lignin-free
- pH 8.0–8.5
- 80 lb. Text
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Fits Envelope | Lbs. | Price/Pkg. |
|------------|-----------------|------|------------|
| | | | 1 |
| MB-ES58A | 6 x 9" | 0.4 | \$5.49 |
| MB-ES59A | 7 x 10" | 0.4 | 5.55 |
| MB-ES710A | 7 1/2 x 10 1/2" | 0.6 | 8.65 |
| MB-ES711A | 8 1/2 x 10 1/2" | 0.5 | 7.45 |
| MB-ES811A | 9 x 12" | 0.6 | 9.95 |
| MB-ES812A | 10 x 13" | 0.7 | 8.85 |
| MB-ES1114A | 11 1/2 x 15" | 0.9 | 11.05 |



C-Line® Sheet Protectors— Polypropylene

- Affordable protection for documents and brochures
- Insert documents into 3-ring binders and albums without punching holes
- Available in a variety of styles, including high-capacity and A4

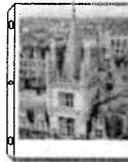
Sheet protectors are 3-ring punched to fit any standard binder, or slip our hanger bars through the edge channel to store in hanging file cabinet. No. **MB-62013** is our best selling heavy-weight top loader. No. **MB-62313** is open on the 3-hole punched side. No. **MB-00032** economy sheet protector includes black mounting sheets and is open on the top and bottom for an inexpensive solution to storing documents. No. **MB-62000** features a set of assorted edge colors to color-code sections or highlight important parts of a presentation. No. **MB-08013** is sized to fit international documents. No. **MB-62020-1** stores catalogs, periodicals or up to fifty 8½ x 11" pages in a single protector. No. **MB-62018** is non-glare, so your document is easy to read.



MB-62013
MB-62020-1
MB-62018



MB-62313



MB-62000*



MB-00032

| No. | Description | Qty./Box | Lbs. | Price Per Box | | |
|---------------------|-----------------------------|----------|------|---------------|---------|---------|
| | | | | 1 | 5 | 10+ |
| Heavy-weight | | | | | | |
| MB-62013 | Top Loading | 50 | 1.5 | \$21.85 | \$20.65 | \$19.45 |
| MB-62313 | Side Loading | 50 | 1.5 | 20.35 | 19.55 | 18.59 |
| MB-62000 | Top Loading, Color Edge* | 50 | 1.4 | 23.95 | 22.65 | 21.39 |
| MB-08013 | Top Loading, A4 (8¼ x 11¾") | 50 | 1.5 | 22.55 | 21.25 | 20.15 |
| MB-62020-1 | Top Loading, High-capacity | 25 | 0.9 | 12.95 | 11.45 | 10.55 |
| MB-62018 | Top Loading, Non-glare | 50 | 1.5 | 22.79 | 21.45 | 20.25 |
| Economy | | | | | | |
| MB-00032 | Top & Bottom Loading | 50 | 1.5 | 24.45 | 22.39 | 20.39 |

*Includes 10 each of green, red, blue, yellow and white

Card Stock Inserts—Buffered

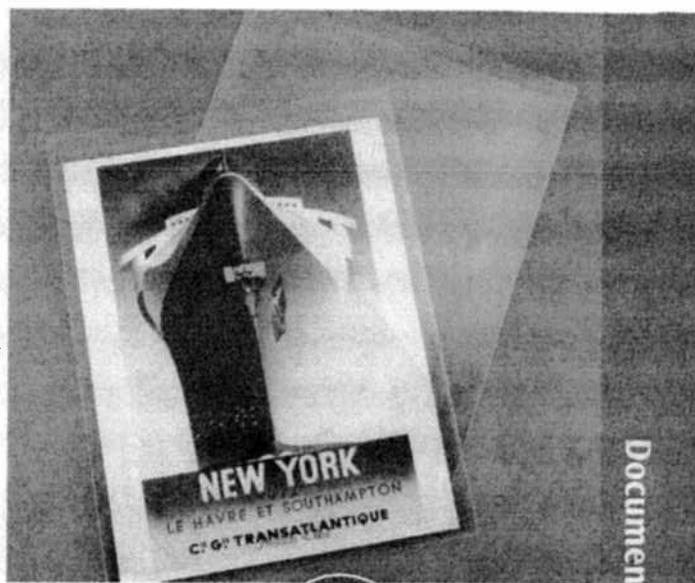
- Ideal for mounting photos or memorabilia

Heavy-weight 8½ x 11" acid-free inserts for use in sheet protectors (see above). Not hole punched.

| No. | Description | Lbs. | Price/Pkg. of 50 | |
|-----------|--------------------|------|------------------|---------|
| | | | 1 | 5+ |
| MB-AIB11 | 10-pt., Black | 1.5 | \$24.30 | \$23.15 |
| MB-AIW11A | 80 lb. Text, Cream | 0.9 | 18.95 | 18.19 |



For Albums
See pgs. 68-71



Gaylord® Envelopes— 3 or 4mil Melinex® Polyester



- Sealed on 3 sides
- Back extends ½" for ease of opening
- Choose standard 3mil or heavier 4mil for extra support for fragile documents and prints



Sturdy, flexible Melinex polyester film will not damage, discolor or adhere to contents. Store vertically in document cases, or flat in drop-front or clamshell boxes, with like sizes together.

All envelopes open on short side except for Nos. **MB-ESM9113T** and **MB-ESM9123T**, which open on long side.

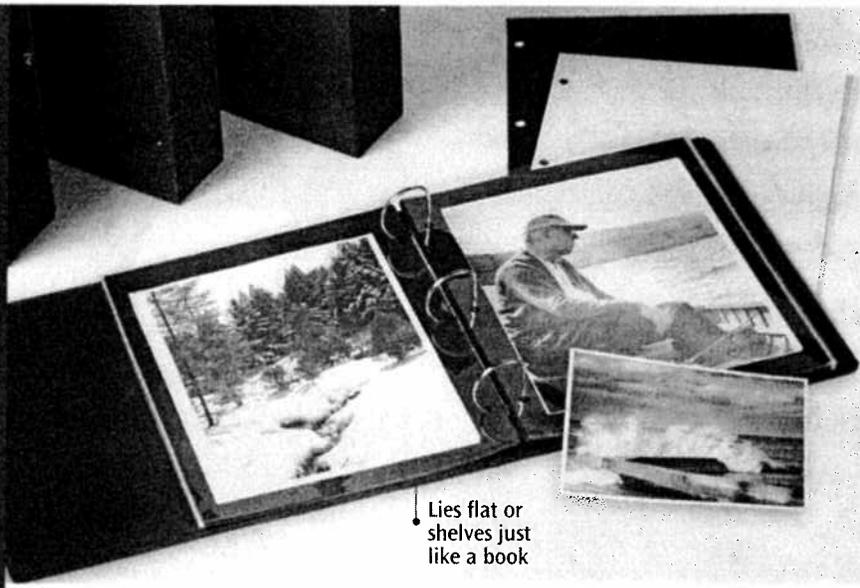
| No. | Fits up to | Lbs. | Price per Pkg. of 10 | | |
|--------------|------------|------|----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| 3mil | | | | | |
| MB-ESM453 | 4 x 5" | 0.1 | \$14.85 | \$12.75 | \$12.39 |
| MB-ESM463 | 4 x 6" | 0.1 | 15.05 | 12.95 | 12.60 |
| MB-ESM573 | 5 x 7" | 0.2 | 15.25 | 13.25 | 12.80 |
| MB-ESM693 | 5½ x 8½" | 0.3 | 15.29 | 14.19 | 13.15 |
| MB-ESM6103 | 6½ x 10" | 0.4 | 18.45 | 17.05 | 15.39 |
| MB-ESM7103 | 7½ x 10½" | 0.4 | 19.39 | 17.55 | 16.25 |
| MB-ESM8103 | 8 x 10½" | 0.5 | 21.65 | 19.29 | 18.15 |
| MB-ESM8113 | 8 x 10½" | 0.4 | 21.79 | 19.45 | 18.29 |
| MB-ESM1183 | 8 x 11" | 0.5 | 22.65 | 21.49 | 19.89 |
| MB-ESM8143 | 8½ x 14" | 0.6 | 25.05 | 21.99 | 20.39 |
| MB-ESM9113 | 8½ x 11" | 0.5 | 23.15 | 21.79 | 20.19 |
| *MB-ESM9113T | 8½ x 11" | 0.5 | 23.15 | 21.79 | 20.19 |
| MB-ESM993 | 9 x 9" | 0.4 | 22.29 | 19.99 | 18.85 |
| MB-ESM9123 | 9 x 12" | 0.7 | 24.55 | 22.65 | 20.45 |
| *MB-ESM9123T | 9 x 12" | 0.5 | 24.55 | 22.65 | 20.45 |
| MB-ESM10103 | 10½ x 10½" | 0.5 | 23.75 | 21.95 | 20.49 |
| MB-ESM11143 | 11 x 14" | 0.8 | 28.19 | 26.05 | 23.49 |
| 4mil | | | | | |
| MB-ESM4104 | 4½ x 10" | 0.4 | 26.65 | 24.35 | 22.25 |
| MB-ESM574 | 5 x 7" | 0.3 | 25.19 | 23.10 | 20.59 |
| MB-ESM584 | 5½ x 8½" | 0.4 | 26.59 | 23.65 | 21.89 |
| MB-ESM694 | 6 x 9" | 0.3 | 27.85 | 25.05 | 23.35 |
| MB-ESM7104 | 7½ x 10½" | 0.5 | 28.75 | 25.65 | 23.75 |
| MB-ESM8104 | 8 x 10½" | 0.6 | 29.35 | 26.45 | 24.89 |
| MB-ESM814 | 8½ x 14" | 0.2 | 30.45 | 27.75 | 26.55 |
| MB-ESM8114 | 8½ x 11" | 0.2 | 29.65 | 26.99 | 25.05 |
| MB-ESM11174 | 11 x 17" | 0.1 | 37.95 | 33.15 | 31.85 |
| MB-ESM17214 | 17 x 21" | 1.8 | 43.45 | 41.50 | 38.95 |

*Open on long side

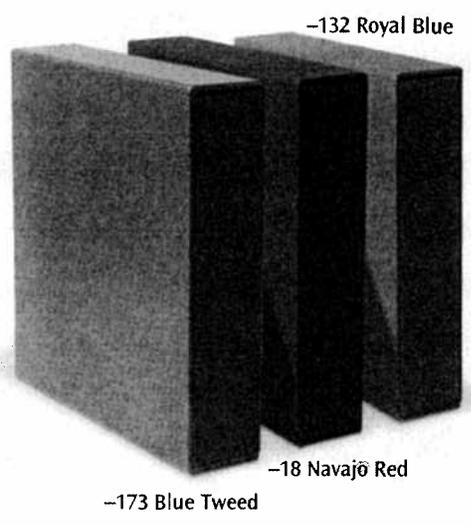


Document Storage

Envelopes & Sleeves



Lies flat or shelves just like a book



Keepsake Albums—
1 1/2" D-Ring

- Holds 50–60 mounting pages with protectors
- Available with or without matching slipcase

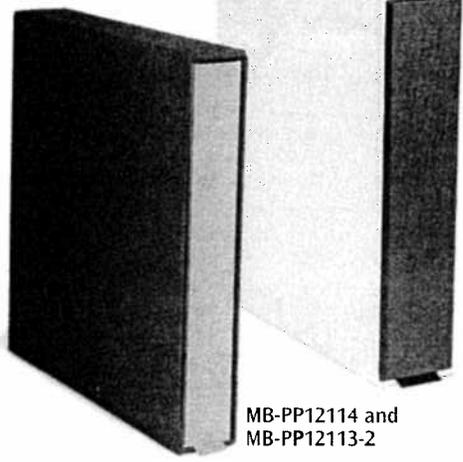
Preserve your photos and ephemera for generations to come in these attractive, textured cloth-covered albums. Slightly oversize album is 12" high to accommodate most photo, negative, CD and slide storage pages. Acid-free mounting pages and Melinex® polyester protectors are available with album or separately. Choose from 3 attractive colors: –18 Navajo Red, –132 Royal Blue or –173 Blue Tweed.



| No. | Description | Lbs. | Price Each | |
|---|--|------|------------|---------|
| | | | 1 | 5+ |
| Albums—12 x 11 1/2 x 2 3/8" | | | | |
| MB-K12112 | Album with 50 Cream Pages & Protectors | 3.9 | \$93.55 | \$88.15 |
| MB-KBA12112 | Album with 50 Black Pages & Protectors | 3.9 | 93.55 | 88.15 |
| MB-K12112-1 | Album Only | 1.6 | 36.70 | 34.45 |
| MB-K12112-2 | Slipcase Only | 1.1 | 28.89 | 27.19 |
| MB-K12112-3 | Album & Slipcase | 3.9 | 55.85 | 49.15 |
| Mounting Pages (pkg. of 50)—9 1/2 x 11" | | | | |
| MB-9X11CRB | Cream, 80 lb. Text | 1.8 | 26.29/pkg. | — |
| MB-9X11BL | Black, 10-pt. Buffered Paper | 1.8 | 28.75/pkg. | — |
| Extra Pages with Protectors (pkg. of 25)—9 1/2 x 11 1/2" | | | | |
| MB-K12112-6 | Cream, 80 lb. Text | 1.4 | 33.39/pkg. | — |
| MB-K12112-5 | Black, 10-pt. Buffered Paper | 1.7 | 33.39/pkg. | — |

NOTE: Add color suffix when ordering (albums or slipcases only).

MB-PP12112-1 and MB-PP12112-2

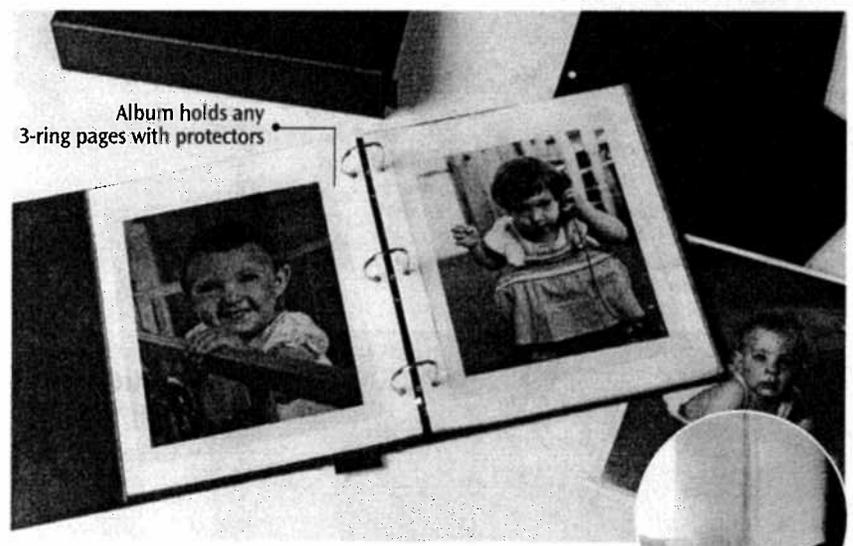


MB-PP12114 and MB-PP12113-2

Photo Preservation Albums—
1" or 1 1/2" D-Ring, with Slipcase

- 1" holds up to 40 pages with protectors, 1 1/2" holds up to 60 pages with protectors
- Choose from 2 album sizes

Albums feature durable cover fabric and contrasting buckram cloth-covered slipcases. Albums are constructed of 110-pt. binder board with pH neutral adhesives. Both albums are 12" high to hold most photo, negative, CD and slide storage pages. Choose from our selection of acid-free mounting pages for a dramatic presentation.



Album holds any 3-ring pages with protectors

Pull-tab for easy removal from slipcase

| No. | Description | Lbs. | Price Each | | |
|---|--|------|------------|---------|---------|
| | | | 1 | 5 | 10+ |
| Emerald Green Album—1 1/2" D-rings; 2 3/8" spine; holds up to 65 mounting pages with protectors. | | | | | |
| MB-PPBA12112 | Album with 50 Black Pages & Protectors | 2.8 | \$84.25 | \$78.95 | \$73.65 |
| MB-PP12112 | Album with 50 Cream Pages & Protectors | 3.9 | 84.25 | 78.95 | 73.65 |
| MB-PP12112-1 | Album only | 1.4 | 31.19 | 29.29 | 27.25 |
| MB-PP12112-2 | Slipcase—Wheat Colored | 1.3 | 28.89 | 27.19 | 25.39 |
| Silver Grey Album—1" D-rings; 1 5/8" spine; holds up to 40 mounting pages with protectors. | | | | | |
| MB-PPBA12114 | Album with 35 Black Pages & Protectors | 3.9 | 80.70 | 75.19 | 70.45 |
| MB-PP12114 | Album with 35 Cream Pages & Protectors | 3.2 | 80.70 | 75.19 | 70.45 |
| MB-PP12114-1 | Album only | 1.5 | 29.69 | 27.89 | 25.90 |
| MB-PP12113-2 | Slipcase—Jet Black | 1.2 | 27.65 | 25.89 | 24.05 |

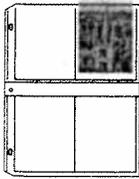
Album Pages— 4mil Polypropylene

NEW!

