Simple Folding Case

(Invented by the Sanko Library, Japan)

Case completed	Case opened	Case unfolded
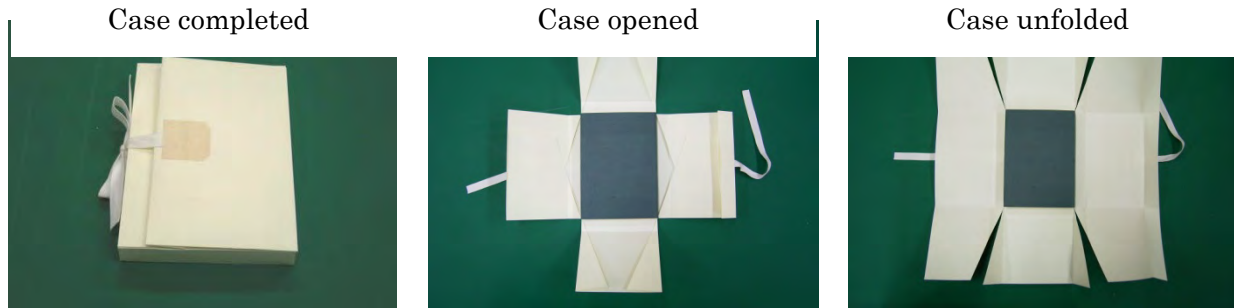
A protective enclosure provides structural support and protection from dust and dirt, light and physical damage for library ,materials. This enclosure was invented by the Sanko Library of Tokyo. One advantage of this enclosure is that it requires no special materials or tools to make.

For the best result, crease well.
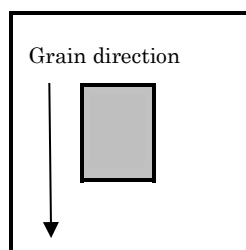
A bone folder enables crisp folded lines.

Materials

    Paper (acid-free paper is preferable)

    Cotton tape

    Non-woven tape

Equipment

    Ruler

    Scissors
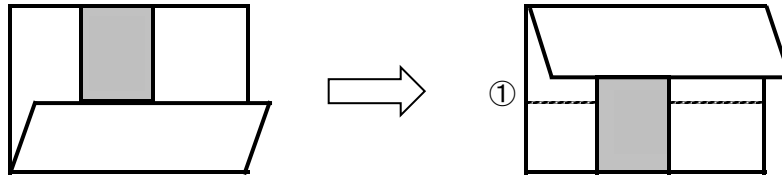
    Bone folder

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(1) Preparation of the paper

    * The shaded square indicates the material to be enclosed.

Grain direction

The length of the paper should be 2.5 times the length of the material to be enclosed.

The width of the paper should be (3 times the length of the material) +3 cm

(2) Put the materials in place and make 4 folding lines along the material

Fold line ①: Place the material in the middle of the top part of the paper, aligned along the top edge of the paper. Fold the remaining part of the paper in half. Use a bone folder to crease.
**Fold line ②**: Place the material in the middle of the bottom part of the paper, aligned along the bottom edge of the paper. Fold the remaining paper in half. Use a bone folder to crease.
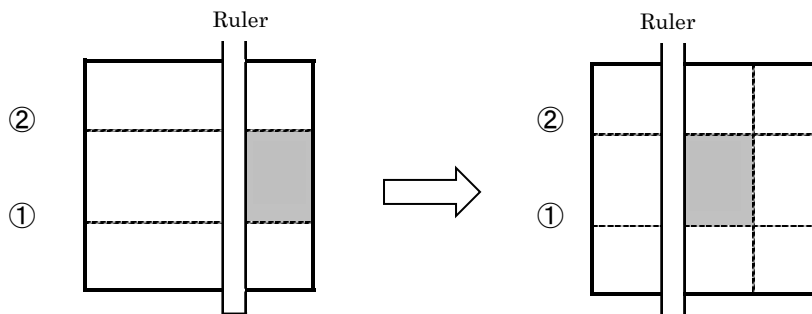
Fold line ③: Place the material in the middle of the right side of the paper, aligned along the right edge. Place a ruler along the left side of the material. Lay the material aside and make a fold line along the right side of the ruler using a bone folder to make a crease.
Fold line ④: Place the material along fold line ③. Place a ruler on the left side of the material. Put the material aside and make a fold line along the right side of the ruler.
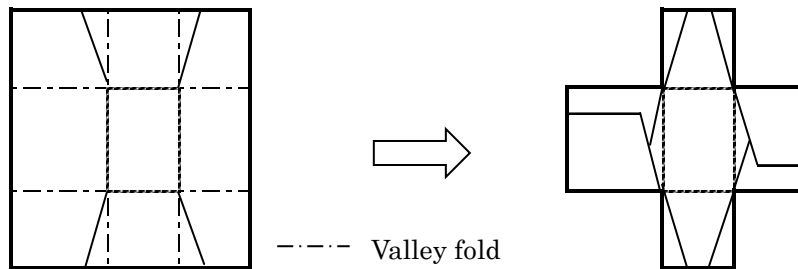
(3) Cut 4 diagonal slits
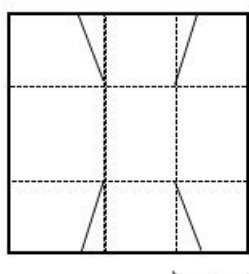
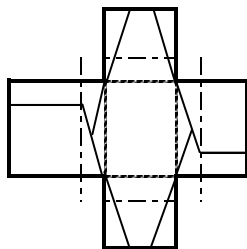Using scissors, cut 4 diagonal slits toward the center as shown.

About 1/3 of the length

(4) Fold the cutting lines

Fold all 4 cut lines inward as shown in the diagram and crease well.
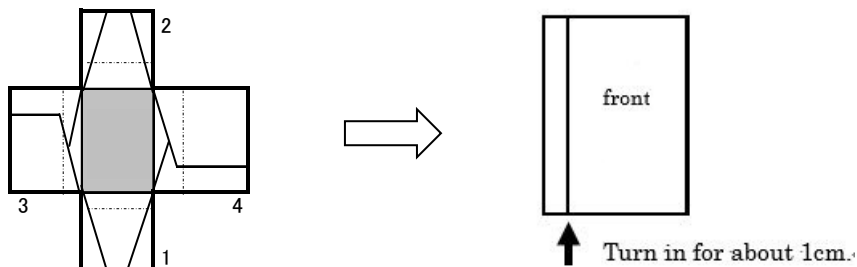
–·–·– Valley fold

(5) Allow for the thickness of the material

Measure the thickness of the material and add 1mm to it. Mark the thickness+1mm to the outer side of the central square with a pencil. Crease well using the bone folder.
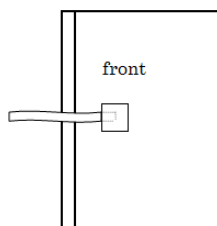
–·–·–·– Valley fold

(6) Fold in

front

↑ Turn in for about 1cm.

Place the longest sleeve of the paper case to your right. This part will be the cover. Place the material in the center square and fold in the 4 sleeves in the order shown in the diagram. The cover part is a little wider than the material. Turn in.

(7) Attach the cotton tapes

front

Attach the cotton tape in the center of the front cover. Flip over and attach the second cotton tape using the first cotton tape as a guide. Tie the cotton tapes together to fasten the case.