

A simple mount for photos and documents

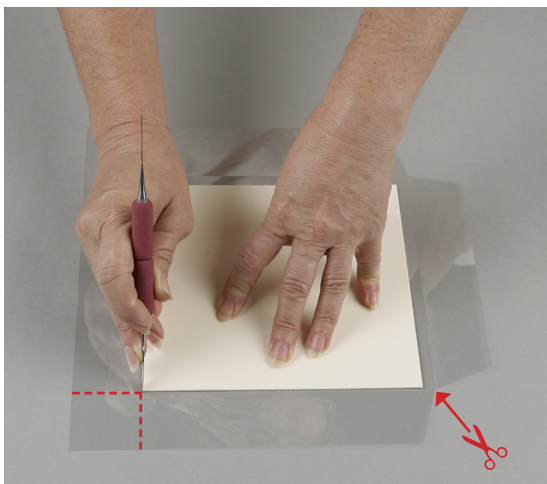
Photos and documents can be protected with this simple mount for display. It allows you to handle the object without getting greasy fingerprints on it and it can be easily secured to a display board. See our 'Products and suppliers' information sheet for details on where to purchase materials.

You will need

- 4 ply acid-free mount board
- A cutting board and Stanley knife
- Mylar (archival plastic), 75 microns thick
- Archival, double-sided sticky tape
- Bone folder, letter opener or scissors



1. Measure the object and then cut a piece of acid-free mount board exactly the same size.



2. Cut a piece of mylar 50–80 mm wider and 50–80 mm longer than the object.

Place the mount board in the centre of the mylar and make creases along the four edges of the board. Use a bone folder, letter opener or scissors to make sharp creases. You will not need the extra mylar overlap, so cut the four corners off.

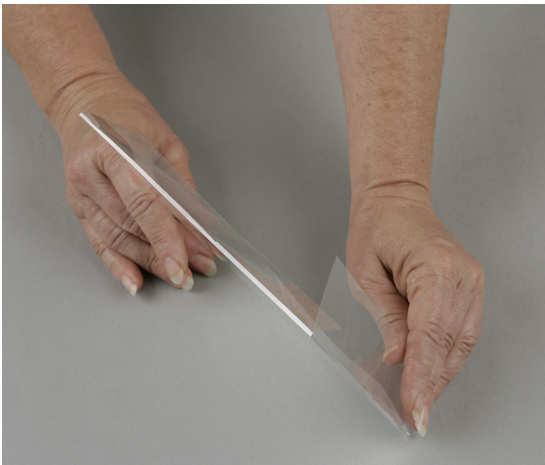


3. As the mount board is 4 ply thick, you will need to make another crease about 2–3 mm outside of the original crease. The extra crease allows the mylar to fit snugly around the board and photo.

This photo is showing how to score the mylar gently with a thin metal spatula. This will make it easier to make the crease.



4. Making the second crease.



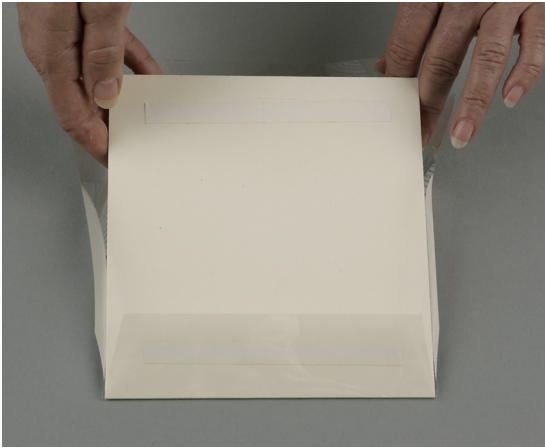
5. This photo shows the two creases, 3 mm apart. This accounts for the thickness of the acid-free mount board and the paper object.



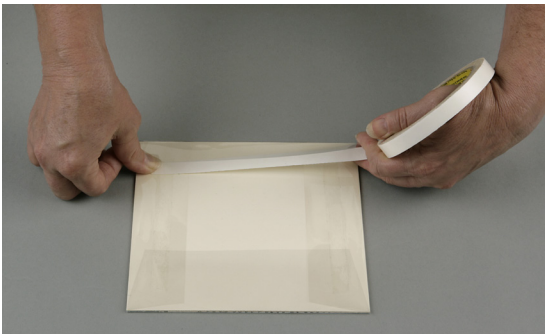
6. Mylar is cut, creased and ready for a picture.



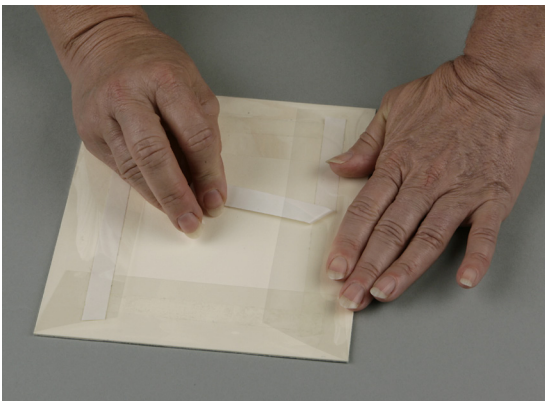
7. Place the object (magazine cut-out in this case) facedown on the mylar.
-



8. Place the mount board on top of the object.



9. Put double-sided tape on all four sides of the board, under the mylar flap edges.



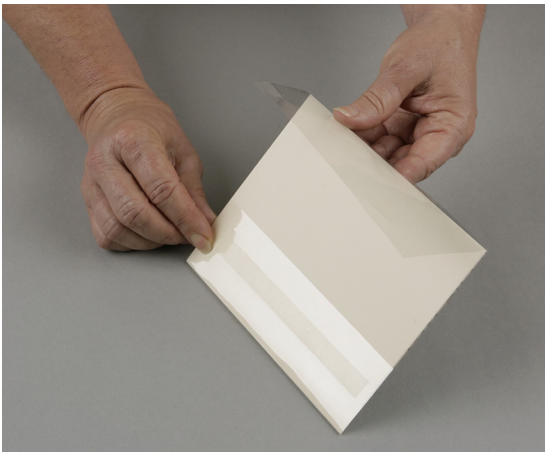
10. Hold the mylar flaps in place with one hand then gently peel the backing paper off the double-sided tape.



11. The photo/document is protected during handling and is easy to mount for display.



- 12.** Variations: cut mount board the same size as the object. Cut mylar so the sides are the same width as the object/board. Leave extra mylar at the top and bottom for flaps. The top flap should be longer than the bottom flap. Do a double crease with the mylar (2 mm) at the top and bottom of the board.



- 13.** Place double-sided sticky tape on the bottom back of the board and attach the bottom flap. The top flap does not need attaching.



- 14.** This photo shows a simple method of making mylar sleeves for objects using a sewing machine. Crease a piece of mylar, cut to size and sew one or two sides of the mylar to make an enclosure — you can leave one or two sides open.

A = mylar fold.

B = sew this side to make a two-sided enclosure (one line of stitching and the folded edge).

C = optional side — this can be sewn to make a three-sided enclosure (two lines of stitching opposite each other and the folded edge).

D = the enclosure opening.