- Pages feature individual photo pockets on both sides for safe storage

Safeguard your photos in these convenient pocket pages. Pre-punched to fit both standard 3-hole and international size binders, some pages also have a pocket to hold write-on inserts (included) for identification and indexing. Sturdy 4mil thickness provides extra protection against handling and wear. 50 sheets per package.

| No. | Capacity | Write on Print Size | Insert | Lbs. | Price Per Package | | |
|-------------|----------|------------------------|--------|------|-------------------|---------|---------|
| | | | | | 1 | 5 | 10+ |
| MB-PP355-8 | 8 | 3 1/2 x 5" | No | 1.5 | \$26.25 | \$24.10 | \$21.99 |
| MB-PP45-8 | 8 | 4 x 5" | No | 1.5 | 26.25 | 24.10 | 21.99 |
| MB-PP46-6 | 6 | 4 x 6" | Yes | 1.5 | 26.25 | 24.10 | 21.99 |
| MB-PP46-4 | 4 | 4 x 6" | Yes | 1.5 | 26.25 | 24.10 | 21.99 |
| MB-PP57-4 | 4 | 5 x 7" | Yes | 1.5 | 26.25 | 24.10 | 21.99 |
| MB-PP810-2 | 2 | 8 x 10" | No | 1.5 | 26.25 | 24.10 | 21.99 |
| MB-PP8511-2 | 2 | 8 1/2 x 11" | No | 1.5 | 26.25 | 24.10 | 21.99 |



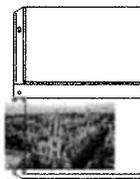
MB-PP355-8



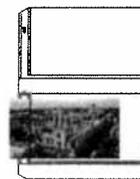
MB-PP45-8



MB-PP46-6



MB-PP46-4



MB-PP57-4



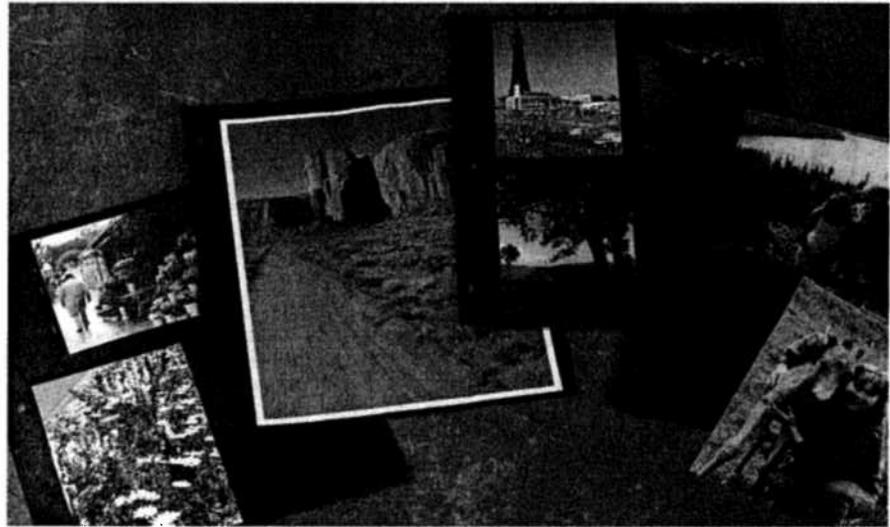
MB-PP810-2
MB-PP8511-2

Print File™

Album Pages—Black

- Black background adds dramatic impact to your print collection
- Chemically inert polypropylene will not crack or tear
- Fits standard 3-ring binder

Includes all the benefits of standard, clear polypropylene pages with a black background to make your prints really stand out. The durable, safe polypropylene pages feature pockets to house various sized prints, so you can show your entire collection at its best. A reinforced, pre-punched edge for binder use is also featured, or simply slide our metal hanger bar (see page 82) through the sleeve edge provided to hang photos or prints in a standard filing cabinet.



| Gaylord® No. | Print File™ No. | Description | Print Size | Capacity | Lbs. | Price/Box of 25 | | |
|-----------------|--------------------|-------------|---------------|----------|------|-----------------|---------|---------|
| | | | | | | 1 | 5 | 10+ |
| MB-PFP8S | BLK35-8S | 8 Pockets | 3 1/2 x 5" | 8 | 0.7 | \$17.59 | \$16.19 | \$14.75 |
| MB-PFP6S | BLK46-6S | 6 Pockets | 4 x 6" | 6 | 0.7 | 17.59 | 16.19 | 14.75 |
| MB-PFP4S | BLK57-4S | 4 Pockets | 5 x 7" | 4 | 0.7 | 17.59 | 16.19 | 14.75 |
| MB-PFP2S | BLK810-2S | 2 Pockets | 8 x 10" | 2 | 0.7 | 17.59 | 16.19 | 14.75 |



MB-PFP8S



MB-PFP6S



MB-PFP4S



MB-PFP2S

For Photo
Albums
See pgs.
68-71

For Box
Albums
See pgs.
66-67

Photo & Print Storage

Albums, Scrapbooks & Pages

To Order: Call 1-800-448-6160 or visit Gaylord.com/DividersandPages • Gaylord® 77

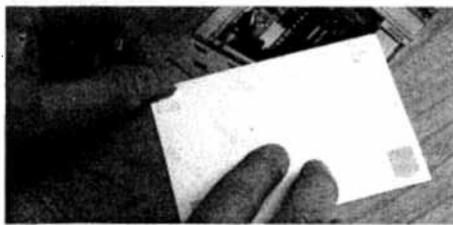


Photo Fix Adhesive Squares— Polypropylene, Double-Stick

- Permanent acrylic adhesive
- The fast, easy solution for mounting photos and other items

Simply stick the double-sided 1/2" x 1/2" adhesive squares to the photograph, postcard, memento or ephemera to be mounted, remove the protective tab and attach the item to the page. The squares are available on a roll of 500 per package in a convenient, self-dispensing box.

MB-1704 0.1 lbs. 1- \$7.19 5+ \$6.05/pkg.

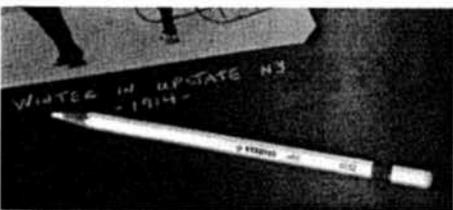


Archival Glue Pen

- Pressure-activated tip provides just the right amount of glue

This quick-drying archival glue pen is handy for scrapbooking and other applications where just a drop of glue is required. The PVA adhesive (pH 7.5-8.0) forms a permanent bond on most porous surfaces and is non-toxic. Contains 0.4 oz. of glue. **NOTE:** Not recommended for works of art.

MB-GLUEPEN 0.05 lbs. 1- \$3.25 5+ \$3.00/each



All-Stabilo White Pencils

- Marks on almost any surface

These unique water-soluble pencils feature soft, waxy leads that will mark clearly, densely and legibly on paper, glass, metal, photos and film. Pencil marks will wipe off smooth surfaces with a damp cloth and erase off paper.

| No. | Lbs. | Price Each | | |
|----------|------|------------|--------|--------|
| | | 1 | 6 | 12+ |
| MB-57110 | 0.1 | \$3.49 | \$3.39 | \$3.19 |

Herma Mounting Adhesives & Dispensers

- Choose removable dot strips or permanent 1/2" square tabs



MB-61-308

Safely position and secure your photos and other documents. The ergonomic design of No. MB-61-306 makes application of a strip of light blue adhesive dots easy; dots can be rubbed off if desired. Includes 1 roll of tape. No. MB-61-308 features a sturdy, well-designed dispenser with 1,000 tabs of acid- and solvent-free permanent mounting adhesive. Refills available.

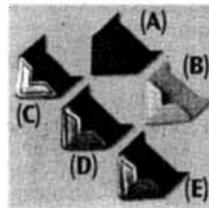


MB-61-306

| No. | Description | Qty. | Lbs. | Price Each |
|------------------|------------------------------|-------------|------|------------|
| Removable | | | | |
| MB-61-306 | Dot Strips w/Dispenser | 49 ft. Roll | 0.2 | \$13.39 |
| MB-61-307 | Dot Strips Refill | 49 ft. Roll | 0.1 | 6.99 |
| Permanent | | | | |
| MB-61-308 | 1/2" Square Tabs w/Dispenser | 1,000 Tabs | 0.3 | 17.55 |
| MB-61-309 | 1/2" Square Tabs Refill | 1,000 Tabs | 0.1 | 8.19 |

Photo Corners— Pre-Gummed Paper

- An elegant accent in albums and scrapbooks



Acid-free paper corners are safe and easy to use. Place the corners on your photo, moisten the adhesive on the back and adhere to the page for a "traditional" look. Available in 5 colors. 240 per package.

| Key | No. | Description | Lbs. | Price per Pkg. |
|-----|------------|-------------|------|----------------|
| A | MB-HCT2050 | Black | 0.1 | \$5.05 |
| B | MB-HCT2051 | White | 0.1 | 5.05 |
| C | MB-HCT2071 | Copper | 0.1 | 5.05 |
| D | MB-HCT2072 | Silver | 0.1 | 5.05 |
| E | MB-HCT2052 | Gold | 0.1 | 5.05 |



PASSED
PHOTO ACTIVITY TEST

Gaylord® Photo Corners— Polypropylene

- Photos never come in direct contact with adhesive
- Self-sticking—simply place one on each corner and press



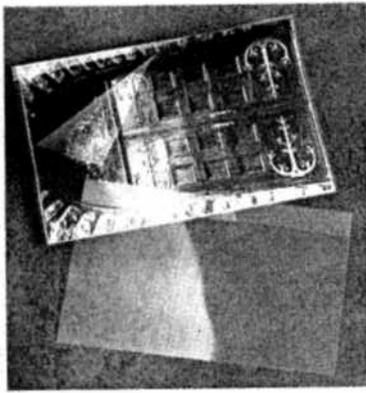
Polypropylene with pH neutral acrylic adhesive. The 1/2" standard size can be used for most photos, prints and documents. The 1 1/4" sizes are ideal for medium sized prints. The large 2 15/16" size is for oversized prints. Maxiviews feature notched corners which remain hidden behind the frame, allowing you to see more of the print.

| No. | Description | Lbs. | Price per Box | | |
|-----------------|---|------|---------------|---------|---------|
| | | | 1 | 3 | 5+ |
| MB-A224 | Standard (1/2"— 224 corners in a dispenser box) | 0.1 | \$6.65 | — | — |
| MB-A224-A | Standard—Package of 4 boxes (896 1/2" corners) | 0.4 | 23.59 | \$22.29 | \$21.19 |
| MB-A150 | Medium (1 1/4"— 250 corners in a box) | 0.1 | 27.05 | 22.89 | 21.95 |
| MB-A100 | Large (2 15/16"—100 corners in a box) | 0.4 | 21.65 | 20.25 | 18.70 |
| Maxiview | | | | | |
| MB-A150MV | Medium (1 1/4"— 250 corners in a box) | 0.2 | 31.09 | 26.39 | 25.39 |
| MB-A100MV | Large (2 15/16"— 100 corners in a box) | 0.2 | 18.69 | 17.89 | 16.59 |

Photo & Print Storage

Albums, Scrapbooks & Pages

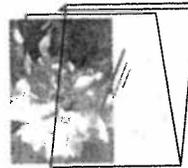
To Order: Call 1-800-448-6160 or visit Gaylord.com/PhotoTools • Gaylord® 75



Self-Locking Print Sleeves— 3mil Melinex® Polyester or Polypropylene

- Self-locking top fold, sealed on one side
- Clear sleeves open completely for easy insertion and removal of contents

Protect your transparencies, negatives and unmounted prints from fingerprints, soil, pollutants and the stress of handling. Sleeves feature a folded tab which keeps the contents safely in place. Both materials are inert and chemically safe.



For Anti-Static
Gloves
See pg. 88

For Negative
& Print Boxes
See pg. 62

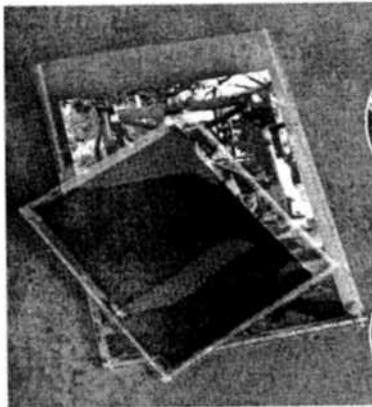


| No. | Fits up to | Quantity per Pkg. | Lbs. | Price per Pkg. | |
|-------------------------------|----------------|-------------------|------|----------------|--------|
| | | | | 1 | 10+ |
| 3mil Melinex Polyester | | | | | |
| MB-CDVS24 | 2 1/2 x 4 1/2" | 50 | 0.3 | \$9.05 | \$7.69 |
| MB-FL35P | 3 5/8 x 5 1/2" | 50 | 0.3 | 13.69 | 12.89 |
| MB-FL37P | 3 3/4 x 7 1/2" | 50 | 0.5 | 21.69 | 19.69 |
| MB-FL46P | 4 x 6" | 50 | 0.3 | 15.95 | 14.69 |
| MB-CCDS57 | 5 x 7" | 50 | 0.5 | 18.25 | 16.69 |
| MB-FL810P | 8 x 10" | 50 | 1.2 | 41.15 | 37.90 |
| MB-FL114P | 11 x 14" | 25 | 1.4 | 48.25 | 44.55 |
| MB-FL118P | 14 x 18" | 25 | 2.2 | 84.25 | 79.79 |
| MB-FL620P | 16 x 20" | 25 | 2.7 | 87.99 | 79.99 |

| No. | Fits up to | Quantity per Pkg. | Lbs. | Price per Pkg. | |
|-----------------------------|------------|-------------------|------|----------------|--------|
| | | | | 1 | 10+ |
| 2.4mil Polypropylene | | | | | |
| MB-FL35N* | 35mm | 50 | 0.2 | \$9.29 | \$8.89 |
| MB-FL45N | 4 x 5" | 50 | 0.1 | 18.15 | 17.35 |
| MB-FL46N | 4 x 6" | 50 | 0.2 | 11.09 | 10.60 |
| MB-FL120N** | 120mm | 50 | 0.3 | 14.89 | 14.25 |
| MB-FL57N | 5 x 7" | 50 | 0.2 | 15.19 | 14.55 |

*No. MB-FL35N 1 9/16 x 9 1/4" and holds 6-frame strip.

**No. MB-FL120N 2 9/16 x 10 1/16" and holds 4-frame strip.



Intermittent Seal



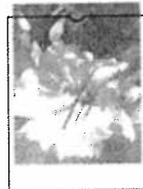
Edge Seal

Gaylord® Negative & Print Envelopes—3mil Melinex® Polyester

- Sealed on 3 sides
- Safe storage for negatives and prints
- Clear, heavy-weight protection
- Available in intermittent or edge seal

Prevents scratches, fingerprints and damage from pollutants. Available in multiple sizes to accommodate prints up to 20 x 24".

| No. | Fits up to | Lbs. | Price/Package of 10 | | |
|--------------------------|------------|------|---------------------|---------|---------|
| | | | 1 | 10 | 25+ |
| Intermittent Seal | | | | | |
| MB-PN45 | 4 x 5" | 0.3 | \$15.05 | \$13.05 | \$11.09 |
| MB-PN46 | 4 x 6" | 0.2 | 15.25 | 13.55 | 11.35 |
| MB-PN58 | 5 x 8" | 0.2 | 15.89 | 14.25 | 12.15 |
| MB-PN811 | 8 x 11" | 0.3 | 20.29 | 18.79 | 16.49 |
| MB-PN1114 | 11 x 14" | 0.9 | 34.95 | 30.99 | 29.35 |
| MB-PN1620 | 16 x 20" | 1.4 | 47.95 | 44.59 | 39.85 |
| MB-PN2024 | 20 x 24" | 1.9 | 58.85 | 54.55 | 49.75 |
| Edge Seal | | | | | |
| MB-ESPN45 | 4 x 5" | 0.1 | 14.45 | 13.49 | 12.69 |
| MB-ESPN46 | 4 x 6" | 0.2 | 16.10 | 15.09 | 14.39 |
| MB-ESPN58 | 5 x 8" | 0.2 | 15.95 | 14.99 | 13.85 |
| MB-ESPN811 | 8 x 11" | 0.3 | 19.25 | 18.45 | 17.69 |
| MB-ESPN1114 | 11 x 14" | 0.9 | 34.65 | 29.90 | 28.55 |
| MB-ESPN1620 | 16 x 20" | 1.4 | 53.95 | 51.29 | 49.29 |



MB-PNP1114
MB-PNP1620

Negative & Print Envelopes— 2mil Polyethylene

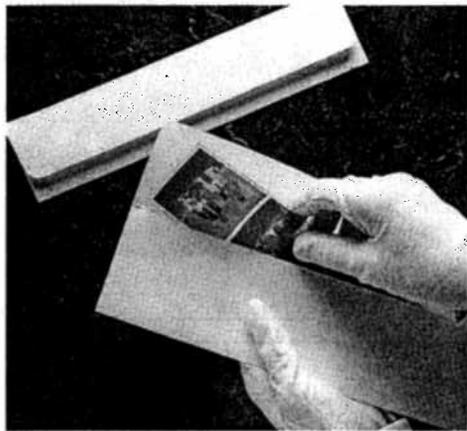
- Sealed on 3 sides
- Safe storage for negatives and prints
- Quality, economical alternative to Melinex® polyester

Envelopes offer a budget-stretching solution for storing large collections. Strong, stable, high density polyethylene enclosures feature a thumb tab on the open side for easy access to contents. There are no overlapping seams to put stress on the emulsion. **NOTE:** Polyethylene is softer and not as clear as Melinex polyester.

| No. | Fits up to | Quantity per Pkg. | Lbs. | Price per Package | |
|----------------------|-----------------------------|-------------------|------|-------------------|---------|
| | | | | 1 | 5 |
| Prints | | | | | |
| MB-PNP45 | 4 x 5" | 100 | 0.3 | \$10.75 | \$10.09 |
| MB-PNP57 | 5 x 7" | 100 | 0.5 | 15.49 | 14.95 |
| MB-PNP810 | 8 x 10" | 100 | 1.0 | 39.25 | 36.69 |
| MB-PNP1114* | 11 x 14" | 20 | 0.3 | 18.69 | 17.80 |
| MB-PNP1620* | 16 x 20" | 20 | 0.8 | 30.79 | 28.55 |
| Negative Film | | | | | |
| MB-PNPL29 | 2 1/4 x 2 1/4", 4 Frames | 100 | 0.4 | 11.35 | 10.35 |
| MB-PNP34 | 3 1/4 x 4 1/4" | 100 | 0.1 | 10.19 | 9.29 |

*Envelope opens on long side.

Protect Against Dust & Other Contaminants



Gaylord® Negative Strip Envelopes—Unbuffered

- Sealed on 3 sides
- Flap doubles as a record index

Manufactured from unbuffered, heavy-weight paper to support and protect your 35mm and 2 1/4" negative strips. Side seams sealed with a pH neutral adhesive. 10 1/8 x 2 1/2".

| No. | Lbs. | Price/Package of 100 | | |
|----------|------|----------------------|---------|---------|
| | | 1 | 5 | 10+ |
| MB-WE210 | 1.3 | \$29.25 | \$27.70 | \$26.15 |

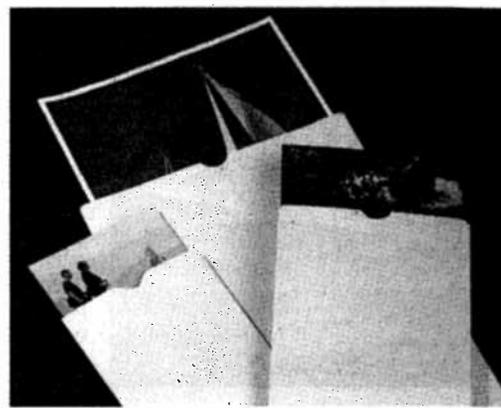
Specifications

- Acid-free; lignin-free
- pH 8.0-8.5
- 80 lb. Text
- White
- Unbuffered
- Passed P.A.T.

Gaylord® Negative & Print Envelopes—Buffered & Unbuffered

- Sealed on 3 sides
- Thumb-cut design makes insertion and removal easy

Protect valuable prints and negatives from damaging light, dust and handling. All envelopes feature strong bottom and side seams that are sealed with pH neutral adhesive, providing a smooth inner surface. Buffered envelopes resist acid migration. Use unbuffered envelopes for items with sensitivity to alkaline environments such as blueprints, cyanotypes and albumen prints.



Buffered

| No. | Size | Lbs. | Price/Package of 100 | | |
|------------|-------------------------------|------|----------------------|---------|---------|
| | | | 1 | 5 | 20+ |
| MB-PB45A | 4 3/8 x 5 3/8" | 1.1 | \$20.65 | \$19.30 | \$17.79 |
| MB-PB45 | 4 7/8 x 5 3/8" | 1.1 | 21.65 | 19.89 | 18.45 |
| MB-PB46 | 4 3/8 x 6 3/8" | 1.2 | 22.85 | 20.95 | 19.65 |
| MB-PB57 | 5 1/2 x 7 3/8" | 1.5 | 26.85 | 25.25 | 23.75 |
| MB-PB810 | 8 1/2 x 10 1/2" | 3.3 | 56.75 | 53.75 | 50.69 |
| MB-PB1114A | 11 1/2 x 14 1/2" (pkg. of 50) | 2.4 | 60.35 | 55.30 | 54.09 |

Unbuffered

| No. | Size | Lbs. | Price/Package of 100 | | |
|------------|-------------------------------|------|----------------------|---------|---------|
| | | | 1 | 5 | 20+ |
| MB-NP45A | 4 3/8 x 5 3/8" | 0.9 | \$17.29 | \$16.45 | \$15.75 |
| MB-NP45 | 4 7/8 x 5 3/8" | 0.9 | 19.25 | 18.20 | 17.40 |
| MB-NP46 | 4 3/8 x 6 3/8" | 1.0 | 21.39 | 19.75 | 18.80 |
| MB-NP57 | 5 1/2 x 7 3/8" | 1.5 | 23.95 | 22.75 | 21.95 |
| MB-NP810 | 8 1/2 x 10 1/2" | 3.3 | 50.15 | 47.80 | 44.75 |
| MB-NP1114A | 11 1/2 x 14 1/2" (pkg. of 50) | 2.4 | 60.19 | 56.60 | 51.50 |

Specifications

- BUFFERED**
- Acid-free; lignin-free
 - pH 8.0-8.5
 - 80 lb. Text
 - Cream
 - 3% Calcium carbonate buffer
 - Passed P.A.T.

