

Additional Resources 1: suppliers of approved storage media

Small quantities of all the materials listed below may be obtained at cost from the Museum of London. Contact:

The Records Officers
The London Archaeological Archive and Research Centre
Museum of London
Mortimer Wheeler House
46 Eagle Wharf Road
London N1 7ED
Tel: 020 7566 9319/18

Documentary records

Banker's boxes

R-Kive storage box, 330 x 381 x 254 mm
From any large office supplier, or
Total Office
For address, see *General suppliers* (below)

Service Point,
69-85 Old Street
London EC1V 9HX
Tel: 020 7608 2011
Fax: 020 7250 4107
Email: city@servicepointuk.com
Website: http://servicepointuk.opnet.co.uk/home_news.aspx

Records boxes

Acid-free cardboard, fixed with brass staples, full-depth drop-on lid

- 270 x 370 x 110 mm, ref BX PBWS 3487
- 375 x 375 x 120 mm, ref BX PBWS 4405

Conservation by Design
For address, see *General suppliers* (below)

Or

Stitched box/lid, 370 x 270 x 110, 1400KLC, Plain - ref 631857

Stitched box/lid, 375 x 375 x 120, 1400KLC, Plain - ref 631856

TG Nuttall Packaging Limited
Units N1/N2 Central Park Estate
Mosley Road
Trafford Park
M17 1PG
Tel: 0161 872 7745
Email: info@nuttall-packaging.co.uk
Website: <http://www.nuttall-packaging.co.uk/eindex.htm>

Folders

Acid-free File Folders, letter size for A4 paper records

Conservation Resources Ltd, ref AFF911
For address, see *General suppliers* (below)

Record Cards

Registered find
Conservation treatment

Order small quantities from either the Records Officers or direct from suppliers, using Proformas 4-5 (available to download as guidance) or attaching a sample with your order (ask Records Officers to send you an example)

100 x150mm, weight 280 gsm *Gemini Press Ltd*,
For address, see *General suppliers* (below)

Fiche jackets

Unbuffered, acid-free microfiche envelopes ref 727-4060
Preservation Equipment Ltd,
For address, see *General suppliers* (below)

Perforator for hung drawings

Plastic paper clips

Lyreco

Deer Park Court
Donnington Wood
Telford
Shropshire
TF2 7NB

0845 767 6999

www.lyreco.co.uk/

Polyester pockets & sleeves

For drawings: 75 micron glass-clear

- A4, ref P1A475
- A3, ref P1A375
- A2, ref P1A275
- A1, ref P1A175

Secol

For address, see *General suppliers* (below)

- A1, ref 565-175
- A2, ref 565-275
- A3, ref 565-375
- A4, ref 565-475

Preservation Equipment

For address, see *General suppliers* (below)

Small plan sheets

Archaeological sheets – gridded draughting film

Tachodisc Ltd
19 Kingsland Grange,
Woolston,
Warrington,
Cheshire, WA1 4RW
Tel: 01925 82 0088
Email: sales@tachodisc.co.uk
Website: <http://www.tachodisc.co.uk/>

Treasury tags - plastic-ended (spear-and-sheath laces)

Sizes 150mm (for most paper groups) and 225mm (for thick paper groups)

Banner Business Supplies Ltd,
St Crispins,
Duke Street,
Norwich,
NR3 1PD
Tel: 0800 521939
Fax: 0845 7125927
E-mail: contact.banner@bbslimited.co.uk
Website: www.banner-online.biz

code for 150mm: 0590006
code for 225mm: 0590007

GLS Educational
08451 203 213
www.glsed.co.uk/

code for 150mm: G179367
code for 225mm: G179276

Photographic material

Polyester pockets & sleeves

- For 35 mm negative film strips (suspension files) vertical pockets

Ref ECNeg35/6A + filing bars 390mm Ref VA001

DW Viewpacks

Unit 7/8 Peverel Drive

Granby

Milton Keynes MK1 1NL

Tel: 01908 642323

Fax: 01908 640164

7 pockets 42 x 230mm Ref AS104S7

Hanging bars 409mm Ref HB13406BE/10

Secol

For address, see *General suppliers* (below)

- For transparencies (suspension files)

24 pockets Ref HF24P35MT/10

Stick-on dust covers FS245350AST6Y75

Hanging bars 409mm Ref HB13406BE/10

Secol

For address, see *General suppliers* (below)

- X-ray plate envelopes

The Timecare Collection

Hanging file A4, 1 pocket Ref CXD 140 509

Conservation by Design Ltd

For address, see *General suppliers* (below)

