



**SCENE SAVERS**

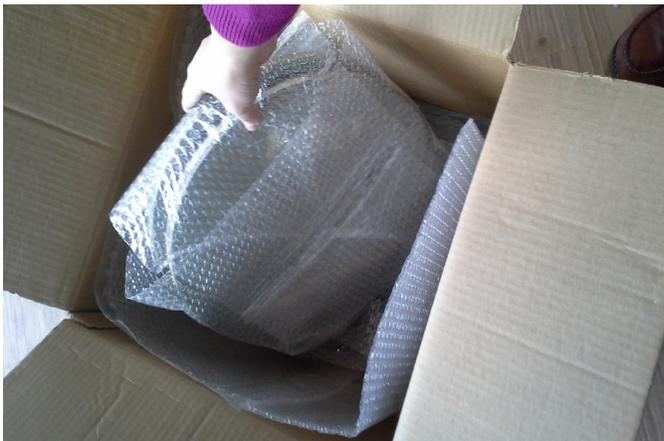
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## Safe Shipping Practices

We frequently get asked, what's the best way to ship assets to our facility? When packing up precious assets from your collections, it can seem quite daunting, but with just a few tips, it can be simple and safe. Here are a few key things to do to help insure that your items arrive safely:

1) Choosing a container. We recommend a sturdy cardboard box. Try to choose a box that is appropriately sized for what you're sending. Actually cardboard is very forgiving when shipping. It holds up during shipment, and yet is flexible enough when being handled. Tape it securely and you are all set. Previously used box? Awesome! The earth loves you! Just remove any old shipping labels and make sure the box is still in decent shape

2) Padding, padding, padding! No Styrofoam peanuts PLEASE!! Typically we recommend wrapping the assets in plastic bubble wrap - either individually, or in small groups. If packing a large collection, we recommend lining a box with a trash bag, or bubble wrap, arranging the assets in the box and then fill in any gaps with more bubble wrap, cardboard, or crumpled paper. Once the assets are in and all of the gaps are stuffed, loosely close the box and give it a gentle shake. If you hear things moving around in there - add some more padding! You know you'll have enough if the box is quiet when you shake it. This helps prevent items from being damaged if the box is jostled around.



3) Weight - If you have a lot to ship, try to keep the weight of each box less than 35 lbs. This will not only spare your back and ours, but it will also help ensure that the box doesn't break during shipment.

4) Labeling. Inside and out. On the outside, please put your organization's name, the box number, and total boxes sent. Put this information on EACH box sent. For example. "University of College Box 1 of 4, 2 of 4, 3 of 4", etc. This helps us identify who has sent us the box, and how many boxes we should

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expect. It's important to also label the inside of the box. Before you close and tape up your box, be sure you have our contact info and your sender info right on top - so that if the box was opened it would be the first thing to be seen. Or better yet, a copy of the shipping label - although that's not always possible as those may be generated later in a mail room. But just a piece of paper with "To" and "From" address on it will do. This is on the off chance that a shipping label on the outside of the box falls off - your box can still be found by the shipper simply by opening the box.



5) Let us know what you're sending. If you have a spreadsheet of the inventory, email it to us. Also, let us know how many boxes and when we should expect it (tracking number, if possible).

6) Ship only by track-able means with a service you are comfortable with.

7) Ship the fastest way you can afford. If you can afford to ship overnight, we recommend that. But for many - the cost is too high, especially when sending large, heavy items. We've had great success with Ground shipping, but if you do so, we suggest shipping toward the beginning of the week, so that packages aren't sitting around on a truck or warehouse over a weekend or holiday.

That's it! Follow these instructions for a smooth start to your project.

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