Specifications

- UNBUFFERED**
- Acid-free; lignin-free
 - pH 8.0-8.5
 - 80 lb. Text
 - White
 - Unbuffered
 - Passed P.A.T.

For 35mm & 120mm Format Gaylord® Negative Storage System

- Keeps film strips safe from physical damage, UV light, dust, dirt and atmospheric contaminants

A simple system to store, protect and index your film strips. Boxes are easily stored on shelves or in cabinets. Simply place a negative strip into a self-locking sleeve, and store up to 6 strips in an envelope to file in the storage box. Up to 12 strips without sleeves may be stored in an envelope. An information card is supplied for indexing and quick identification.

(A) Kits

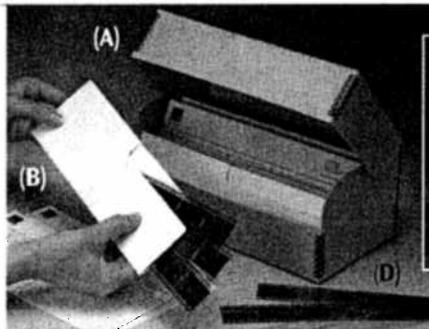
Contain tan box, information card, 100 sleeves and 50 envelopes for negative strips.

| No. | Description | Lbs. | Price Each |
|------------|------------------|------|------------|
| MB-SNFK35 | 35MM Format Kit | 3.0 | \$34.69 |
| MB-SNFK120 | 120MM Format Kit | 3.0 | 34.69 |

(B) Envelopes

Store 12 negative film strips alone, or 6 strips in photo sleeves. Write or type on strip for easy identification.

| No. | Description | Lbs. | Price Each | | |
|----------|--------------------------------------|------|------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-NFH35 | 25 Left & 25 Right Tab (50 per pkg.) | 1.3 | \$21.09 | \$19.15 | \$18.09 |
| MB-SBIC | Extra Index Cards (10 per pkg.) | 0.1 | 12.39/pkg. | — | — |



Specifications

- ENVELOPES**
- Acid-free; lignin-free
 - pH 8.0-8.5
 - 10-pt. Folder stock
 - Cream
 - Unbuffered
 - Passed P.A.T.

(C) Flip-top Boxes

Now in unbuffered tan or buffered black board. Reinforced metal-edged box holds up to 50 envelopes with 6 film strips in self-locking sleeves and envelopes or 50 envelopes with 12 strips in each envelope. Box includes a pre-printed indexing card.

| No. | Description | Inside Dimensions | Lbs. | Price Each | | |
|---------|-------------|-------------------------|------|------------|--------|--------|
| | | | | 1 | 5 | 10+ |
| MB-NSB | Tan | 5 3/8 x 10 1/2 x 4 1/2" | 0.6 | \$9.20 | \$8.29 | \$7.95 |
| MB-BNSB | Black | 5 3/8 x 10 1/2 x 4 1/2" | 0.5 | 13.25 | 12.75 | 11.90 |

Specifications

- Acid-free; lignin-free
- pH 8.0-9.0
- 40-pt. Barrier board
- Tan, unbuffered
- Black, 3% Calcium carbonate buffer
- Passed P.A.T.

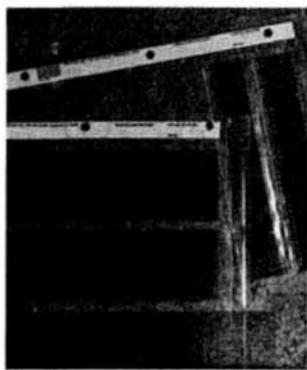
(D) Negative Sleeves

Chemically stable 2.4mil polypropylene with self-locking top fold and open sides prevents unwanted fingerprints and dust.

| No. | Description | Size | Lbs. | Price/Pkg. of 50 | |
|-----------|---------------|-------------------|------|------------------|--------|
| | | | | 1 | 10+ |
| MB-FL35N | 6 Frame Strip | 1 9/16 x 9 1/4" | 0.2 | \$9.29 | \$8.89 |
| MB-FL120N | 4 Frame Strip | 2 9/16 x 10 1/16" | 0.3 | 14.89 | 14.25 |

Photo & Print Storage

Boxes, Envelopes & Sleeves



Print File® Negative Preservers—Polyethylene

- Protects negatives from oily fingerprints, abrasion, dust and moisture
- 3-hole punched to fit standard size binder

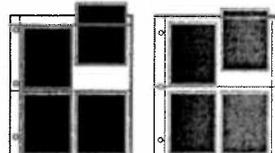
| Gaylord® No. | Print File™ No. | Format | Size | Lbs. | Price per Box of 100 | | |
|--------------|-----------------|---------|---|------|----------------------|---------|---------|
| | | | | | 1 | 5 | 10+ |
| MB-PFN7* | 35-6HB | 35mm | 10 x 9 ³ / ₄ " | 1.6 | \$34.45 | \$32.99 | \$30.75 |
| MB-PFN6 | 35-7B | 35mm | 8 ⁷ / ₁₆ x 11 ³ / ₁₆ " | 1.4 | 34.45 | 32.99 | 30.75 |
| MB-PFN7BXW | 35-7BXW | 35mm | 9 ¹⁵ / ₁₆ x 11 ⁵ / ₈ " | 1.9 | 34.25 | 32.85 | 30.65 |
| MB-PFN7S** | 35-7 | 35mm | 9 ¹ / ₂ x 11 ⁵ / ₈ " | 1.6 | 32.55 | 29.00 | 25.59 |
| MB-PFNCP7HB* | CP35-7HB | 35mm | 9 ¹ / ₄ x 11" | 2.6 | 50.59 | 47.25 | 45.10 |
| MB-PFN4 | 120-4B | 120mm | 8 ⁷ / ₁₆ x 11 ⁵ / ₁₆ " | 1.6 | 34.45 | 32.99 | 30.75 |
| MB-PF4S | 120-4UB | 120mm | 9 ¹⁵ / ₁₆ x 11 ⁵ / ₁₆ " | 1.9 | 36.85 | 34.59 | 32.35 |
| MB-PFN3HB* | 120-3HB | 120mm | 8 ¹¹ / ₁₆ x 10 ¹ / ₂ " | 1.5 | 32.55 | 29.00 | 25.59 |
| MB-PFNCP3HB* | CP120-3HB | 120mm | 9 ¹ / ₄ x 10 ¹⁵ / ₁₆ " | 2.6 | 50.59 | 47.25 | 45.10 |
| MB-PFN4S | 45-41B | 4 x 5" | 9 ¹ / ₄ x 11 ³ / ₁₆ " | 1.9 | 34.45 | 32.99 | 30.75 |
| MB-PFN4HBPOL | 45-4HBPOL | 4 x 5" | 9 ⁹ / ₁₆ x 11" | 1.6 | 32.55 | 29.00 | 25.59 |
| MB-PFN1HB* | 810-1HB | 8 x 10" | 9 ¹ / ₄ x 10 ¹ / ₂ " | 1.5 | 32.55 | 29.00 | 25.59 |

**Not 3-hole punched

| Gaylord® No. | Print File™ No. | Format | Size | Lbs. | Price per Box of 25 | | |
|--------------|-----------------|--------|--|------|---------------------|--------|--------|
| | | | | | 1 | 5 | 10+ |
| MB-PFN7B4 | 35-7B4 | 35mm | 7 ⁷ / ₁₆ x 11 ³ / ₁₆ " | 0.4 | \$8.15 | \$7.35 | \$6.39 |
| MB-PFN9HB* | 120-9HB | 120mm | 8 ⁷ / ₈ x 11 ⁵ / ₈ " | 0.6 | 12.95 | 11.60 | 10.80 |

*Can be used with a hanger bar

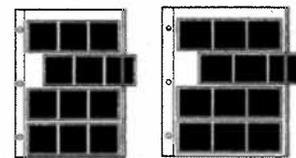
4 x 5"



No. MB-PFN4S
Holds four
4 x 5" negatives.

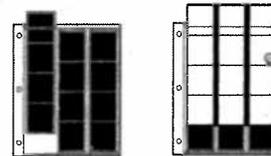
No. MB-PFN4HBPOL
Holds four 4 x 5"
Polaroid prints.

120MM



No. MB-PFN4
Holds 12 frames
on 4 strips.

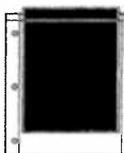
No. MB-PF4S Holds
12 single frames up
to 6 x 7cm.



No. MB-PFN3HB
Holds 12 frames
on 3 strips.

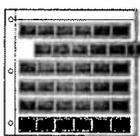
No. MB-PFNCP3HB
Holds 12 frames
on 3 strips with an
8 x 10" contact sheet.

8 x 10"

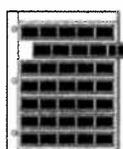


No. MB-PFN1HB
Holds one 8 x 10"
negative.

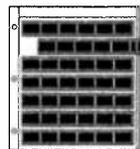
35MM



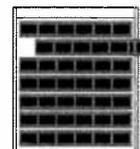
No. MB-PFN7
Holds 36 frames
on 6 strips.



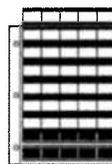
No. MB-PFN6
Holds 35 frames
on 7 strips.



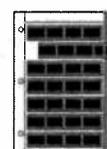
No. MB-PFN7BXW
Holds 42 frames
on 7 strips.



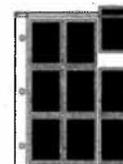
No. MB-PFN7S
Holds 42 frames on 7
strips (for box storage—
not punched).



No. MB-PFNCP7HB
Holds 35 frames
on 7 strips with an
8 x 10" contact sheet.



No. MB-PFN7B4
Holds 28 frames
on 7 strips.

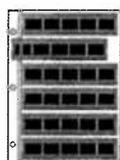


No. MB-PFN9HB
Holds 9 frames in
individual pockets.

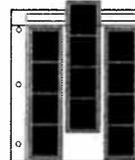
Print File® Ultima™ Negative Preservers—Polypropylene

- Accommodates sleeved negatives

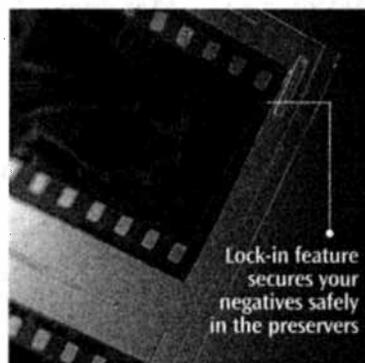
Doubles the protection against dust, dirt, scratches and fingerprints for your most sensitive photographic materials. Made from polypropylene to ensure safe, long-term storage. 3-hole punched for any standard size binder or pages can be used in hanging file systems.



No. MB-UPFN35
Holds 30 frames
on 6 strips.



No. MB-UPFN120
Holds 12 frames
on 3 strips.



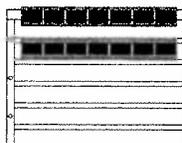
Lock-in feature
secures your
negatives safely
in the preservers

| Gaylord® No. | Print File™ No. | Page Format | Size | Lbs. | Price per Package of 10 | | |
|--------------|-----------------|-------------|---|------|-------------------------|---------|---------|
| | | | | | 1 | 5 | 10+ |
| MB-UPFN35 | ULT 35-3HB | 35mm | 8 ⁷ / ₈ x 11" | 2.0 | \$37.55 | \$34.95 | \$33.09 |
| MB-UPFN120 | ULT 120-3HB | 120mm | 9 ⁹ / ₁₆ x 11 ¹ / ₄ " | 2.1 | 37.55 | 34.95 | 33.09 |

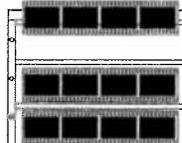
Gaylord® Negative Strip Pages— 10mil Polypropylene

- 35mm and 120mm negatives are easy to insert and remove, but won't fall out

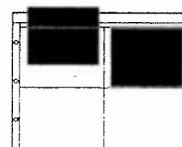
Place negatives in protective pockets, then secure them with exclusive lock-in flap. Slip-through top channel accommodates hanger bars (page 82) for file cabinets.



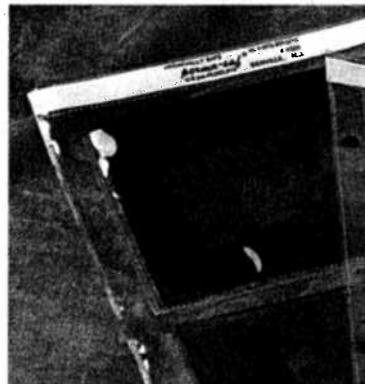
MB-3542



MB-12012



MB-4504



| No. | Capacity | Size | Lbs. | Price per Box of 50 | |
|----------|-------------------|--|------|---------------------|---------|
| | | | | 1 | 10+ |
| MB-3542 | 6 Strips/7 Frames | 9 ¹ / ₄ x 11 ¹ / ₂ " | 1.3 | \$26.85 | \$20.09 |
| MB-12012 | 3 Strips/4 Frames | 9 ¹ / ₄ x 11 ¹ / ₂ " | 1.5 | 26.85 | 20.09 |
| MB-4504 | (4) 4 x 5" Frames | 9 ¹ / ₄ x 11 ¹ / ₂ " | 1.5 | 26.85 | 20.09 |

To Order: Call 1-800-448-6160 or visit Gaylord.com/NegativePages • Gaylord® 65

Nitrile Gloves— 4mil

- More puncture-resistant than latex or vinyl gloves
- Protects against broad range of chemicals



Soft 4mil nitrile gloves protect against a broad range of chemicals and offer superior dexterity to handle even the smallest of objects with ease. Light coating of powder keeps hands cool. Contains no natural rubber latex proteins that can cause allergic reaction. Manufactured in the USA in an ISO 90002 facility. FDA approved.

| No. | Lbs. | Price per Box of 100 | |
|-----------|------|----------------------|---------|
| | | 1 | 5+ |
| MB-61-211 | 0.1 | \$14.55 | \$13.80 |

NOTE: Specify size when ordering: -SM, -M, -XL

Cotton Gloves

- Lightweight and washable
- Prevents finger oils from contacting surfaces and causing chemical damage

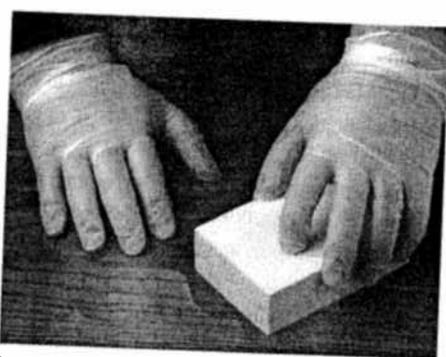


Soft 100% cotton gloves. Use for handling rare books, manuscripts and encapsulation. 12 pairs per package.

| No. | Description | Lbs. | Price per Pkg. |
|-----------|-------------|------|--------------------|
| MB-A3688A | Small | 0.3 | \$23.50 |
| MB-A3689A | Medium | 0.3 | 23.50 |
| MB-A3690A | Large | 0.4 | 23.50 ² |

Polyvinyl Gloves

- Perfect for handling damp materials



Protect your hands from chemicals and your collection from fingerprint oils. Non-slip grip. Large size.

| No. | Lbs. | Price per Box of 50 |
|----------|------|---------------------|
| MB-GPG01 | 2.3 | \$23.50 |



Non-slip vinyl nodules on palms and fingers

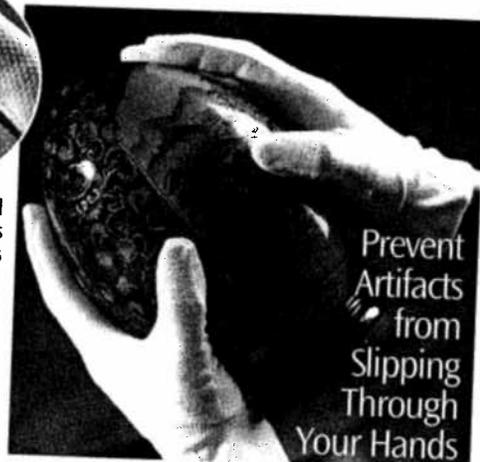
Sure-Grip™ Cotton Gloves

- Vinyl nodules assure a steady grip

100% washable cotton. Available in Small (-S) 0.6 lbs.; Medium (-M) 0.6 lbs.; Large (-L) 0.7 lbs. Package of 12 pairs.

| No. | Price per Package |
|---------|-------------------|
| MB-SGCG | \$31.50 |

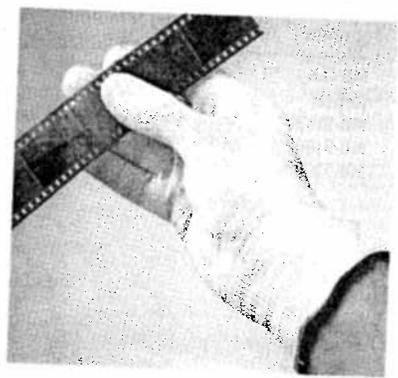
NOTE: Add size suffix when ordering.



Prevent Artifacts from Slipping Through Your Hands

Kinetronics® Anti-Static Gloves™

- For proper handling of static sensitive materials
- Available in small, medium and large sizes for a perfect fit



Knit from a blend of lint-free, soft microfiber and conductive filament, gloves suppress dust-collecting electrostatic charges when handling static prone materials such as film and plexiglass. Prevents fingerprints and scratching of delicate surfaces. Machine wash in cold water using a gentle detergent and tumble dry on warm setting.

| No. | Size | Lbs. | Price per Pair | |
|----------|--------|------|----------------|---------|
| | | | 1 | 3+ |
| MB-ASG-S | Small | 0.5 | \$17.50 | \$16.90 |
| MB-ASG-M | Medium | 0.5 | 17.50 | 16.90 |
| MB-ASG-L | Large | 0.5 | 17.50 | 16.90 |

Cotton Gloves— Disposable

- Economical—simply discard when soiled
- Perfect for handling photographic prints

An affordable, effective, and comfortable alternative to higher priced gloves. Ideal for handling photographic prints and artwork. The lightweight, unhemmed, cotton knit will stretch to fit most hands. 12 pairs per package.

| No. | Lbs. | Price per Package |
|----------|------|-------------------|
| MB-71200 | 0.2 | \$10.59 |



To Order: Call 1-800-448-6160 or visit Gaylord.com/GlovesandSponges • Gaylord® 163

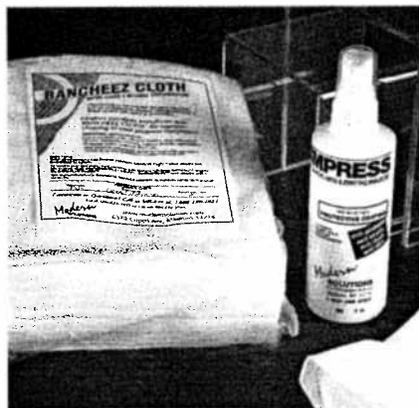


Novus® Plastic Cleaners & Scratch Removers

- Safely cleans and repairs acrylic objects
- 3 versions for different needs

Novus 1 spray cleans without scratching or crazing. It also helps repel dust by decreasing static. Novus 2 paste helps remove fine scratches, haziness and abrasions from most plastics. Novus 3 removes heavy scratches and abrasions (requires use of Novus 2 for a final finish). Polish Mates cleaning cloths are low lint, abrasion resistant and durable.

| No. | Description | Lbs. | Price Each |
|-----------|-----------------------------|------|------------|
| MB-61-153 | Novus 1, 8 oz. Spray Bottle | 0.6 | \$10.19 |
| MB-61-154 | Novus 2, 8 oz. Bottle | 0.6 | 12.95 |
| MB-61-155 | Novus 3, 8 oz. Bottle | 0.7 | 16.39 |
| MB-61-156 | Polish Mates, (pack of 6) | 0.1 | 9.19 |

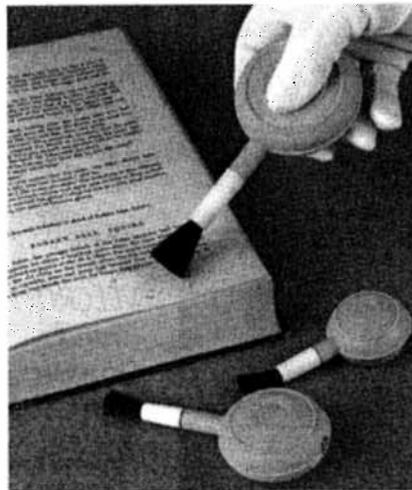


Impress™ Anti-Static Cleaning Kit

- Reduces static build-up
- Ideal for use when framing with plexiglass

Impress prevents dirt and dust particles from adhering to highly static surfaces such as plexiglass and polyester. Banceez™ wiping cloths (included in kit) are durable, extra low-lint wipers. They have no additives to contaminate surfaces and are soft enough for polishing and finishing. Can be washed and re-used if desired. Kit contains one 4 oz. spray bottle of Impress and 25 Banceez cloths.