1 pocket A4 309 x 230mm Ref AS100P1

Hanging bars 409mm Ref HB13406BE/10

Secol

For address, see *General suppliers* (below)

Acid-free envelopes (non-adhesive)

- For photographic prints

A4 Ref CXD AFE912 9" x 12" (229 x 305mm) or any other appropriate size

The Timecare Collection

For address, see *General suppliers* (below)

A4 Perma/Dur envelopes Ref 381-0912 9" x 12" (229 x 305mm) or any other appropriate size

Preservation Equipment Ltd

For address, see *General suppliers* (below)

Transparency mounts

Ge-Pe glass (Anti-Newton) mounts, 36 x 24 mm, model no 28

DW Viewpacks

Unit 7/8 Peverel Drive

Granby

Milton Keynes MK1 1NL

Tel: 01908 642323

Fax: 01908 640164

Finds/environmental material

Packaging for individual finds

Clear polythene bags, 500 gauge

Preferred sizes: 6 x 9 in, 8 x 12.5 in, 12 x 18 in, 24 x 36 in; perforated with four holes

Polybags Ltd

Lyon Way

Greenford

Middlesex UB6 0AQ

Tel: 020 8575 8200

Fax: 020 8578 2247

Email: sales@polybags.co.uk

Website: www.polybags.co.uk

Polystyrene boxes (crystal boxes)

Preferred sizes, push-fit lids: 6003, 6020, 6032, 6064, 6144, 6034, 6027, 6028, 6029

The Stewart Company

For address, see *General suppliers* (below)

Meason Freer (Sales)

Useful small size push-fit lids: 4236

37-41 Chartwell Dr.

Wigston

Leicester LE18 2FL

Tel: 0116 2881588

Fax: 0116 2813000

Website: <http://www.measomfreer.co.uk/>

Acid-free cardboard boxes for individual finds

Fixed with brass staples, full-depth drop-on lid any size can be made, but 7 x 6 x 1 in, 7 x 2 x 1 in, 10 x 2 x 1 in (internal measurements) are useful for objects such as scabbards, knives, and horseshoes.

C. A. Coutts Ltd

For address, see *General suppliers* (below)

Brushed cotton for textiles

Whaleys (Bradford) LTD.

Harris Court

Great Horton

Bradford

West Yorkshire

BD7 4EQ

Tel: 01274 576718

Fax: 01274 521309

Email: info@whaleys-bradford.ltd.uk

Website: www.whaleys-bradford.ltd.uk

Nylon netting for textiles

Dukeries Textiles & Fancy Goods,
Spenica House,
15A Melborne Road,
West Bridgford,
NG2 5BJ
Nottinghamshire
Tel: 0115 981 6330
Fax: 0115 981 6440
Email/ website: not supplied

For acid-free card or blotting paper see 'Support for objects within boxes'

Boxes for groups of finds/environmental samples

Wire-stitched rigid boxes

On 0.050 KLCB, with 50 mm (2 in) drop-on lid (internal measurements)

- standard - 455 x 178 x 127 mm (18 x 7 x 5 in)
- skeleton - on 0.075 KLCB, with 50mm (2 in) drop-on lid (internal measurements) 457 x 267 x 254 mm (18 x 10.5 x 10 in)
- half-size skeleton - 457 x 267 x 127 mm (18 x 10.5 x 5 in)
- small box – 205 x 145 x 50mm

J & R Files Ltd

5 Moreton Bay Works,
Southend Arterial Road,
Romford,
Essex RM2 6PL
Tel No. 01708 725632
Fax No. 01708 725633
Email/website: not supplied

Polypropylene boxes (Stewart boxes)

Preferred sizes: Gastronom 8935008 GN 2/3 (largest), 1781, 1780, 1225, 1377, 1378 and 8933 (for large and flat objects).

1268008	Seal Fresh	Square Cake Storer
1780008	Seal Fresh	Meat Storer
1378008	Seal Fresh	Picnic Pack
1225008	Seal Fresh	Pizza Storer
1228008	Seal Fresh	Cracker Box
1374008	Seal fresh	Bacon Storer
1238008	Seal Fresh	Small Veg Storer
1226008	Seal Fresh	Dessert Storer
1266008	Seal Fresh	Relish Storer
1379008	Seal Fresh	Savoury Storer
1377008	Seal Fresh	Popular Pack
1355008	Seal Fresh	Snack Box

1282008	Seal Fresh	Handy Pack
1376008	Seal Fresh	Lunch Box
8935008 GN 2/3	Gastronom Identiclip	Square GN2/3
8934008 GN 1/1 65mls	Gastronom Identiclip	GN 1/1 65mls
8933008 GN 1/1 100mls	Gastronom Identiclip	GN1/1 100mls

