

Summary of Iziko Museums of South Africa’ requirements for the framed art with glass glazing for short-distance transport. The main goals are to:

1. **Protect the glass from breaking.**
2. **Prevent damage to the frame or artwork.**
3. **Minimize movement inside the packaging.**

Step-by-step guide:

Supplies recommended:

- Glass protection tape or painter’s tape
- Corner protectors (cardboard or foam)
- Glassine paper or acid-free tissue
- Cushioned Craft paper or Bubble wrap (small bubble)
- Foam board or cardboard sheets
- Packing tape
- Sturdy flat box or mirror/artwork box
- Optional: blanket or moving pads if no box is used

Step-by-Step Packing Guide

1. Tape the Glass

- Apply an “X” or grid pattern on the glass with **painter’s tape** or masking tape.
This helps hold the glass together if it breaks and reduces shattering.

2. Wrap the Art

- Place a layer of **glassine paper** or acid-free tissue over the front of the artwork.
This prevents sticking or surface damage.
- Optional but helpful: Add a layer of **foam board or cardboard** to each side for extra protection.

3. Add Corner Protectors

- Use **foam or cardboard corner protectors** to shield the frame from impact.

4. Wrap in Cushioned Craft / Bubble Wrap

- Wrap the entire piece in **small-bubble wrap**, bubbles facing outward.
Tape it securely, but avoid taping directly to the frame.

5. Box It

- Place the wrapped piece in a **sturdy flat box** or a mirror/artwork box. Fill gaps with crumpled paper or foam to prevent shifting.
- Alternatively, sandwich between **two pieces of rigid foam board** or cardboard, and tape all around.

6. Label Clearly

- Mark the package as **FRAGILE – GLASS** and indicate **THIS SIDE UP**.

Transporting Tips

- Keep the piece **upright**, not flat. Place it **vertically like a book**.
- Avoid placing anything on top.
- Use **blankets or padding** between pieces if moving multiple artworks.
- Wedge it securely behind the front seats or between padded surfaces.

Conservation requirements for the Packing of the Valuable Framed Oil Paintings (No Glazing)

Primary Goals

- **No contact** with the painted surface
- **No vibration, pressure, or bending** of the frame or canvas
- **Protection from punctures, dust, and moisture**
- **Secure, stable transport** without stacking or shifting

Supplies Checklist

Item	Purpose
Glassine paper	Protects painted surface (non-stick, breathable)
Archival foam board or cardboard sheets	Rigid backing and face protection
Tyvek or archival plastic wrap (<i>optional</i>)	Moisture barrier
Corner protectors (foam/cardboard)	Protects frame edges from dings
Ethafoam strips or edge bumpers	Shock-absorption around edges
Bubble wrap (bubbles-out)	Impact protection — never direct on art
Packing tape (not on artwork)	Securing outer layers

Item	Purpose
Mirror/artwork box or travel crate	Rigid container for safe handling
Moving blankets or foam padding	Extra cushioning during transport

Step-by-Step Packing Instructions

1. Prep the Artwork

- Work on a **clean, padded surface**.

2. Protect the Paint Surface

- Place a sheet of **glassine paper** gently over the front (cut slightly larger than the canvas).
 - **Do not tape** to the canvas or frame.
 - Avoid using plastic wrap or bubble wrap directly on the painting — it can stick or imprint.

3. Add Rigid Protection

- Cut two **foam boards** or **archival cardboard sheets** the size of the frame.
 - Place one on the front (over glassine), one on the back.
 - Tape them together **around the edges** (not to the frame).

4. Add Corner & Edge Protection

- Attach **corner protectors** on all four corners.
- Optionally add **Ethafoam** or **foam strips** along the sides for extra impact resistance.

5. Wrap the Whole Piece

- Wrap the protected sandwich in cushioned craft/**bubble wrap, bubbles facing out**.
 - Tape securely, but again, not directly to the frame or canvas.

6. Box or Crate It

- Use a **mirror/artwork box**, travel crate, or double-box system:
 - Inner box fits snugly around the wrapped painting.
 - Fill any gaps with **foam, paper, or bubble wrap** to prevent movement.
 - For extra protection, place that box inside a slightly larger **outer box** with padding.

7. Label Clearly

- Write:

- **“FRAGILE – FINE ART”**
- **“DO NOT STACK”**
- **“THIS SIDE UP”**
- Add arrows and handling instructions.

Transport Tips

- Always transport the artwork **upright**, like a book (not flat).
- **Do not stack** anything on it.
- Place it where it **won’t shift**—like between seats or padded against the backseat.
- **Avoid extreme heat** (no direct sun in a hot car).
- If multiple pieces: use **cardboard separators or foam sheets** between them.

For Extra-High Value Artworks (for these 2 works, highly valuable pieces, consider:

- **A Custom travel crates** with interior suspension foam
- **Insurance coverage**
- **Professional art handlers or shippers**

Conservation Requirements for the Packing and Crating of Sculptures

Primary Goals

- Prevent movement, vibration, or impact damage to protruding or fragile parts.
- Provide full support for weight distribution and stability during handling and transport.
- Protect against scratches, abrasions, and pressure points.
- Ensure crates and packaging are durable and sustainable for return and reuse.

Supplies Checklist

Item	Purpose
Cushion craft paper / acid-free tissue	Protective layer preventing abrasion or surface marks
Ethafoam, polyethylene foam, or similar inert padding	Shock absorption and cushioning
Cardboard, plywood sheeting, or foam board	Rigid separation and structure

Item	Purpose
Skeleton supports or bracing	Stabilisation for irregularly shaped sculptures
Bubble wrap (large bubble)	Outer impact protection (never directly on surface)
Strapping or internal tie-downs	Prevent movement within crate
Sturdy wooden travel crate	Secure, reusable enclosure for handling and stacking
Tyvek or breathable plastic	Moisture barrier for sensitive materials

Step-by-Step Packing & Crating Methodology

1. Assessment and Preparation

- Inspect each sculpture to identify fragile elements, protrusions, or weight imbalances.
- Ensure the sculpture is clean and dry before packing.
- Work on a padded surface with adequate space.

2. Protect the Surface

- Wrap delicate or polished areas in acid-free tissue or glassine.
- Add a layer of cushion craft paper or Tyvek for added moisture protection.
- Avoid direct contact between bubble wrap and the sculpture surface.

3. Cushion and Support

- Use polyethylene foam or Ethafoam blocks to cushion all sides.
- For irregular shapes, custom-cut foam inserts or skeleton support frames should cradle the object without exerting pressure.
- Heavy sculptures should rest on a padded baseboard with shock-absorbing foam underlay.

4. Crating

- Place the cushioned sculpture inside a fitted, sturdy wooden crate designed for its weight and dimensions.
- Use internal bracing or adjustable supports to immobilise the sculpture.
- Fill any voids with inert foam or padding to prevent shifting during transport.

5. Sealing and Labelling

- Secure the crate lid using screws or clasps suitable for reuse.
- Label clearly:
 - “FRAGILE – SCULPTURE”
 - “HANDLE WITH CARE – DO NOT DROP”
 - “THIS SIDE UP”
 - Include any orientation arrows or unpacking instructions.

6. Transport and Handling

- Use trolleys or dollies to move crated sculptures—do not drag or tilt.
- Keep sculptures upright unless the design specifies otherwise.
- Avoid stacking or placing heavy items on top.

Sustainability and Return

- All crates and packing materials must be **durable, reusable, and sustainable**, as they will be **returned to the sites after the exhibition** for future reuse.
- Crates should allow for easy reassembly and re-sealing for return transport.