MB-61-278 1.0 lb. \$43.39/Price per Kit



Blower Brushes

- Gently whisk away dust, dirt and eraser crumbs
- Cleans and brushes hard to reach areas

This fine brush gently loosens dirt from items so it can be blown away with a squeeze of the blower bulb. This method allows you control over the air pressure.

| No. | Size | Lbs. | Price Each |
|----------|--------|------|------------|
| MB-57063 | 3 1/2" | 0.1 | \$3.99 |
| MB-57064 | 4 1/2" | 0.1 | 4.55 |
| MB-57065 | 5" | 0.1 | 9.85 |



High-Pressure Blower

- Blows dust out of inaccessible areas

A squeeze from the blower bulb directs a stream of air through the pencil-like nozzle wherever needed, gently loosening dust and grime. A one-way valve design prevents accidental intake of small objects. Overall length: 6".

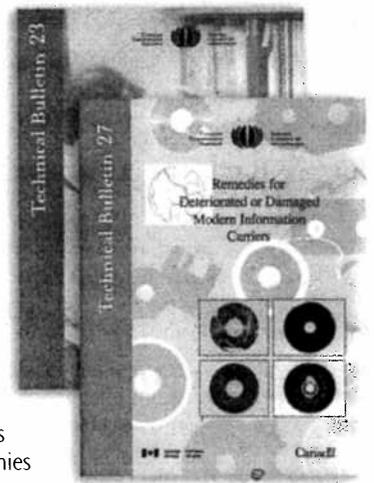
MB-DL405 0.2 lbs. \$10.39

CCI Technical Bulletins



- Current techniques and principles of conservation

These technical bulletins provide detailed information on conservation and care-of-collections topics. Bulletins are illustrated, and include bibliographies and supplier information. 0.1 lb. each.



| No. | Title | Price Each |
|------------|---|------------|
| MB-57051 | Security Hardware & Security System Planning for Museums | \$13.95 |
| MB-57052 | The Stability of Photocopied & Laser Printed Documents & Images | 8.39 |
| MB-57053 | Mold Prevention & Collection Recovery | 27.89 |
| MB-57054 | Coatings for Display and Storage in Museums | 27.89 |
| MB-57055 | Working with Polyethylene Foam & Fluted Plastic Sheeting | 13.95 |
| MB-57056 | Silica Gel | 8.39 |
| MB-57057 | Dry Methods for Surface Cleaning Paper | 13.95 |
| MB-57058 | Controlling Museum Fungal Problems | 8.39 |
| MB-57059 | Solving Museum Insect Problems: Chemical Control | 20.95 |
| MB-57060 | Controlling Vertebrate Pests in Museums | 8.39 |
| MB-57061 | Disaster Recovery of Modern Information Carriers | 13.95 |
| MB-57062 | Remedies for Deteriorated or Damaged Information Carriers | 20.95 |
| • MB-59024 | Guidelines for pH Measurements in Conservation | 14.99 |
| • MB-59025 | Combating Pests of Cultural Property | 24.99 |

PRESERVATION STORAGE MATERIALS
PAPER

Document Storage



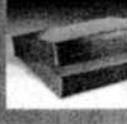
Record Cartons & Document Cases

6



Print, Newspaper & Multipurpose Boxes

10



DocuDry™ Boxes

16



Folders

18



Envelopes & Sleeves

23

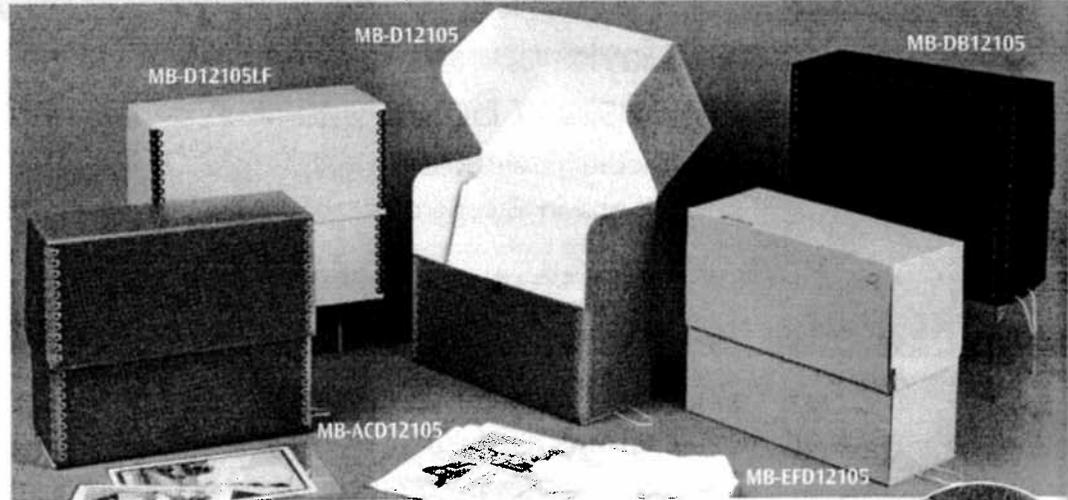


Specialty Items

29

To help preserve and protect your documents, follow these few simple guidelines:

- Segregate poor quality paper from good paper to avoid acid migration
- Don't overcrowd folders
- Use buffered storage boxes
- For partially filled boxes, use spacers and dividers to prevent sagging
- Always wear clean cotton gloves when handling to prevent damage from dirt and fingerprints



Gaylord® Document Cases—Flip-Top

- Safe, easy access and storage for letter- and legal-size materials
- Available in blue/grey, tan, black or acrylic-coated DuraCoat™ barrier board and E-flute corrugated
- Choose metal-edged or economical ship-flat styles

Flip-top document cases are the standard for long-term storage and protection of your documents, pamphlets and photos. The flip-top lid provides easy access and closes tightly to protect against light and dust. Place loose documents in file folders (see pages 18–21) for added protection and organization. All cases are acid- and lignin-free with a calcium carbonate buffer. **Barrier board cases** have metal edges for added strength and stability. Choose 12½"H cases to hold papers in envelopes or for use with tabbed dividers. The optional metal label holder* can be ordered for all 5" barrier board cases. Optional tabbed dividers available for 12¼"H cases. **E-flute corrugated cases** are shipped flat and provide an economical alternative to metal-edged cases. The flip-top lid features a unique locking mechanism to keep lids closed tightly.

custom sizes available
see page 4



Optional Label Holder

* To Order Metal Label Holders (3 x 25/8 x 9/16") add to the item number \$2.75 per document. Label holders are designed for 5" cases only and must be ordered with the

| No. | Inside Dimension | Lbs. | Price Each | | | |
|---|------------------|------|------------|--------|--------|--------|
| | | | 3(min.) | 10 | 50 | 100+ |
| Barrier Board, Metal Edged | | | | | | |
| Blue/Grey | | | | | | |
| MB-D12102 | 10¼ x 12¼ x 2½" | 0.9 | \$6.75 | \$5.55 | \$4.79 | \$4.50 |
| MB-D12105 | 10¼ x 12¼ x 5" | 1.1 | 7.09 | 5.95 | 5.39 | 4.70 |
| MB-D15102 | 10¼ x 15¼ x 2½" | 1.0 | 7.25 | 6.09 | 5.55 | 4.85 |
| MB-D15105 | 10¼ x 15¼ x 5" | 1.3 | 7.49 | 6.10 | 5.55 | 4.89 |
| MB-D15125 | 12½ x 15½ x 5" | 1.5 | 9.35 | 8.49 | 7.65 | 6.79 |
| Tan | | | | | | |
| MB-D12102LF | 10¼ x 12¼ x 2½" | 0.9 | 11.69 | 10.15 | 9.55 | 8.99 |
| MB-D12105LF | 10¼ x 12¼ x 5" | 1.1 | 12.19 | 10.55 | 10.05 | 9.29 |
| MB-D15102LF | 10¼ x 15¼ x 2½" | 1.0 | 12.99 | 11.39 | 10.79 | 9.79 |
| MB-D15105LF | 10¼ x 15¼ x 5" | 1.3 | 13.09 | 10.29 | 9.69 | 8.89 |
| MB-D15125LF | 12½ x 15½ x 5" | 1.5 | 13.19 | 11.15 | 10.49 | 9.89 |
| Black | | | | | | |
| MB-DB12102 | 10¼ x 12¼ x 2½" | 0.9 | 14.09 | 13.45 | 12.85 | 12.29 |
| MB-DB12105 | 10¼ x 12¼ x 5" | 0.9 | 14.39 | 13.75 | 13.49 | 12.99 |
| MB-DB15102 | 10¼ x 15¼ x 2½" | 1.0 | 15.00 | 14.55 | 13.99 | 13.69 |
| MB-DB15105 | 10¼ x 15¼ x 5" | 1.4 | 15.80 | 15.25 | 14.55 | 14.15 |
| MB-DB15125 | 12½ x 15½ x 5" | 1.3 | 17.29 | 16.75 | 15.75 | 15.05 |
| DuraCoat™ Blue/Grey with Acrylic Coating | | | | | | |
| MB-ACD12102 | 10¼ x 12¼ x 2½" | 0.9 | 9.19 | 8.89 | 8.75 | 8.45 |
| MB-ACD12105 | 10¼ x 12¼ x 5" | 1.1 | 9.29 | 8.99 | 8.85 | 8.55 |
| MB-ACD15102 | 10¼ x 15¼ x 2½" | 0.9 | 9.85 | 9.55 | 9.25 | 8.99 |
| MB-ACD15105 | 10¼ x 15¼ x 5" | 1.3 | 9.89 | 9.59 | 9.29 | 9.05 |
| E-Flute, Ships Flat | | | | | | |
| Blue | | | | | | |
| MB-EFD12102 | 10¼ x 12¼ x 2½" | 0.4 | 7.25 | 6.59 | 6.25 | 5.95 |
| MB-EFD12105 | 10¼ x 12¼ x 5" | 0.8 | 7.85 | 7.35 | 6.99 | 6.69 |
| MB-EFD15102 | 10¼ x 15¼ x 2½" | 0.7 | 8.09 | 7.29 | 6.85 | 6.49 |
| MB-EFD15105 | 10¼ x 15¼ x 5" | 0.9 | 8.19 | 7.25 | 6.89 | 6.65 |
| MB-EFD15125 | 12¼ x 15¼ x 5" | 1.0 | 9.65 | 9.09 | 8.95 | 8.79 |

Specifications

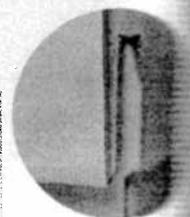
- Acid-free; lignin-free
- pH 8.0–9.0
- 60-pt. Barrier board
- Blue/grey w/white liner, unlined tan, black or DuraCoat
- 3% Calcium carbonate buffer
- Passed P.A.T.
- DURACOAT**
- Water-based acrylic coating

Gaylord.com
For Third-Cut Index Dividers

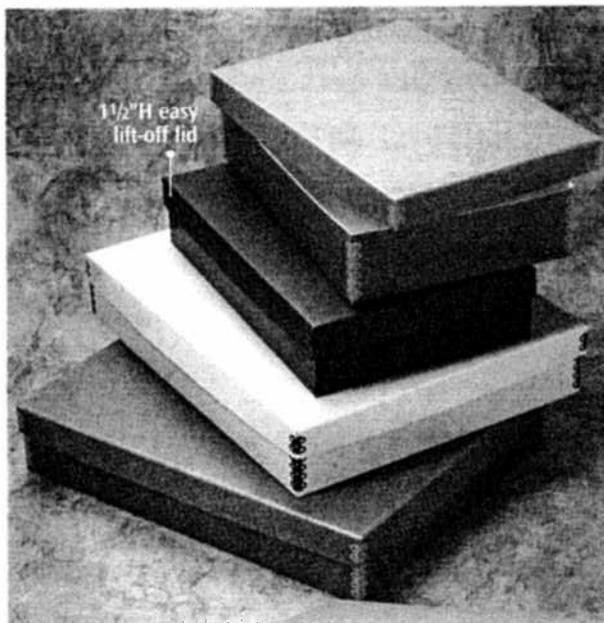
Search DT3-15125

Specifications

- Acid-free; lignin-free
- pH 8.0–9.5
- E-flute corrugated (exceeds 200 lb. test)
- Blue
- 3% Calcium carbonate buffer
- Passed P.A.T.



Unique locking mechanism lid stays



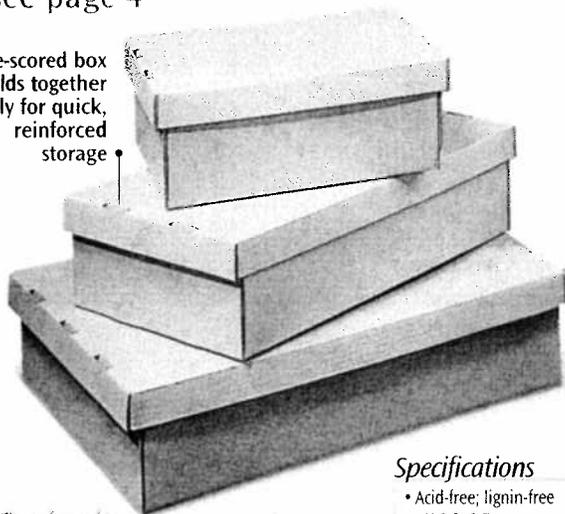
1 1/2" H easy lift-off lid

custom sizes available



see page 4

Pre-scored box folds together simply for quick, reinforced storage



Gaylord Multipurpose Boxes—Shallow Lid

- Ships flat for easy storage and lower shipping cost

Sturdy E-flute corrugated material assembles easily for convenient long-term storage when needed. Available in multiple sizes to accommodate various sized documents, manuscripts, booklets and artifacts.

| No. | Inside Dimensions | Lbs. | Price Each | | |
|---------------|--------------------------|------|------------|---------|---------|
| | | | 1 | 10 | 50+ |
| MB-EFSB1210KD | 10 1/4 x 12 x 5" | 1.8 | \$16.35 | \$14.60 | \$14.34 |
| MB-EFSB1711KD | 11 x 17 1/4 x 5" | 2.0 | 16.55 | 15.09 | 14.19 |
| MB-EFB17113KD | 11 1/2 x 17 1/2 x 3 1/2" | 1.1 | 15.20 | 13.99 | 12.65 |
| MB-EFSB2016KD | 16 x 20 x 5" | 2.8 | 21.45 | 18.95 | 18.05 |

Specifications

- Acid-free; lignin-free
- pH 8.0-9.5
- E-flute corrugated (exceeds 200 lb. test)
- Blue
- 3% Calcium carbonate buffer
- Passed P.A.T.

Gaylord Multipurpose Boxes—Shallow Lid

- Available in E-flute corrugated and blue/grey, tan, black or acrylic-coated DuraCoat™ barrier board
- Safe storage for documents, manuscripts, music scores, comic books and more
- Metal edges provide extra stacking strength

Protect a variety of paper items and ephemera in these versatile boxes. Organize your collections to store similar size materials together. Interleave with paper or acid-free tissue, or place items in acid-free enclosures for additional protection. E-flute boxes are 5" deep to hold scrapbooks, albums and family bibles.

Barrier Board

| No. | Inside Dimensions | Lbs. | Price Each | | | |
|---|--------------------------|------|------------|---------|---------|-------|
| | | | 1 | 10 | 20 | 50+ |
| Blue/Grey | | | | | | |
| MB-FB17113 | 11 1/2 x 17 1/2 x 3 1/2" | 1.3 | \$12.45 | \$11.65 | \$10.69 | \$9.5 |
| MB-FB20163 | 16 1/2 x 20 1/2 x 3 1/2" | 1.9 | 12.65 | 12.15 | 10.89 | 10.5 |
| Black | | | | | | |
| MB-FBB10 | 11 1/2 x 17 1/2 x 3 1/2" | 1.2 | 23.75 | 22.15 | 21.49 | 20.3 |
| MB-FBB12 | 16 1/2 x 20 1/2 x 3 1/2" | 1.9 | 33.29 | 31.15 | 28.89 | 27.5 |
| Tan | | | | | | |
| MB-FB17113T | 11 1/2 x 17 1/2 x 3 1/2" | 1.3 | 15.29 | 13.19 | 11.89 | 11.5 |
| MB-FB20163T | 16 1/2 x 20 1/2 x 3 1/2" | 1.9 | 19.79 | 19.29 | 18.79 | 17.5 |
| DuraCoat™ Blue/Grey with Acrylic Coating | | | | | | |
| MB-ACFB17113 | 11 1/2 x 17 1/2 x 3 1/2" | 1.1 | 15.05 | 14.29 | 13.50 | 12.5 |
| MB-ACFB20163 | 16 1/2 x 20 1/2 x 3 1/2" | 1.8 | 20.75 | 19.65 | 18.19 | 17.5 |

E-Flute Corrugated

| No. | Inside Dimensions | Lbs. | Price Each | | |
|-------------|-------------------|------|------------|---------|--------|
| | | | 1 | 10 | 50+ |
| Blue | | | | | |
| MB-EFSB1210 | 10 1/4 x 12 x 5" | 0.5 | \$16.59 | \$15.60 | \$15.3 |
| MB-EFSB1711 | 11 x 17 1/4 x 5" | 0.7 | 20.25 | 18.79 | 18.3 |
| MB-EFSB2016 | 16 x 20 x 5" | 1.0 | 23.35 | 20.99 | 20.4 |

Specifications

- Acid-free; lignin-free
 - pH 8.0-9.0
 - 60-pt. Barrier board
 - Blue/grey w/white liner, Tan or Black
 - 3% Calcium carbonate buffer
 - Passed P.A.T.
- DURACOAT**
- Water-based acrylic coating

Specifications

- Acid-free; lignin-free
- pH 8.0-9.5
- E-flute corrugated (exceeds 200 lb. test)
- Blue
- 3% Calcium carbonate buffer
- Passed P.A.T.

Ships Flat & Save on Storage & Shipping Cost



Gaylord Scroll Storage Boxes—Clamshell

- Interior slots hold scroll handles to keep weight off scroll

Unique design allows scroll to "float" in storage box by resting on the scroll handles rather than the scroll itself. This eliminates any pressure on the fragile rolled material that might cause folding or creasing. Constructed of acid- and lignin-free e-flute corrugated board, the box has a clamshell design for ease of placement and removal of scroll. Interior slots are designed to safely hold handles and keep scroll from shifting inside box. Ships flat.