The Stewart Company

For address, see *General suppliers* (below)

Crates for large objects

European standard crates (for heavy items)

Allibert Handling Ltd

Berry Hill Industrial Estate

Droitwich

WR9 9AB

Hereford and Worcester

Tel: 01905 823500

Fax: 01905 823501

Website: www.allibert-equipment.com

Really Useful Boxes (for light items)

<http://www.reallyusefulproducts.co.uk/uk/>

Storage of environmental phials, soil samples, or slides

Preferred size: 100x150mm *box type?*

The Stewart Company

For address, see *General suppliers* (below)

Microscope slide boxes and tube holders

Specimen Tube With Stopper, 50 X 12mm 4ml1 (ref 372600348)

VWR

Hunter Boulevard

Magna Park

Lutterworth

Leics

LE17 4XN

Tel No. 0800 223 344

Fax No 01455 5585 86

Email: uksales@uk.vwr.com

Website: <http://uk.vwr.com>

Fluted polypropylene (Euroflute, Correx etc) for making up boxes

Antalis Ltd

Gateway House

Interlink Way West

Coalville

Leicestershire LE67 1LE

Tel 0870 607 3150 and 0845 601 4626

Website: www.antalis.co.uk

Antalis Ltd
Paper Merchants
Ennerdale Ho, Abbeydale Rd
Wembley
HA0 1PZ
Tel: 0870 6073114

Europoint Display
Units 1 & 2
Bricklayer's Arms
Mandela Way
London SE1 5SP
Tel: 020 7231 8711
Fax: 020 7231 0042

Mailbox Mouldings International Ltd
Bayley Street
Stalybridge
Cheshire
SK15 1QQ
Te: 0161 330 5577
Fax: 0161 330 5576
Website: www.mailboxmouldings.co.uk

Support for objects within boxes

Polyethylene foam

Plastazote LDPE foam, LD24, fine cell, low density, black

Polyforms Ltd
(formerly *Wilford Polyforms Ltd*)
Cherry Court Way
Stanbridge Road
Leighton Buzzard LU7 8UH
Tel: 01525 852 444
Fax: 01525 850484

Acid-free tissue

Fully bleached, 16 gsm
from most large office suppliers or conservation firms listed below

Bubble-pack and Jiffy (polyethylene) foam (4mm)

Air-cap polythene bubble-pack, in rolls

Macfarlane Group UK Ltd
Unit 5, Delta Park
Millmarsh Lane, Enfield
EN3 7QJ
Tel: 0870 850 0116
Fax: 0870 850 0117
Website: <http://www.macfarlanegroup.net/>

Acid-free board or card, acid-free blotting paper and Melinex (polyester) film

All conservation suppliers

For addresses, see *General suppliers* (below)

Monel staples

Preservation Equipment

For address, see *General suppliers* (below)

Dry storage with silica gel

Silica gel bags

Non-indicating silica gel with RH indicator attached (500g bag, stitched non-woven fabric, required for Standard size box)

GeeJay Chemicals Ltd
Middlefield Industrial Estate
Sunderland Road
Sandy
Bedfordshire LU7 8UB
Tel: 01767 682774
Fax 01767 699697
Email: sales@geejaychemicals.co.uk
Website: <http://www.geejaychemicals.co.uk/>

Agropharm Ltd. (UK Sales)
Buckingham Place
Church Road
Penn, High Wycombe
HP10 8LN
01952 740 333
01952 740 207
Email: sales@agropharm.co.uk
Website: www.agropharm.co.uk

Humidity indicator cards or strips

Preservation Equipment Ltd ref no 931-3100
For address, see *General suppliers* (below)

Conservation Resources Ltd ref no IN20A

Unit 2 Ashville Way
Off Watlington Road
Cowley
Oxford OX4 6TU
Tel: 01865747755
Fax: 01865 747035
Email: ConservArts@aol.com
Website: <http://www.conservation-resources.co.uk/>

Adhesive

(for use with contact cards) see *Other Supplies below*

Registered finds cards

See *documentary records*

Other supplies

Adhesive

For sticking paper or photographic prints onto cards

EVA CON-R (EVA 125)

Conservation by Design

Timecare Works
5 Singer Way
Woburn Road Ind. Estate
Kempston
Bedford
MK42 7AW
Tel No. 01234 853 555
Fax No. 01234 852 334
Email: info@conservation-by-design.co.uk
Website: <http://www.conservation-by-design.co.uk>

