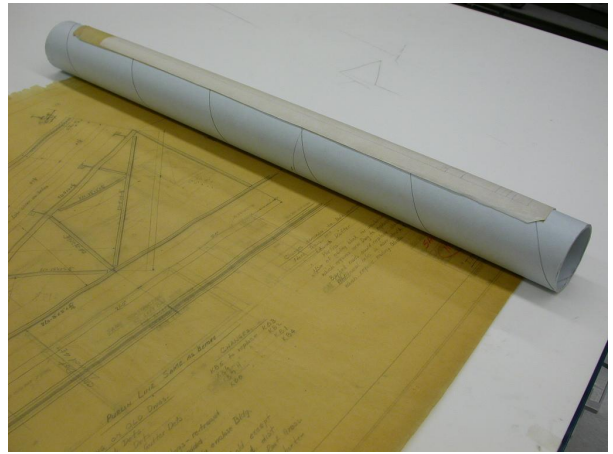# Rolling Oversized Records
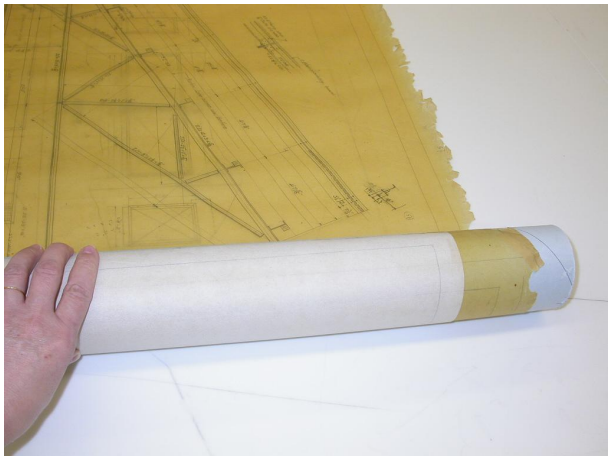
1 Measure your oversized record both to match it with a buffered archival tube and to determine the shortest edge of the record. Make sure the tube is at least two inches longer than the shortest edge of the oversized record. This extra length will make rolling the map onto the tube easier and it will prevent the oversized record that was not perfectly parallel to the length of the tube from overhanging the edge of the tube. Any overhang could make the record vulnerable to bumps, folds, and tears along the edge of the overhang.

2 Slowly roll the tube so that the record rolls around the tube. Try to keep the tube at right angles to the long edges of the record as you roll. This will help prevent the record from rolling unevenly and overhanging along one edge or the other.

3 Once the entire record has been wrapped around the tube, wrap the rolled record with acid free tissue or acid free bond paper. This outer wrapping will protect the record from the effects of light exposure.

4 Cover the paper wrapper with a wrapper of polyester film. The polyester film will protect the record and the paper wrapper from bumps and unexpected water intrusion.

5 Using the cotton twill tape, loosely tie the polyester wrapper around the rolled material to secure the polyester to the package.

Additional information:

- Archival information needed for intellectual control can be written on the acid-free paper using a soft pencil before wrapping it around the rolled record.

- Multiple items can be rolled around one tube, but that number should be limited.

- Multiples should be similar in size.

- Records that are rolled together should be produced using the same process, i.e., blue prints with blue prints, diazos with diazos, etc.

- When rolling groups of records, roll the entire group together as one rather than rolling one record sequentially after another. Rolling all of the records together as one will

enable the researcher to unroll the entire group at once to quickly find the one record that is desired.