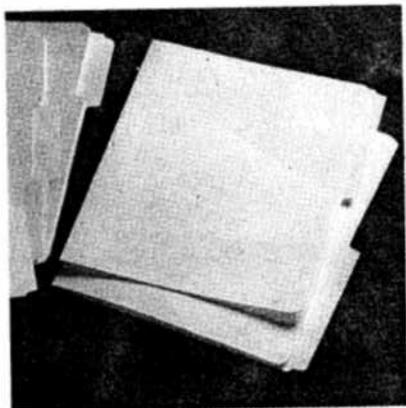
Specifications

- Acid-free; lignin-free
- pH 8.0-9.5
- E-flute corrugated (exceeds 200 lb. test)
- Blue
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Inside Dimensions | Lbs. | Price Each | |
|-----------|-------------------|------|------------|---------|
| | | | 1 | 3+ |
| MB-SB4424 | 4 x 4 x 24" | 1.0 | \$13.79 | \$13.25 |
| MB-SB4436 | 4 x 4 x 36" | 1.3 | 14.80 | 14.08 |
| MB-SB4448 | 4 x 4 x 48" | 1.8 | 18.95 | 18.05 |

Gaylord Archival File Folders Protect Your Most Important Documents

Document Storage
Folders



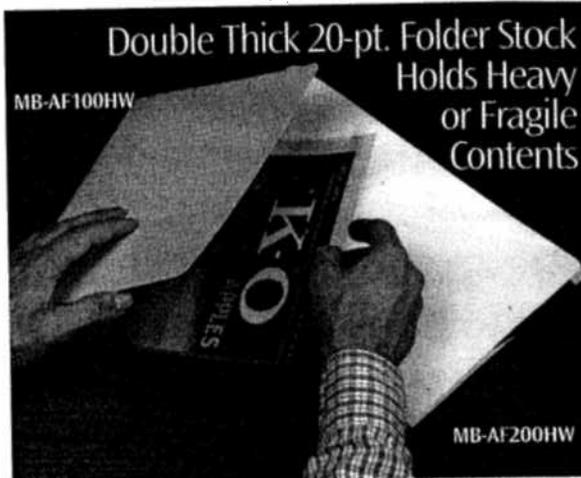
Gaylord® File Folders— Full, Half- & Third-Cut Tabs

- Protects and organizes document collections, small prints and photos
- For added protection, interleave sensitive items with buffered Permalife bond or use our file folder inserts. Available in letter- and legal-size.

Specifications

- Acid-free; lignin-free
- pH 8.0-8.5
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Tab Height | Lbs. | Price per Package of 100 | | | |
|----------|-------------------|------------|------|--------------------------|---------|---------|---------|
| | | | | 1 | 5 | 10 | 20+ |
| MB-F9115 | Half-cut, Letter | 1 1/8" | 7.4 | \$39.55 | \$36.45 | \$32.85 | \$30.45 |
| MB-F9113 | Third-cut, Letter | 1" | 6.2 | 39.55 | 36.45 | 32.85 | 30.45 |
| MB-F9145 | Half-cut, Legal | 1 1/8" | 9.0 | 41.55 | 38.65 | 34.95 | 32.49 |
| MB-F9143 | Third-cut, Legal | 1" | 9.2 | 41.55 | 38.65 | 34.95 | 32.49 |
| MB-F9111 | Full-Tab, Letter | 1" | 7.9 | 36.15 | 32.15 | 26.99 | 24.75 |
| MB-F9121 | Full-Tab, Letter | 1/2" | 7.5 | 36.15 | 32.15 | 26.99 | 24.75 |
| MB-F9114 | Full-Tab, Legal | 1" | 9.8 | 39.95 | 36.89 | 33.89 | 30.39 |
| MB-F9124 | Full-Tab, Legal | 1/2" | 9.4 | 39.95 | 36.89 | 33.89 | 30.39 |



Gaylord® File Folders— Full Tab

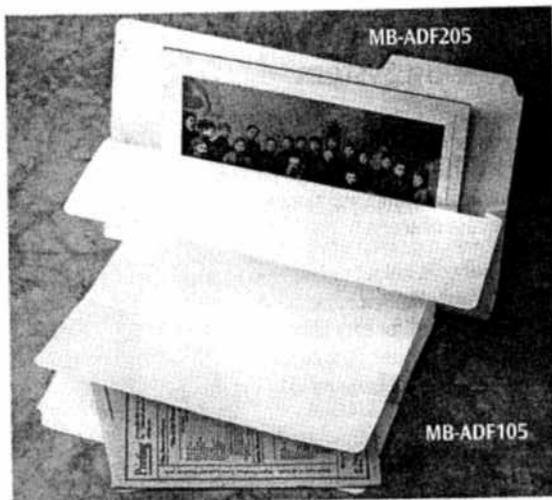
- Double the thickness of standard folders for heavy contents

These tough, heavy-weight folders are just right for storing and handling periodicals and manuscripts and are rigid enough to protect the most fragile document.

Specifications

- Acid-free; lignin-free
- pH 8.0-8.5
- 20-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Lbs. | Price per Pkg. of 50 | | |
|------------|-------------|------|----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-AF100HW | Letter | 8.0 | \$25.35 | \$23.70 | \$21.75 |
| MB-AF200HW | Legal | 10.0 | 28.15 | 25.75 | 24.15 |



Gaylord® File Folders— Tabbed, Drop-Front

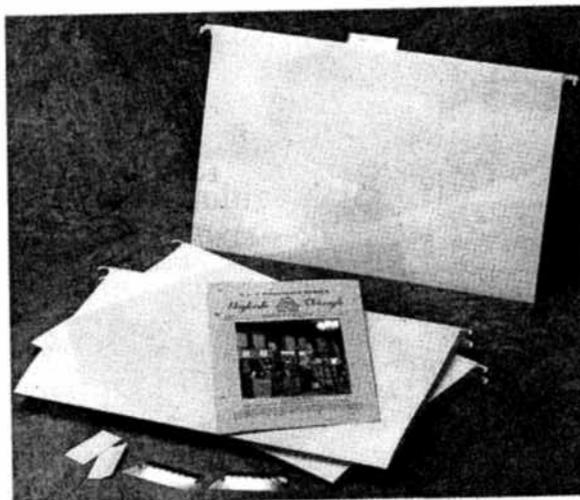
- Large capacity
- Drop-front allows easy access to documents

Pocket folders with drop-fronts keep documents from sliding out while you sort through them. The 1 1/2" gusset makes it possible to store a stack of papers up to 1" thick. Third-cut tab provides easy indexing and retrieval. Available in letter- and legal-size.

Specifications

- Acid-free; lignin-free
- pH 8.0-8.5
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Lbs. | Price per Pkg. of 10 | | |
|-----------|-------------|------|----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-ADF105 | Letter | 0.9 | \$26.15 | \$24.50 | \$22.15 |
| MB-ADF205 | Legal | 1.1 | 33.15 | 31.19 | 29.15 |



Gaylord® File Folders—Hanging

- Safely store documents in file cabinets and record cartons

Organize groups of folders, envelopes and loose papers. Metal rods have baked enamel finish. Inserts included. Label holders are clear, stable polyester that won't damage inserts. Available in letter- and legal-size.

Specifications

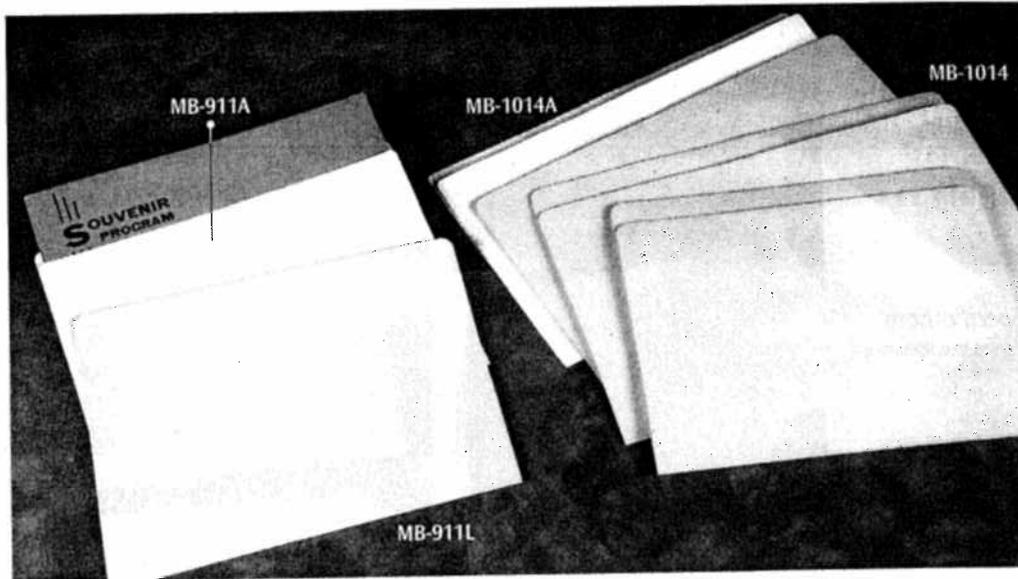
- Acid-free; lignin-free
- pH 8.0-8.5
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Lbs. | Price per Pkg. of 25 | | |
|--------------|-------------|------|----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-HF9111-25 | Letter | 11.5 | \$24.25 | \$22.45 | \$21.50 |
| MB-HF9114-25 | Legal | 14.5 | 25.55 | 23.70 | 22.65 |

Label Holders

| No. | Lbs. | Price per Pkg. of 10 | | |
|----------|------|----------------------|--------|--------|
| | | 1 | 5 | 10+ |
| MB-TAB15 | 0.2 | \$3.09 | \$2.69 | \$2.50 |

Specialty Folders for Organization & Transport



Gaylord® File Folder Inserts

- Full tab
- Added support for documents
- Prevent acid migration within folders

Protect individual items that are grouped in file folders. 9/16"W, full tab. Available in letter- and legal-size.

Specifications

- Acid-free; lignin-free
- pH 7.5-8.0
- 20 lb. Permalife bond
- 25% Rag stock
- White
- 3% Calcium carbonate buffer
- Passed P.A.T.

Gaylord® File Folders—Manuscript

- Untabbed or full tab
- For flat storage of fragile documents, music scores and manuscripts

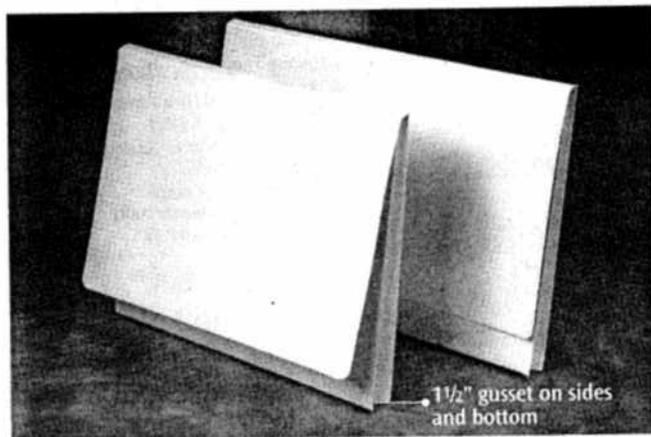
Use in clamshell or drop-front storage boxes and document cases. Interleave stored materials with acid-free paper for added protection. Full tabs are 1"W for easy labeling. Available in letter- and legal-size.

Specifications

- Acid-free; lignin-free
- pH 8.0-9.0
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Size | Lbs. | Price/Package of 100 | | |
|----------|-------------|-----------------|------|----------------------|---------|---------|
| | | | | 1 | 5 | 10+ |
| MB-911A | Letter | 9 1/8 x 11 3/4" | 2.3 | \$19.29 | \$17.60 | \$16.05 |
| MB-1014A | Legal | 9 1/8 x 14 3/4" | 3.1 | 21.25 | 19.65 | 17.75 |

| No. | Description | Size | Lbs. | Price/Package of 100 | | | |
|-----------------|-------------|--------------|------|----------------------|---------|---------|---------|
| | | | | 1 | 10 | 20 | 50+ |
| Untabbed | | | | | | | |
| MB-911L | Letter | 9 x 11 3/4" | 7.5 | \$42.29 | \$41.09 | \$38.55 | \$37.25 |
| MB-914 | Legal | 9 x 14 3/4" | 8.9 | 55.85 | 54.09 | 51.39 | 48.39 |
| 1" Tab | | | | | | | |
| MB-1011 | Letter | 10 x 11 3/4" | 7.0 | 46.09 | 44.79 | 43.59 | 40.15 |
| MB-1014 | Legal | 10 x 14 3/4" | 9.6 | 48.29 | 46.49 | 45.00 | 43.15 |



Gaylord® File Folders—Expanding

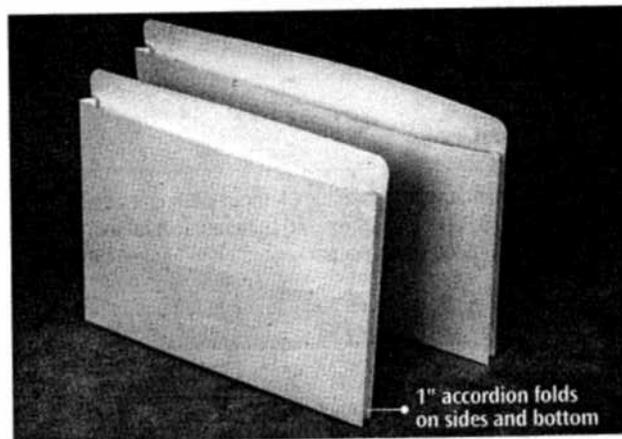
- Flap makes files easy to transport or circulate

Great for clippings, manuscripts, documents and thin pamphlet collections. The large pre-scored flap provides added protection against dust and loss. Available in letter- and legal-size. Use VELCRO® brand Velcoins® to secure flap during transport (see page 157).

Specifications

- Acid-free; lignin-free
- pH 8.0-9.0
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Size | Lbs. | Price per Package of 5 | | |
|----------|-------------|------------------|------|------------------------|---------|---------|
| | | | | 1 | 5 | 10+ |
| MB-E1210 | Letter | 10 1/4 x 12 1/4" | 0.7 | \$24.69 | \$22.65 | \$20.55 |
| MB-E1410 | Legal | 10 1/4 x 14 3/4" | 0.9 | 25.75 | 23.55 | 21.09 |



Gaylord® File Folders—Vertical

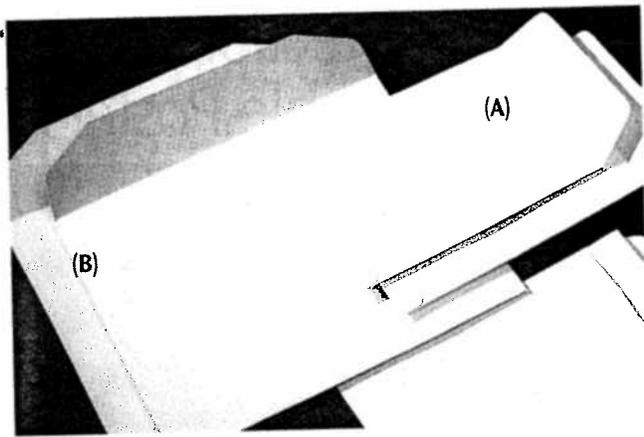
- Full tab
- Open top for easy access to contents

Closed sides prevent small pamphlets, documents and clippings from getting lost or damaged in file drawers. Full tabs are 1"W for easy labeling. Use our file folder labels (see page 19). Available in letter- and legal-size.

Specifications

- Acid-free; lignin-free
- pH 8.0-9.0
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Size | Lbs. | Price per Pkg. of 10 |
|----------|-------------|--------------|------|----------------------|
| MB-J810 | Letter | 10 x 11 3/4" | 1.0 | \$30.00 |
| MB-J1410 | Legal | 10 x 14 3/4" | 1.3 | 32.59 |



Envelopes— Short Side Opening (A)

- A great storage solution for newspaper clippings, documents and small pamphlets

Each seam is sealed with pH neutral PVA (polyvinyl acetate) adhesive that bonds permanently and will not harm contents. Non-adhesive flaps. Use Low-Tack Velcro® (see page 157) to keep flaps closed.

Specifications

- Acid-free; lignin-free
- pH 8.0–8.5
- 80 lb. Text
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Size | Lbs. | Price per Pkg. of 100 | | |
|------------|------------------|------|-----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-FF69 | 6 x 9" | 2.2 | \$37.39 | \$34.95 | \$33.35 |
| MB-FF695 | 6 1/2 x 9 1/2" | 2.6 | 37.79 | 35.35 | 33.55 |
| MB-FF710 | 7 x 10" | 2.7 | 42.25 | 38.79 | 36.39 |
| MB-FF7105 | 7 1/2 x 10 1/2" | 3.3 | 44.09 | 41.65 | 38.59 |
| MB-FF85105 | 8 1/2 x 10 1/2" | 3.4 | 48.30 | 44.79 | 42.65 |
| MB-FF912 | 9 x 12" | 4.4 | 48.65 | 45.05 | 42.85 |
| MB-FF1013 | 10 x 13" | 4.7 | 56.19 | 53.69 | 49.59 |
| MB-FF1114 | 11 x 14" | 6.2 | 71.35 | 67.70 | 64.34 |
| MB-FF1115 | 11 1/2 x 15 1/2" | 7.0 | 81.35 | 77.85 | 75.09 |

Envelopes— Long Side Opening (B)

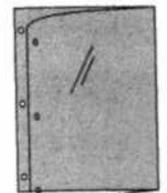
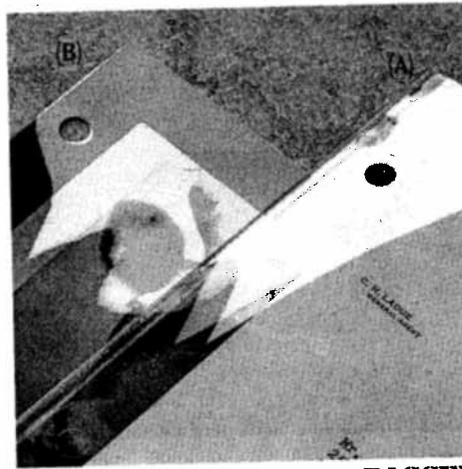
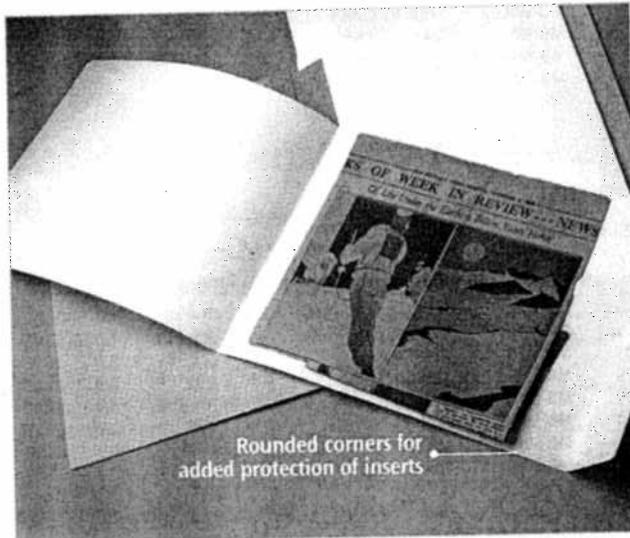
- Heavy-weight stock protects fragile contents
- Practical alternative for vertical file folders

Large enough for small documents, thin pamphlets and loose papers. Non-adhesive flaps. File side-opening envelopes in document cases, drop-front or clamshell storage boxes.