Glass phials and jars

VWR
Hunter Boulevard
Magna Park
Lutterworth
Leics
LE17 4XN
Tel: 0800 223 344
Fax: 01455 5585 86
Email: uksales@uk.vwr.com
Website: <http://uk.vwr.com>

Pens

From most large office suppliers and some conservation suppliers

for marking photographs and drafting film

- Staedtler Pancolor 303
- Staedtler Lumocolour 313, 317
- Shachihata Artline 70

for Tyvek labels

- Bic Biro - fine point, clear- bodied plastic, black ink
- Berol Autoseal Permanent Marker, fine tipped. 1.2mm, black

for objects and X-ray plates

- Rotring ink, black and white

Windsor & Newton, black and white

for paper record cards

- Rotring ink
- Edding 1800 profipen 0.1 and 0.3

Labels:

Order from either the Records Officers (for small quantities) or direct from supplier, using Proformas 7-8 as guidance, or attaching a sample with your order (ask Records Officers to send you an example). Remember to ensure your own organization's name (rather than Museum of London) is on the labels.

Tyvek waterproof printed labels

Gemini Press Limited •
See below

Conservation Resources

Conservation Resources Ltd
Unit 2 Ashville Way
Off Watlington Road
Cowley
Oxford OX4 6TU
Tel: 01865747755
Fax: 01865 747035
Email: ConservArts@aol.com
Website: <http://www.conservation-resources.co.uk/>

Box Labels

Should be peel-and-stick

General and registered finds label are 145mm x 105mm

Small box labels (for both general and registered finds) are 95mm x 39mm

Gemini Press Limited
Unit A1,
Dolphin Way
Shoreham-by-Sea
West Sussex BN43 6NZ
Tel: 01273 464884
Fax: 01273 464744
Email: info@gemini-group.co.uk
Website: <http://www.gemini-group.co.uk>

Yellow Labels (for noting changes of silica gel)

Avery Laser Promotional fluorescent yellow Labels
Product code 283384. 99.1 x 38.1 L7263-25

Total Office
020 7536 2345

Resins for marking (Paraloid B72, B67 or polyvinyl acetate)

Conservation Resources Ltd
See General Suppliers below

Chemical Hazard Warning Signs

VWR
Hunter Boulevard
Magna Park
Lutterworth
Leics
LE17 4XN
Tel: 0800 223 344
Fax: 01455 5585 86
Email: uksales@uk.vwr.com
Website: <http://uk.vwr.com>

General suppliers

Conservation by Design Ltd

Timecare Works,
5 Singer Way,
Woburn Road Industrial Estate,
Kempston,
Bedford MK42 7AW
Tel: 01234 853 555
Fax: 01234 852 334
Email: info@conservation-by-design.co.uk
Website: <http://www.conservation-by-design.co.uk>

Conservation Resources (UK) Ltd

Unit 2 Ashville Way
Off Watlington Road
Cowley
Oxford OX4 6TU
Tel: 01865 747755
Fax 01865 747035
Email: ConservArts@aol.com
Website: <http://www.conservation-resources.co.uk/>

Total Office (formerly Gains)

Dormers Court
18-36 Thomas Road
London E14 7BJ
(020) 7536 2345
(020) 7536 2309
Website: www.totaloffice.co.uk

Gemini Press Ltd,

Unit A1, Dolphin Way,
Shoreham by Sea,
West Sussex, BN43 6NZ
Tel: 01273 464884
Fax: 01273 464744
Email: info@gemini-group.co.uk
Website: <http://www.gemini-group.co.uk>

Preservation Equipment Ltd

Vinces Road
Diss
Norfolk IP22 4HQ
Tel: 01379 647400
Fax: 01379 650582
Email: info@preservationequipment.com
Website: <http://www.preservationequipment.com>

Railex Systems Ltd (for cabinets and mobile storage)
(formerly Elite Manufacturing Co Ltd)

Eastways
Witham
Essex CM8 3YQ
Tel: 01376505020
<http://www.railex.co.uk>

Railex (Filing) Ltd (for files and records management)
Crossens Way
Marine Drive
Southport PR9 9LY
Tel: 01704222100
<http://www.railex.co.uk>

The Stewart Company
Stewart House
Waddon Marsh Way
Purley Way
Croydon
Surrey CR9 4HS
Tel: 020 8603 5700
Fax: 020 8688 3857
E-mail: info@stewartcompany.co.uk
Website: <http://www.stewartcompany.co.uk>

Secol
13-16 Howlett Way
Thetford
Norfolk
1P24 1HZ
Tel: 01842 752341
Fax 01842 762159
Email: sales@secol.co.uk
Website: <http://www.secol.co.uk>