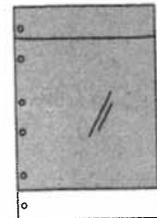
Specifications

- Acid-free; lignin-free
- pH 8.0–8.5
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

| No. | Description | Size | Lbs. | Price per Pkg. of 25 | |
|---------|-------------|-----------------|------|----------------------|---------|
| | | | | 1 | 5+ |
| MB-E911 | Letter | 9 1/2 x 11 3/4" | 2.4 | \$25.95 | \$24.05 |
| MB-E914 | Legal | 9 1/2 x 14 3/4" | 2.9 | 27.35 | 25.55 |



Side Loading



Top Loading

Sheet Protectors— 4mil Melinex® Polyester (A)

- Sealed on 3 sides with side or top opening
- Available in intermittent or edge seal

Three-hole punched pockets make it easy to add documents to any 3-ring binder. Choose side or top loading. Paper insert not included.



| No. | Description | Size | Lbs. | Price per Pkg. of 10 | | | |
|---------------------|-------------------|-----------------|------|----------------------|---------|---------|---------|
| | | | | 1 | 5 | 10 | 25+ |
| Side Loading | | | | | | | |
| MB-DM811 | Intermittent Seal | 8 3/4 x 11 1/4" | 0.6 | \$33.20 | \$31.99 | \$30.75 | \$29.55 |
| MB-ESDM811 | Edge Seal | 8 3/4 x 11 1/4" | 0.6 | 33.20 | 31.99 | 30.75 | 29.55 |
| Top Loading | | | | | | | |
| MB-DM911 | Intermittent Seal | 9 x 11 1/4" | 0.5 | 37.95 | 36.85 | 35.75 | 34.60 |
| MB-ESDM911 | Edge Seal | 9 x 11 1/4" | 0.5 | 37.95 | 36.85 | 35.75 | 34.60 |

Sheet Protectors— 2mil Melinex® Polyester with Mounting Pages (B)

- Black mounting pages provide a safe, dramatic background
- Protectors open on 3 sides
- Available in intermittent or edge seal

Sturdy Melinex polyester protectors safeguard newspaper clippings, prints and other keepsakes against dust, dirt, chemical reactions and handling. Black mounting pages (inserts) are 10-pt. buffered stock.

| No. | Description | W x H | Lbs. | Price per Pkg. of 50 | | |
|---------------------|-------------------|-------------|------|----------------------|---------|---------|
| | | | | 1 | 5 | 10+ |
| Side Loading | | | | | | |
| MB-BA811 | Intermittent Seal | 8 1/2 x 11" | 2.4 | \$53.75 | \$50.29 | \$46.79 |
| MB-ESBA811 | Edge Seal | 8 1/2 x 11" | 2.4 | 49.95 | 46.40 | 43.35 |

NOTE: Mounting pages and protectors will fit most 3-ring albums.

Gaylord® Envelope Slings

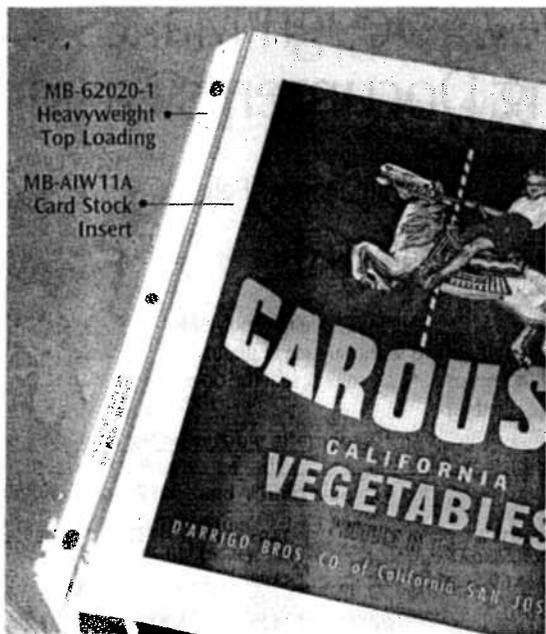
- Support and protect small pamphlets and brittle or fragile documents during envelope insertion and removal

Slings take the stress off fragile papers during handling. Use with envelopes (shown above).

Specifications

- Acid-free; lignin-free
- pH 8.0–8.5
- 80 lb. Text
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

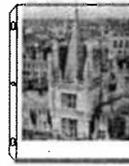
| No. | Fits Envelope | Lbs. | Price/Pkg. of 10 | |
|------------|-----------------|------|------------------|--------|
| | | | 1 | 4+ |
| MB-ES58A | 6 x 9" | 0.4 | \$5.49 | \$4.75 |
| MB-ES59A | 7 x 10" | 0.4 | 5.55 | 4.89 |
| MB-ES710A | 7 1/2 x 10 1/2" | 0.6 | 8.65 | 7.69 |
| MB-ES711A | 8 1/2 x 10 1/2" | 0.5 | 7.45 | 6.95 |
| MB-ES811A | 9 x 12" | 0.6 | 9.95 | 9.19 |
| MB-ES812A | 10 x 13" | 0.7 | 8.85 | 7.85 |
| MB-ES1114A | 11 1/2 x 15" | 0.9 | 11.05 | 9.45 |



MB-62013
MB-62020-1
MB-62018



MB-62313



MB-62000*



MB-00032

C-Line® Sheet Protectors— Polypropylene

- Affordable protection for documents and brochures
- Insert documents into 3-ring binders and albums without punching holes
- Available in a variety of styles, including high-capacity and A4

Sheet protectors are 3-ring punched to fit any standard binder, or slip our hanger bars through the edge channel to store in hanging file cabinet. **No. MB-62013** is our best selling heavy-weight top loader. **No. MB-62313** is open on the 3-hole punched side. **No. MB-00032** economy sheet protector includes black mounting sheets and is open on the top and bottom for an inexpensive solution to storing documents. **No. MB-62000** features a set of assorted edge colors to color-code sections or highlight important parts of a presentation. **No. MB-08013** is sized to fit international documents. **No. MB-62020-1** stores catalogs, periodicals or up to fifty 8 1/2 x 11" pages in a single protector. **No. MB-62018** is non-glare, so your document is easy to read.

| No. | Description | Qty./Box | Lbs. | Price Per Box | | |
|---------------------|-----------------------------------|----------|------|---------------|---------|---------|
| | | | | 1 | 5 | 10+ |
| Heavy-weight | | | | | | |
| MB-62013 | Top Loading | 50 | 1.5 | \$21.85 | \$20.65 | \$19.45 |
| MB-62313 | Side Loading | 50 | 1.5 | 20.35 | 19.55 | 18.59 |
| MB-62000 | Top Loading, Color Edge* | 50 | 1.4 | 23.95 | 22.65 | 21.39 |
| MB-08013 | Top Loading, A4 (8 1/4 x 11 3/4") | 50 | 1.5 | 22.55 | 21.25 | 20.15 |
| MB-62020-1 | Top Loading, High-capacity | 25 | 0.9 | 12.95 | 11.45 | 10.55 |
| MB-62018 | Top Loading, Non-glare | 50 | 1.5 | 22.79 | 21.45 | 20.25 |

| Economy | | | | | | |
|----------------|----------------------|----------|------|-------|-------|-------|
| No. | Description | Qty./Box | Lbs. | 1 | 5 | 10+ |
| MB-00032 | Top & Bottom Loading | 50 | 1.5 | 24.45 | 22.39 | 20.39 |

*Includes 10 each of green, red, blue, yellow and white

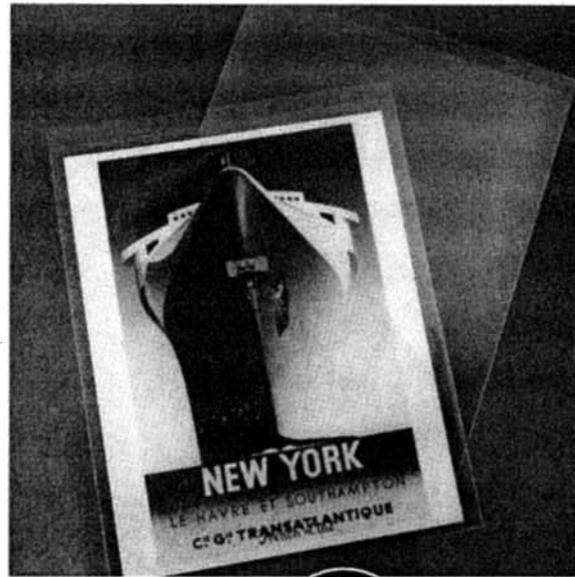
Card Stock Inserts—Buffered

- Ideal for mounting photos or memorabilia

Heavy-weight 8 1/2 x 11" acid-free inserts for use in sheet protectors (see above). Not hole punched.

| No. | Description | Lbs. | Price/Pkg. of 50 | |
|-----------|--------------------|------|------------------|---------|
| | | | 1 | 5+ |
| MB-AIB11 | 10-pt., Black | 1.5 | \$24.30 | \$23.15 |
| MB-AIW11A | 80 lb. Text, Cream | 0.9 | 18.95 | 18.19 |

For Albums
See pgs. 68-71



Gaylord® Envelopes— 3 or 4mil Melinex® Polyester



- Sealed on 3 sides
- Back extends 1/2" for ease of opening
- Choose standard 3mil or heavier 4mil for extra support for fragile documents and prints

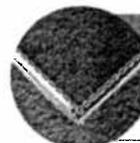


Sturdy, flexible Melinex polyester film will not damage, discolor or adhere to contents. Store vertically in document cases, or flat in drop-front or clamshell boxes, with like sizes together.

All envelopes open on short side except for Nos. MB-ESM9113T and MB-ESM9123T, which open on long side.

| No. | Fits up to | Lbs. | Price per Pkg. of 10 | | |
|--------------|------------------|------|----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| 3mil | | | | | |
| MB-ESM453 | 4 x 5" | 0.1 | \$14.85 | \$12.75 | \$12.39 |
| MB-ESM463 | 4 x 6" | 0.1 | 15.05 | 12.95 | 12.60 |
| MB-ESM573 | 5 x 7" | 0.2 | 15.25 | 13.25 | 12.80 |
| MB-ESM693 | 5 1/2 x 8 1/2" | 0.3 | 15.29 | 14.19 | 13.15 |
| MB-ESM6103 | 6 1/2 x 10" | 0.4 | 18.45 | 17.05 | 15.39 |
| MB-ESM7103 | 7 1/2 x 10 1/2" | 0.4 | 19.39 | 17.55 | 16.25 |
| MB-ESM8103 | 8 x 10 1/2" | 0.5 | 21.65 | 19.29 | 18.15 |
| MB-ESM8113 | 8 x 10 1/2" | 0.4 | 21.79 | 19.45 | 18.29 |
| MB-ESM1183 | 8 x 11" | 0.5 | 22.65 | 21.49 | 19.89 |
| MB-ESM8143 | 8 1/2 x 14" | 0.6 | 25.05 | 21.99 | 20.39 |
| MB-ESM9113 | 8 1/2 x 11" | 0.5 | 23.15 | 21.79 | 20.19 |
| *MB-ESM9113T | 8 1/2 x 11" | 0.5 | 23.15 | 21.79 | 20.19 |
| MB-ESM993 | 9 x 9" | 0.4 | 22.29 | 19.99 | 18.85 |
| MB-ESM9123 | 9 x 12" | 0.7 | 24.55 | 22.65 | 20.45 |
| *MB-ESM9123T | 9 x 12" | 0.5 | 24.55 | 22.65 | 20.45 |
| MB-ESM10T03 | 10 1/4 x 10 1/4" | 0.5 | 23.75 | 21.95 | 20.49 |
| MB-ESM11143 | 11 x 14" | 0.8 | 28.19 | 26.05 | 23.49 |
| 4mil | | | | | |
| MB-ESM4104 | 4 1/2 x 10" | 0.4 | 26.65 | 24.35 | 22.25 |
| MB-ESM574 | 5 x 7" | 0.3 | 25.19 | 23.10 | 20.59 |
| MB-ESM584 | 5 1/2 x 8 1/2" | 0.4 | 26.59 | 23.65 | 21.89 |
| MB-ESM694 | 6 x 9" | 0.3 | 27.85 | 25.05 | 23.35 |
| MB-ESM7104 | 7 1/2 x 10 1/2" | 0.5 | 28.75 | 25.65 | 23.75 |
| MB-ESM8104 | 8 x 10 1/2" | 0.6 | 29.35 | 26.45 | 24.89 |
| MB-ESM814 | 8 1/2 x 14" | 0.2 | 30.45 | 27.75 | 26.55 |
| MB-ESM8114 | 8 1/2 x 11" | 0.2 | 29.65 | 26.99 | 25.05 |
| MB-ESM11174 | 11 x 17" | 0.1 | 37.95 | 33.15 | 31.85 |
| MB-ESM17214 | 17 x 21" | 1.8 | 43.45 | 41.50 | 38.95 |

*Open on long side



Gaylord.com
For Intermittent Seal Envelopes

Search Intermittent Envelopes GO

Document Storage

Envelopes & Sleeves

L-Sleeve Design Makes Inserting Documents Easier

Gaylord® L-Sleeves—3mil Melinex® Polyester

- Sealed on 1 long and 1 short side
- Easy to insert, center and remove papers
- Available with intermittent seal or edge seal

Electrostatic charge keeps contents in place. Melinex polyester is stable, inert, and will not adhere to the surface of photographs. For time-saving encapsulation projects, seal the open sides with our double-sided tape.



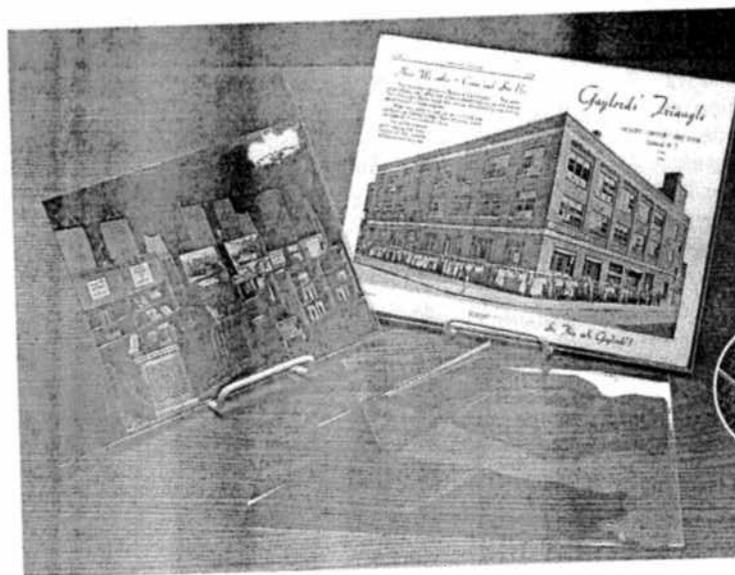
| No. | Fits up to | Lbs. | Price per Pkg. of 10 | | |
|----------------------|--------------------------------|------|----------------------|---------|--------|
| | | | 1 | 5 | 20+ |
| MB-ESM210L (35mm) | 2 1/2 x 10 1/8" | 0.2 | \$11.79 | \$11.29 | \$8.75 |
| MB-ESM310L | 3 1/8 x 10 1/8" (120/220mm) | 0.1 | 12.05 | 11.55 | 10.95 |
| MB-ESM63L | 3 3/4 x 6 5/8" | 0.2 | 11.19 | 10.99 | 10.30 |
| MB-ESM74L | 4 1/8 x 7 5/8" | 0.2 | 11.30 | 11.15 | 10.49 |
| MB-ESM94L | 4 1/4 x 9 5/8" | 0.6 | 13.29 | 12.95 | 12.69 |
| MB-ESM810L | 8 x 10" | 0.4 | 15.85 | 14.69 | 13.95 |
| MB-ESM811L | 8 3/4 x 11 1/2" | 0.2 | 17.19 | 15.79 | 14.59 |
| MB-ESM814L | 8 3/4 x 14 1/2" | 0.7 | 17.29 | 15.89 | 14.85 |
| MB-ESM912L | 9 x 12" | 0.5 | 18.05 | 16.55 | 15.29 |
| MB-ESM914L | 9 1/2 x 14 1/2" | 0.6 | 18.29 | 16.89 | 15.79 |
| MB-ESM1117L | 11 x 17" | 1.0 | 20.60 | 19.65 | 18.55 |
| MB-ESM1114L | 11 1/2 x 14 1/2" | 0.9 | 19.50 | 18.05 | 16.89 |
| MB-ESM1116L | 11 1/2 x 16 1/2" | 0.7 | 21.85 | 20.25 | 19.19 |
| MB-ESM1620L | 16 1/4 x 20 1/2" | 1.3 | 33.15 | 32.39 | 31.05 |

Document Storage



Edge Seal

Envelopes & Sleeves



Edge Seal

Gaylord.com
For Intermittent Seal Envelopes

Search Intermittent Sleeves **GO**

Did You Know?

Polyester, polypropylene and polyethylene are the 3 types of plastic that are suitable for storage of paper objects. They should be uncoated and free of additives.

Uncoated polyester, sold under the brand Melinex is recommended because it is very stable. It is available in thicknesses of 1 to 5mil.

Polypropylene is more economical than polyester and is also more flexible. In a heavier weight it is used for containers.

Polyethylene is highly flexible and not as clear. It is used for envelopes and bags.

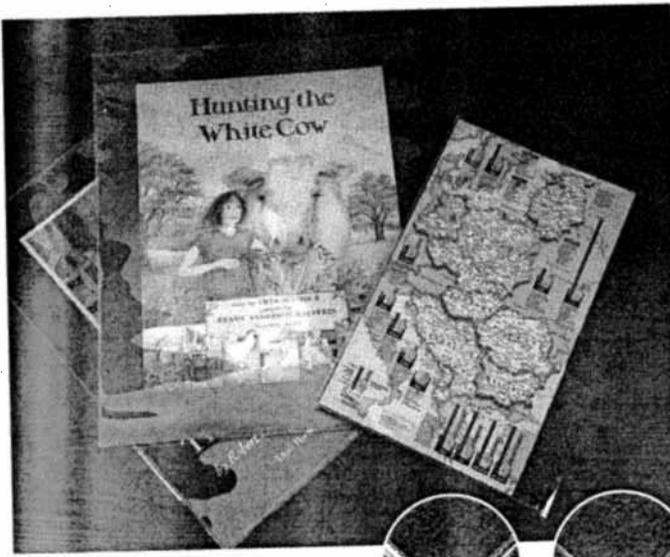
Gaylord® L-Sleeves— 2mil Polyester, with UV Protection

- Sealed on 1 long and 1 short side
- Promotes clear viewing of valuable artifacts during exhibits
- Will not damage, discolor or adhere to contents
- Available with intermittent seal or edge seal

Provides safe and easy insertion, centering, and removal of fragile documents and photos. Special UV inhibitor impregnated film absorbs 97–98% UV radiation from sunlight, fluorescent lighting, etc.



| No. | Fits up to | Lbs. | Price per Package of 10 | |
|------------|-------------|------|-------------------------|---------|
| | | | 1 | 5+ |
| MB-ESM108 | 8 x 10" | 0.4 | \$40.30 | \$37.79 |
| MB-ESM119 | 8 1/2 x 11" | 0.4 | 42.55 | 39.59 |
| MB-ESM149 | 8 1/2 x 14" | 0.4 | 48.29 | 44.55 |
| MB-ESM2016 | 16 x 20" | 1.4 | 95.25 | 89.29 |



Intermittent Seal

Edge Seal

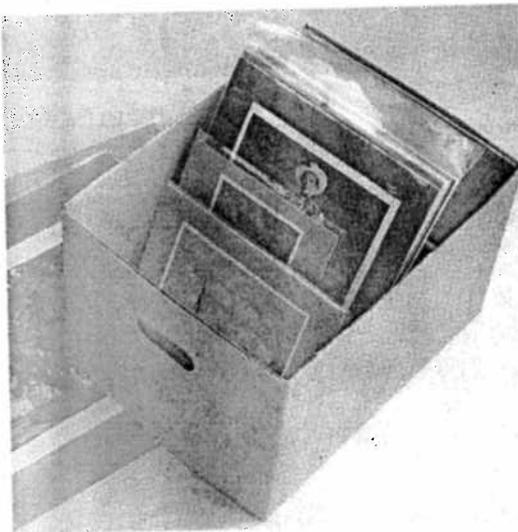
Gaylord® Map & Poster Envelopes— 4mil Melinex® Polyester

- Sealed on 3 sides, opening on short side
- Available with intermittent or edge seal
- Back extends 1/2" for ease of opening



Organize and display newspapers, maps and posters. These clear envelopes make display and storage of large materials easy. Sturdy, flexible Melinex polyester is an inert polyester that will not discolor or adhere to contents. The electrostatic charge will keep fragile items from shifting in envelopes.

| No. | Fits up to | Lbs. | Price per Package of 5 | | |
|--------------------------|------------|------|------------------------|---------|---------|
| | | | 1 | 5 | 20+ |
| Intermittent Seal | | | | | |
| MB-NP1117 | 11 x 17" | 0.6 | \$22.25 | \$20.95 | \$19.05 |
| MB-NP1721 | 17 x 21" | 1.1 | 49.59 | 46.89 | 43.35 |
| MB-NP1824 | 18 x 24" | 1.8 | 51.95 | 47.65 | 44.59 |
| MB-NP2436 | 24 x 36" | 3.8 | 85.19 | 80.95 | 77.55 |
| Edge Seal | | | | | |
| MB-ESNP1117 | 11 x 17" | 0.6 | 23.05 | 21.59 | 18.39 |
| MB-ESNP1721 | 17 x 21" | 1.1 | 50.19 | 46.75 | 44.00 |

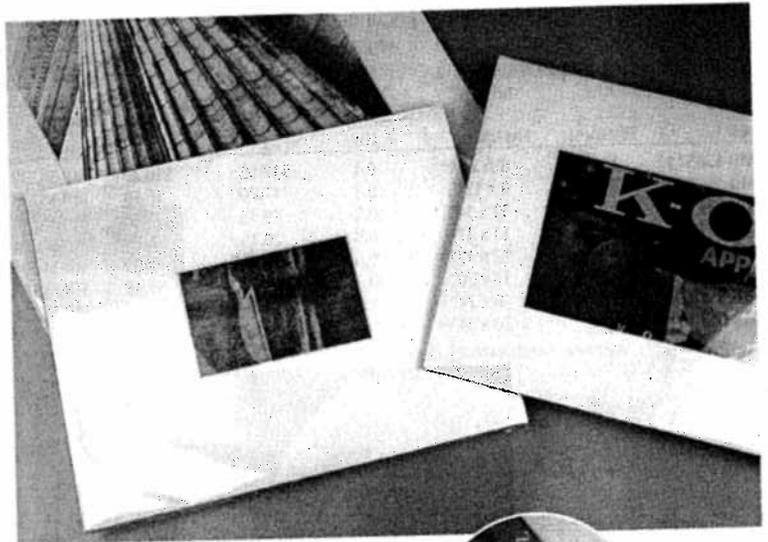


Envelopes—2mil Polyethylene

- Sealed on 3 sides, opening on short side
- Inexpensive protection for photos, postcards or matted prints

Clear envelopes protect your prints from dust, dirt and fingerprints during handling and storage. Excellent for items left in bins for browsing. Each envelope holds one matted print. Largest envelope, No. MB-23547 holds several matted prints.

| No. | Fits up to | Bags/Pkg. | Lbs. | Price per Pkg. |
|-----------|------------|-----------|------|----------------|
| MB-2810 | 8 x 10" | 100 | 0.9 | \$18.09 |
| MB-21411A | 11 x 14" | 100 | 2.4 | 19.70 |
| MB-21418 | 11 x 18" | 100 | 3.0 | 32.69 |
| MB-21620 | 16 x 20" | 100 | 3.9 | 40.95 |
| MB-22024 | 20 x 24" | 100 | 5.9 | 54.55 |
| MB-23547 | 35 x 46" | 50 | 11.0 | 66.95 |



Clearview Print Envelopes— 2mil Polypropylene, With Recloseable Flap

- Sealed on 3 sides
- Recloseable flap keeps dust out
- Available in popular print sizes

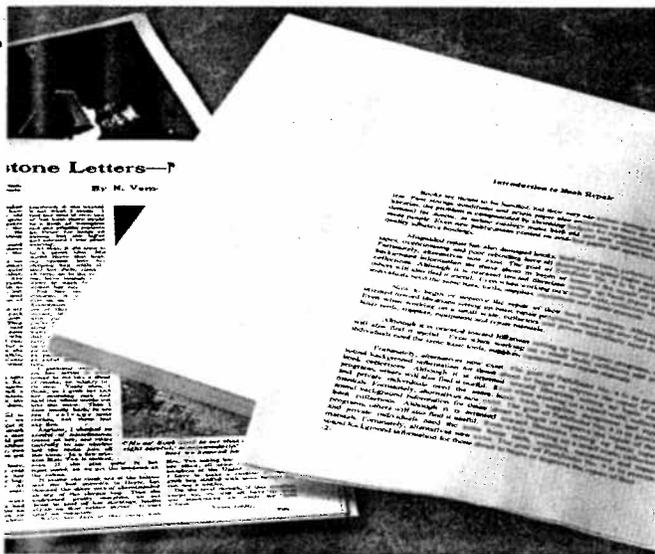
Protect your prints and ephemera from damage during handling and viewing. Ideal for use in browsing bins. The self-adhesive strip on the 1 1/2" flap can be opened and reclosed repeatedly. Clear polypropylene material is chemically inert and safe for long-term storage. Each envelope holds one print, matted or unmatted. Overall dimensions of envelopes are 1/2" larger than fits size listed. 100 per package.

| No. | Fits up to | Lbs. | Price per Pkg. of 100 |
|-----------|-------------|------|-----------------------|
| MB-61-341 | 4 x 6" | 0.4 | \$37.49 |
| MB-61-342 | 5 x 7" | 0.5 | 38.55 |
| MB-61-343 | 8 x 10" | 1.1 | 43.75 |
| MB-61-344 | 8 1/2 x 11" | 1.3 | 49.39 |
| MB-61-345 | 11 x 14" | 2.0 | 58.45 |
| MB-61-346 | 16 x 20" | 4.2 | 73.95 |
| MB-61-347 | 20 x 24" | 6.1 | 80.95 |
| MB-61-348 | 22 x 28" | 7.7 | 93.39 |

Gaylord.com
For Art & Poster Bin

Search 893010





Permalife Bond Paper—20 Lb. White

- Permanent and durable—will not discolor or become brittle
- Available in sheets and rolls

For years, Permalife bond has been the standard archival paper for photocopying, printing and interleaving. The large sheets and rolls can also be used for wrapping objects, or for drawing and printing. The watermark is visible when held to the light and clearly identifies paper as archival quality to future generations. 25% cotton rag content adds durability.

Specifications

- Acid-free; lignin-free
- pH 7.5-8.0
- 20 lb. Text
- 25% Rag Stock
- White
- 3% Calcium carbonate buffer
- Passed P.A.T.

Sheets

| No. | Size | Lbs. | Price per Ream of 500 | | |
|-----------|-------------------|------|-----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-PB811 | 8½ x 11", Letter | 5.1 | \$18.95 | \$18.19 | \$17.39 |
| MB-PBA4 | 8.27 x 11.7", A4 | 6.0 | 25.95 | 24.95 | 24.29 |
| MB-PB814 | 8½ x 14", Legal | 6.7 | 25.95 | 24.95 | 23.25 |
| MB-PB1117 | 11 x 17", Tabloid | 11.1 | 47.25 | 45.05 | 39.25 |

Price per Pkg. of 50

| No. | Size | Lbs. | Price per Pkg. of 50 | | |
|-----------|----------|------|----------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| MB-PB3240 | 32 x 40" | 9.5 | \$59.95 | \$56.70 | \$53.79 |

Rolls

| No. | Size | Lbs. | Price per Roll | | |
|-------------|----------------|------|----------------|----------|---------|
| | | | 1 | 5 | 10+ |
| MB-PB34100R | 34" x 100 yds. | 15.6 | \$112.95 | \$107.75 | \$99.95 |

Abbey® pH Testing Pen

- For testing pH of paper, mat board, folders and envelopes

Simply mark an inconspicuous spot on the material and check color as soon as indicator fluid dries. Purple indicates a pH of 7.0 or above, yellow indicates pH below 6.5. Paper often requires an alkaline reserve and a pH of 7.0 or higher in order to last a hundred years or more. **NOTE:** Pen may not produce accurate results on colored stock.

MB-PH65 0.1 lb. \$5.25/each

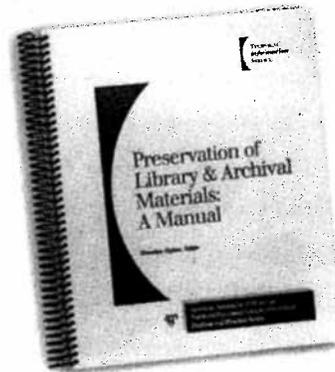


Preservation of Library & Archives Materials: A Manual

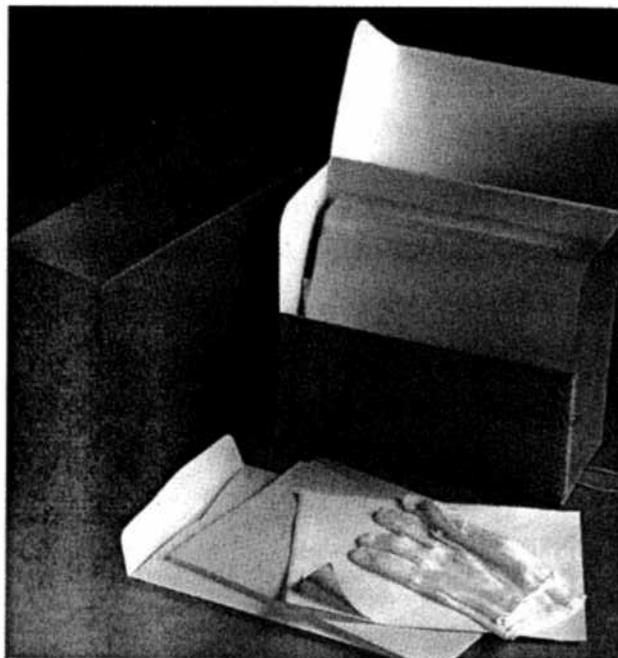
- Helpful guidelines on caring for your collections

Contains 46 technical leaflets that provide basic, practical information for the non-conservator looking to implement a collections care program. Includes simple, safe conservation procedures. *Revised and expanded. Edited by Ogden, Sherelyn. Andover, Mass: Northeast Document Conservation Center, 1992.*

MB-NEDCC 1.6 lbs. \$53.49/each



A Simple Way to Start Organizing



Gaylord® Family Archives Kits

- Safe, easy storage for papers or clippings
- All-inclusive kit

custom sizes available



see page 4

There are so many papers you'd like to save—children's artwork, garden plans, letters, cards, invitations. This kit can help you save and store them all. Simply place your papers in the folders, then put them in the document case. An envelope is also included for temporary storage of clippings. Each kit includes: 1 letter-size document case (black or blue/grey); 25 letter-size reinforced file folders; 1 clippings envelope (9 x 13"); 1 pair of disposable cotton gloves; 1 sheet of 6 box labels.

| No. | Description | Lbs. | Price Each | |
|---------------|----------------------------------|------|------------|---------|
| | | | 1 | 3+ |
| MB-ARCHKIT-BG | Kit with Blue/grey Document Case | 3.2 | \$22.25 | \$18.75 |
| MB-ARCHKIT-BK | Kit with Black Document Case | 3.2 | 29.09 | 26.05 |

For Bookkeeper® Deacidification Spray See pg. 147



To Order: Call 1-800-448-6160 or visit Gaylord.com/DocumentStorage • Gaylord® 29

Document Storage

Specialty Items

Gaylord® Pamphlet Enclosures: Protection & Support for Fragile Materials

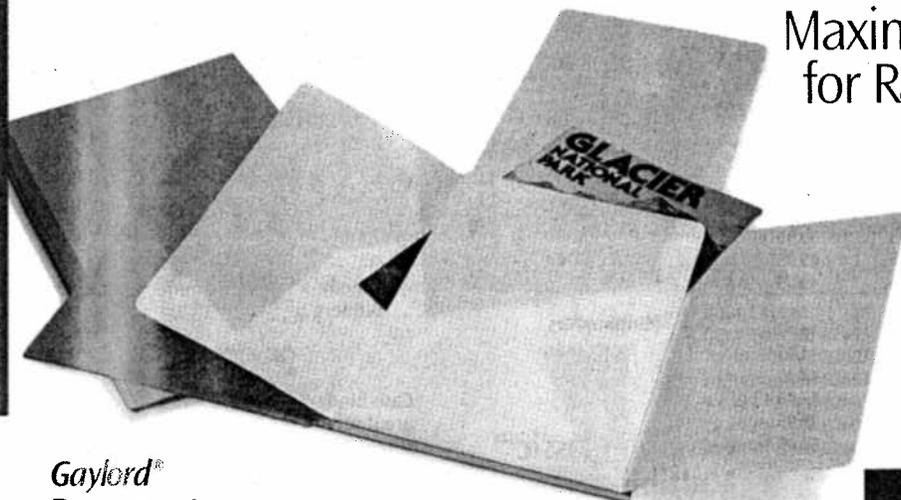
- Non-invasive—no sewing, gluing or stapling

Envelope Binders, Four-flap Enclosures, Pocket Binders and Document Preservation Binders provide additional layers of protection from physical and environmental damage. Binders are constructed of 60-pt. buffered barrier board with cambric binder tape.

custom
sizes available

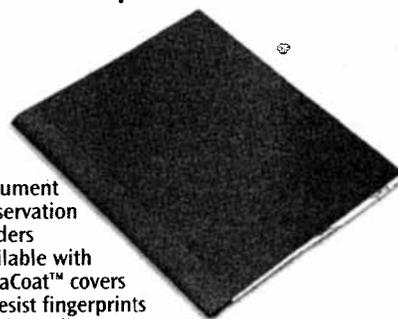


If you want a binder size that is not listed, please let us know. We'll be happy to make whatever you need. Call 1-800-634-6307 for more details.



Maximum Protection for Rare Pamphlets

Document
Preservation
Binders
available with
DuraCoat™ covers
to resist fingerprints
and humidity



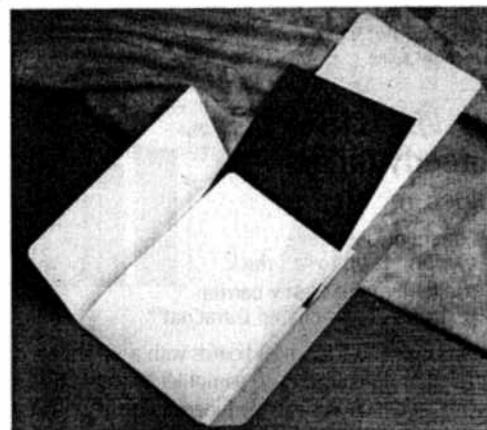
Gaylord® Document Preservation Binders

- Available in tan or DuraCoat™ blue/grey barrier board with acrylic coating
- Binders with attached four-flap enclosures
- Available with soft or stiff spines

Choose soft spine binders for slim pamphlets such as playbills, drama books and similar ephemera. Stiff, flatback spines are available in 1/4" and 1/2" widths for thicker items, and offer room for labeling. Capacity scores indicate the depth of the four-flap enclosure. DuraCoat acrylic-coated version resists moisture, fingerprints and abrasion.

Specifications

- Acid-free; lignin-free
- pH 8.0-9.0
- 60-pt. Barrier board
- Tan or Blue/grey DuraCoat
- 3% Calcium carbonate buffer
- Passed P.A.T.
- DURACOAT
- Water-based acrylic coating



| No. | Enclosure Description | Capacity (W x H) | Scores | Lbs. | Price per Pkg. of 5 | | |
|---|---------------------------|------------------|------------|------|---------------------|---------|---------|
| | | | | | 1 | 5 | 10+ |
| Tan | | | | | | | |
| MB-P6068 | Soft Spine | 6 x 8" | 1/4" | 1.5 | \$19.15 | \$18.15 | \$17.25 |
| MB-P6069 | Soft Spine | 6 1/2 x 9 1/2" | 1/4" | 1.6 | 20.55 | 19.55 | 18.45 |
| MB-P60710 | Soft Spine | 7 1/2 x 10 1/2" | 1/4" | 2.1 | 21.65 | 20.65 | 19.65 |
| MB-D25710T | 1/4" Stiff Flatback Spine | 7 x 10 1/4" | 1/4" | 2.1 | 32.85 | 31.19 | 29.55 |
| MB-D25911T | 1/4" Stiff Flatback Spine | 9 x 11 3/4" | 1/4" | 3.0 | 37.25 | 35.25 | 33.59 |
| MB-D25915T | 1/4" Stiff Flatback Spine | 9 x 15 1/4" | 1/4" | 3.8 | 37.55 | 35.49 | 34.25 |
| MB-D251013T | 1/4" Stiff Flatback Spine | 10 x 13 1/4" | 1/4" | 3.7 | 38.89 | 36.79 | 34.85 |
| MB-D251114T | 1/4" Stiff Flatback Spine | 11 x 14 1/4" | 1/4" | 4.2 | 42.75 | 39.95 | 38.45 |
| MB-DX25710T | 1/2" Stiff Flatback Spine | 7 x 10 1/4" | 1/4", 1/2" | 2.1 | 32.85 | 31.19 | 29.55 |
| MB-DX25911T | 1/2" Stiff Flatback Spine | 9 x 11 3/4" | 1/4", 1/2" | 3.1 | 37.25 | 35.25 | 33.59 |
| MB-DX25915T | 1/2" Stiff Flatback Spine | 9 x 15 1/4" | 1/4", 1/2" | 4.6 | 37.55 | 35.49 | 34.25 |
| MB-DX251013T | 1/2" Stiff Flatback Spine | 10 x 13 1/4" | 1/4", 1/2" | 3.4 | 38.89 | 36.79 | 34.85 |
| MB-DX251114T | 1/2" Stiff Flatback Spine | 11 x 14 1/4" | 1/4", 1/2" | 4.2 | 42.75 | 39.95 | 38.45 |
| DuraCoat™ Blue/Grey with Acrylic Coating | | | | | | | |
| MB-ACP6068 | Soft Spine | 6 x 8" | 1/4" | 2.7 | 22.15 | 21.45 | 20.89 |
| MB-ACP6069 | Soft Spine | 6 1/2 x 9 1/2" | 1/4" | 1.9 | 22.65 | 21.95 | 21.39 |
| MB-ACP60710A | Soft Spine | 7 1/2 x 10 1/2" | 1/4" | 2.3 | 24.85 | 24.05 | 23.49 |
| MB-ACD25710A | 1/4" Stiff Flat Spine | 7 x 10 1/4" | 1/4" | 2.1 | 31.09 | 29.35 | 28.75 |
| MB-ACD25911A | 1/4" Stiff Flat Spine | 9 x 11 3/4" | 1/4" | 3.0 | 36.45 | 35.15 | 34.15 |
| MB-ACD25915A | 1/4" Stiff Flat Spine | 9 x 15 1/4" | 1/4" | 2.3 | 36.75 | 35.75 | 34.95 |
| MB-ACD251013A | 1/4" Stiff Flat Spine | 10 x 13 1/4" | 1/4" | 7.0 | 37.95 | 36.85 | 36.09 |
| MB-ACD251114A | 1/4" Stiff Flat Spine | 11 x 14 1/4" | 1/4" | 4.1 | 38.15 | 37.25 | 36.95 |
| MB-ACDX25710 | 1/2" Stiff Flat Spine | 7 x 10 1/4" | 1/4", 1/2" | 2.1 | 31.09 | 29.35 | 28.75 |
| MB-ACDX25911 | 1/2" Stiff Flat Spine | 9 x 11 3/4" | 1/4", 1/2" | 3.1 | 36.45 | 35.15 | 34.15 |
| MB-ACDX25915 | 1/2" Stiff Flat Spine | 9 x 15 1/4" | 1/4", 1/2" | 3.7 | 36.75 | 35.75 | 34.95 |
| MB-ACDX251013 | 1/2" Stiff Flat Spine | 10 x 13 1/4" | 1/4", 1/2" | 2.9 | 37.95 | 36.85 | 36.09 |
| MB-ACDX251114 | 1/2" Stiff Flat Spine | 11 x 14 1/4" | 1/4", 1/2" | 4.3 | 38.15 | 37.25 | 36.95 |

Gaylord® Four-Flap Enclosures

- Protection for rare pamphlets, prints and booklets

Specifications

- Acid-free; lignin-free
- pH 8.0-8.5
- 10-pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

Full inner flap provides even pressure across pamphlet, so there are no stress points. Item numbers with 1/4" score give you 1/4" working depth for your enclosure. Item numbers with 1/4" and 1/2" scores offer 3 depth options to accommodate your pamphlet. For four-flap enclosures attached to binders, see document preservation binders shown at left.

| No. | Enclosure (W x H) | Scores | Lbs. | Price per Pkg. of 5 | | |
|---------|-------------------|------------|------|---------------------|---------|---------|
| | | | | 1 | 5 | 10+ |
| MB-4F58 | 6 x 8" | 1/4" | 0.6 | \$11.59 | \$10.99 | \$10.39 |
| MB-4F59 | 6 1/2 x 9 1/2" | 1/4" | 0.8 | 12.69 | 11.95 | 11.35 |
| MB-4F60 | 7 1/2 x 10 1/2" | 1/4" | 1.9 | 14.15 | 13.45 | 12.79 |
| MB-4F61 | 7 x 10 1/4" | 1/4", 1/2" | 0.7 | 14.15 | 13.45 | 12.79 |
| MB-4F62 | 9 x 11 3/4" | 1/4", 1/2" | 1.8 | 16.29 | 15.39 | 14.19 |
| MB-4F63 | 9 x 15 1/4" | 1/4", 1/2" | 2.0 | 17.19 | 16.15 | 15.49 |
| MB-4F64 | 10 x 13 1/4" | 1/4", 1/2" | 2.5 | 17.19 | 16.15 | 15.49 |
| MB-4F65 | 11 x 14 1/4" | 1/4", 1/2" | 3.1 | 18.89 | 17.89 | 17.15 |

Specifications

BOX

- Acid-free; lignin-free
- pH 8.0-9.0
- 60-pt. Barrier board
- Blue/grey w/white liner
- 3% Calcium carbonate buffer
- Passed P.A.T.

SPACERS

- Acid-free; lignin-free
- pH 8.0-9.5
- E-flute corrugated (exceeds 20 lb. test)
- Blue
- 3% Calcium carbonate buffer
- Passed P.A.T.

INDEX CARDS

- Acid-free; lignin-free
- pH 8.0-8.5
- 10 pt. Folder stock
- Cream
- 3% Calcium carbonate buffer
- Passed P.A.T.

Postcard Box— Shallow Lid

- Keep your postcards clean, safe and well organized
- Metal-edged for strength and stability

Generously sized to hold postcards up to 4 x 6", with or without sleeves. Optional spacers keep postcards upright in unfilled boxes. Index cards, also optional, extend above postcards and provide enough room to categorize. Rounded top corners prevent dog-earing.

| No. | Description | Size | Lbs. | Price |
|----------|-------------|---------------------|------|-----------------|
| MB-51097 | Box | 6 1/4 x 12 1/4 x 5" | 0.6 | \$7.85/each |
| MB-51099 | Spacers | 18 x 47/8" | 0.4 | 4.80/pkg. of 5 |
| MB-51100 | Index Cards | 6 1/8 x 4 15/16" | 0.2 | 5.25/pkg. of 10 |

Album pages can also be used to store postcards. See pg. 77



Specialty Storage

Postcard Envelopes— 2mil Polyethylene

- Sealed on 3 sides
- Economical protection



Light weight and great for the storage or transport of postcards during shows. Use with our convenient acid-free storage boxes for added protection.

| No. | Size | Fits up to | Lbs. | Price/pkg. of 100 | | |
|---------|----------------|----------------|------|-------------------|---------|--------|
| | | | | 1 | 3 | 10+ |
| MB-PC35 | 3 5/8 x 5 3/4" | 3 1/2 x 5 1/2" | 0.1 | \$15.19 | \$11.25 | \$7.49 |
| MB-PC25 | 4 1/2 x 6 1/2" | 4 x 6" | 0.4 | 12.95 | 9.75 | 6.69 |

Postcard Sleeves— 2mil Melinex® Polyester

- Sealed on long sides
- Provide maximum protection during handling and storage



Tough Melinex® Polyester protects against dust, dirt, oily fingerprints and atmospheric pollutants. Melinex is more rigid than polypropylene and polyethylene and offers the best support and viewing characteristics.

| No. | Size | Fits up to | Lbs. | Price/pkg. of 25 | | |
|---------|-----------------|----------------|------|------------------|---------|---------|
| | | | | 1 | 10 | 40+ |
| MB-PC35 | 4 1/16 x 5 3/4" | 3 5/8 x 5 3/4" | 0.2 | \$14.99 | \$14.35 | \$13.29 |
| MB-PC46 | 4 1/2 x 6" | 4 x 6" | 0.2 | 15.29 | 14.85 | 14.25 |

Ephemera & Collectibles Storage



Currency, Check & Stock Certificate L-Seal Sleeves—3mil Melinex® Polyester

- Sealed on one short and one long side
- Provides long-term preservation for materials

Stock certificates, currency and checks are fragile and need proper enclosures if they are to be handled safely. After placing your collection in sleeves, we recommend you store them in archival storage boxes to maintain pristine condition for many years to come.

| No. | Size | Lbs. | Price per Package of 25 | | |
|---|-----------------|------|-------------------------|---------|---------|
| | | | 1 | 5 | 10+ |
| Currency & Check Sleeves MB-CCE83 | 3 5/8 x 8 3/16" | 0.4 | \$19.55 | \$17.65 | \$16.75 |
| Stock Certificate Sleeves MB-SCE129 | 9 1/2 x 12 1/8" | 1.0 | 24.65 | 22.15 | 20.65 |

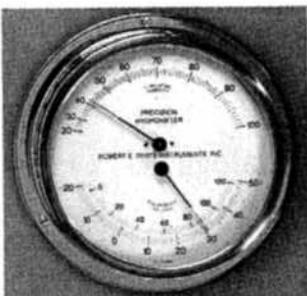
To Order: Call 1-800-448-6160 or visit Gaylord.com/Collectibles • Gaylord® 109

Thermohygrometer Wall Mount

- Reads temperature and humidity

This precision instrument features a synthetic hair sensor and a calibration screw in the back. Upper scale shows humidity from 20–100% (accurate to $\pm 5\%$). The lower scale shows temperature from -20 – 50°C and 0 – 120°F (accurate to $\pm 1^\circ\text{F}$). The handsome polished brass case is $1\frac{5}{8}$ "D x 6" diameter with a $\frac{4}{32}$ " white dial. Flange has holes for wall mounting (screws included).

MB-W5033 1.3 lbs. \$178.09/each



Shows temperature and humidity in digital read-out

Thermohygrometer—Digital, Handheld

- Quickly monitors local conditions throughout your collections
- Lightweight and portable for fast, accurate readings

Remembers last reading. Replace cap when not in use to protect sensor. Auto shutoff. Requires 2 AAA batteries (included). Dimensions: $6\frac{1}{2}$ "L x 2W x $\frac{3}{4}$ "D.

- Temperature range: 14° – 122°F (accuracy $\pm 1.8^\circ\text{F}$)
- Humidity range: 5–95% (accuracy $\pm 4\%$ at 77°F)

MB-CMM880 0.3 lbs. \$99.95/each

Arten® Thermohygrometer

- Accurate and unobtrusive

This highly sensitive device gives one temperature readout and 2 humidity readouts (one from a coiled plastic/copper spring driven dial and one from a saturated paper strip, assuring meter accuracy). Calibration is simple when required. Neutral grey case. Dimensions: $1\frac{1}{16}$ "H x $1\frac{7}{8}$ "L x $\frac{9}{16}$ "D.

| No. | Description | Lbs. | Price Each |
|-----------|----------------|------|------------|
| MB-41-100 | Centigrade | 0.1 | \$85.39 |
| MB-42-200 | Fahrenheit | 0.1 | 85.39 |
| MB-43-300 | Calibrator Kit | 0.1 | 43.35 |

Thermohygrometer— Digital

- Tiny—the perfect size for display cases

This thermohygrometer measures temperature, humidity and the current highest and lowest values of both (MIN/MAX function). Features Fahrenheit/Centigrade switch. Place in museum cases, cabinets or stacks. Includes built-in stand. Operates on LR44 watch battery (included). Temperature: 14°F – 122°F , $\pm 1.8^\circ$. Humidity: 25 to 95%, $\pm 5\%$. Dimensions: $1\frac{1}{2}$ "H x $2\frac{1}{2}$ "L x $\frac{1}{2}$ "D.

MB-1546 0.3 lbs. 1–\$29.59 6+ \$26.25/each



Gauge Humidity
& Temperature
at a Glance

MB-A1731

MB-373Q

Maxant® Hygrothermograph—Standard

- Reads temperature and humidity
- Quartz drive ensures accuracy
- Portable, reliable 7- or 31-day monitoring

Synthetic hair sensor detects relative humidity. Temperature is measured by state-of-the-art bimetallic sensor. Powered by a single AA battery (included). Your choice of 2-year supply of 7-day charts or 8-year supply of 31-day charts (chart $12 \times 6\frac{3}{4}$ "; grid $11\frac{1}{2} \times 6\frac{1}{2}$ "). A pair of long-lasting felt-tip recording pens are included. Rugged steel case with handsome grey finish has 3-sided, smoked plexiglass window, lockable hinged top, and handle. Dimensions: $10\frac{1}{2}$ "H x $15\frac{1}{2}$ "W x $5\frac{1}{2}$ "D.

- Temperature range: 14° – 114°F ; $\pm 1.5^\circ\text{F}$
- Humidity range: 0–100% $\pm 3\%$, mid-range

| No. | Description | Lbs. | Price |
|----------------|------------------------------------|------|-----------------|
| MB-A1731 | Hygrothermograph | 8.0 | \$1,275.00/each |
| MB-100-52FA-1 | 7-day Replacement Charts (2 yrs.) | 1.0 | 61.79/each |
| MB-100-52FMB-1 | 31-day Replacement Charts (8 yrs.) | 1.0 | 64.99/each |
| MB-FTMB-1 | Replacement Pens (2) | 0.1 | 35.25/pkg. |

Maxant® Hygrothermograph—Compact

- Reads temperature and humidity
- Ideal choice for display cases or other confined areas
- Portable, reliable 7-day monitoring

Compact, reliable, and an economical choice for museums, archives and galleries. Chart $8\frac{3}{4} \times 5\frac{1}{4}$ "; grid $8\frac{1}{4} \times 5$ ". Comes complete with 2 felt tip pens and a 2-year supply of charts. A 1-year quartz drive battery is included. Dimensions: $7\frac{3}{8}$ "H x $6\frac{1}{2}$ "W x 4"D.

- Temperature range: -20° – 110°F ; $\pm 2^\circ\text{F}$
- Humidity range: 0–100%; $\pm 5\%$, mid-range

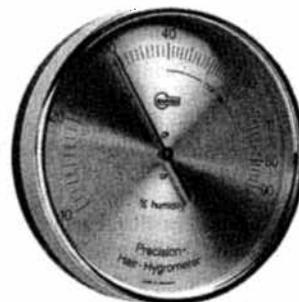
| No. | Description | Lbs. | Price |
|--------------|----------------------------------|------|-----------------|
| MB-373Q | Hygrothermograph | 3.0 | \$1,080.00/each |
| MB-356-450-1 | Replacement Charts (pkg. of 100) | 1.0 | 58.55/pkg. |
| MB-FTMB-1 | Replacement Pens (2) | 0.1 | 35.25/pkg. |

Hygrometer—Wall Mount

- Reads humidity

Precision, German-made hygrometer uses sensitive human hair to measure humidity, which it displays in 1% increments from 10 to 100%. This eye-catching instrument features a 4" diameter chrome bezel ring, black metal case and brushed aluminum face with flat glass. Hang from a hook or lay the unit on its back. A screw in the back allows you to adjust the reading for calibration. Accurate to $\pm 5\%$. Dimensions: 1D x 4" diameter.

MB-BA410 0.6 lbs. \$103.75/each



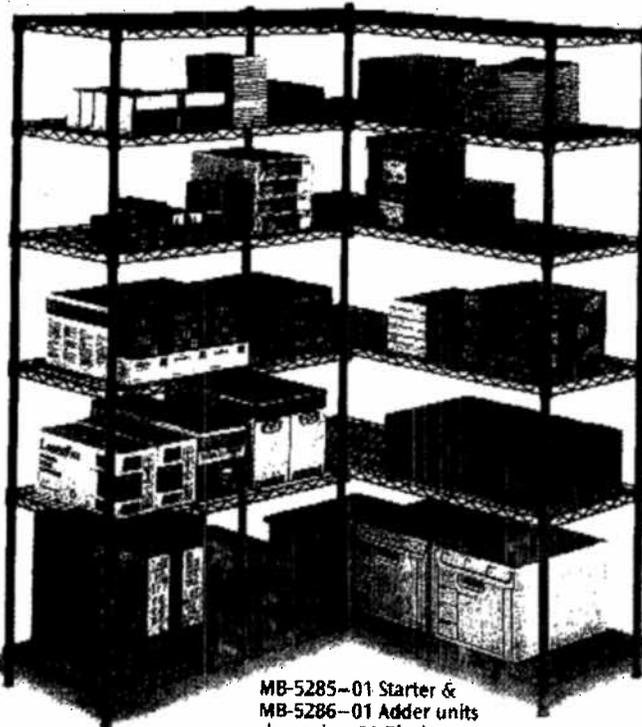
Environmental Control

Temperature & Humidity Monitors & Controls

To Order: Call 1-800-448-6160 or visit Gaylord.com/HumidityandTempMonitors • Gaylord® 129

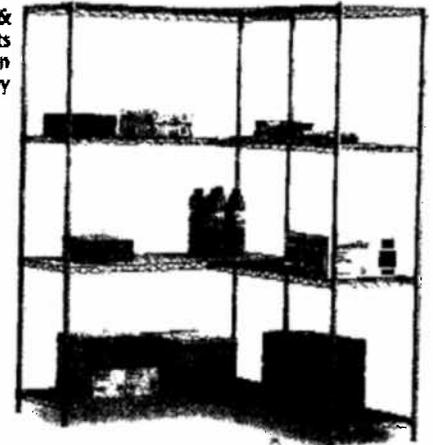
Storage & Handling Equipment

Racks



MB-5285-01 Starter & MB-5286-01 Adder units shown in -01 Black

MB-5285-09 Starter & MB-5286-09 Adder units shown in -09 Metallic Grey

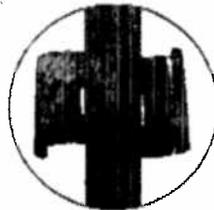


Wire Shelving—Steel

- Wire construction promotes air circulation and reduces dust accumulation
- Available in 4 sizes

Strong, welded wire shelving holds documents in record storage cartons and document cases. Use 60-pt. barrier board shelf liner to create a flat surface for storing specimens. Can hold up to 1,250 lbs. per shelf (based on load evenly distributed on shelf) but total weight should not exceed 2,500 lbs. per unit. Starter includes 4 shelves and 4 posts; adders include 4 shelves and 2 posts and clips that snap together for instant assembly. Shelves adjust in 1" increments. No tools needed. Extra shelves available. Available in -01 Black or -09 Metallic Grey. Assembly required. FOB: MN

Snap-on compression sleeves—allow easy adjustment of shelves in 1" increments. Dual ridges provide the added contact required for heavy loads



Create Moveable Shelving



MB-52075 Caster Kit



Also stack on top



Includes 2 x 4" galvanized steel mesh decking

MB-RAS69304

| No. | Description | H x W x D | Lbs. | Price Each | |
|----------------------|------------------------|------------------|------|------------|----------|
| | | | | 1 | 3+ |
| 18"D Shelving | | | | | |
| MB-5285 | 36"W Starter | 72 x 36 x 18" | 51.0 | \$256.50 | \$233.95 |
| MB-5286 | 36"W Adder | 72 x 36 x 18" | 42.0 | 243.35 | 222.95 |
| MB-5287 | 36"W Extra Shelves (2) | 1 1/2 x 36 x 18" | 18.0 | 113.95 | 105.50 |
| MB-5291 | 48"W Starter | 72 x 48 x 18" | 61.0 | 272.45 | 250.00 |
| MB-5292 | 48"W Adder | 72 x 48 x 18" | 53.0 | 259.25 | 238.95 |
| MB-5293 | 48"W Extra Shelves (2) | 1 1/2 x 48 x 18" | 23.0 | 122.15 | 113.15 |
| 24"D Shelving | | | | | |
| MB-5288 | 36"W Starter | 72 x 36 x 24" | 82.0 | 278.45 | 255.85 |
| MB-5289 | 36"W Adder | 72 x 36 x 24" | 55.0 | 274.65 | 253.70 |
| MB-5290 | 36"W Extra Shelves (2) | 1 1/2 x 36 x 24" | 25.0 | 131.95 | 122.95 |
| MB-5294 | 48"W Starter | 72 x 48 x 24" | 74.0 | 295.85 | 273.25 |
| MB-5295 | 48"W Adder | 72 x 48 x 24" | 67.0 | 281.95 | 261.75 |
| MB-5296 | 48"W Extra Shelves (2) | 1 1/2 x 48 x 24" | 32.0 | 139.25 | 130.25 |

NOTE: Add color suffix when ordering.

Caster Kit—Available for starter sets only. Kit includes four 5" rubber swivel casters with bumper guards.

MB-52075 12.0 lbs. \$92.40/pkg. of 4

Record Storage Racks—Steel

- 1,000 lbs. per shelf storage capacity
- Strong 14-gauge posts are 1-piece construction
- Available in 2 heights, 2 depths and 2 widths

Rugged bolt-less steel frame construction with shelves that adjust in 1 1/2" intervals. Wire decks are sprinkler friendly in an emergency. Durable grey powder finish resists chipping and scratching. Assembly required. FOB: IL

| No. | H x W x D | Carton Capacity* | No. of Levels | Lbs. | Price Each |
|-------------|---------------|------------------|---------------|-------|------------|
| MB-RAS42153 | 60 x 42 x 15" | 18 | 3 | 78.0 | \$234.50 |
| MB-RAS42303 | 60 x 42 x 30" | 36 | 3 | 93.0 | 366.00 |
| MB-RAS69753 | 60 x 69 x 15" | 30 | 3 | 105.0 | 317.00 |
| MB-RAS69303 | 60 x 69 x 30" | 60 | 3 | 165.0 | 364.00 |
| MB-RAS42154 | 84 x 42 x 15" | 24 | 4 | 105.0 | 317.00 |
| MB-RAS42304 | 84 x 42 x 30" | 48 | 4 | 155.0 | 388.00 |
| MB-RAS69154 | 84 x 69 x 15" | 40 | 4 | 142.0 | 423.00 |
| MB-RAS69304 | 84 x 69 x 30" | 80 | 4 | 222.0 | 517.00 |

*Based on 10H x 12W x 15"D, 1 cu. ft. carton.