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| **Manuscripts Container Types** |

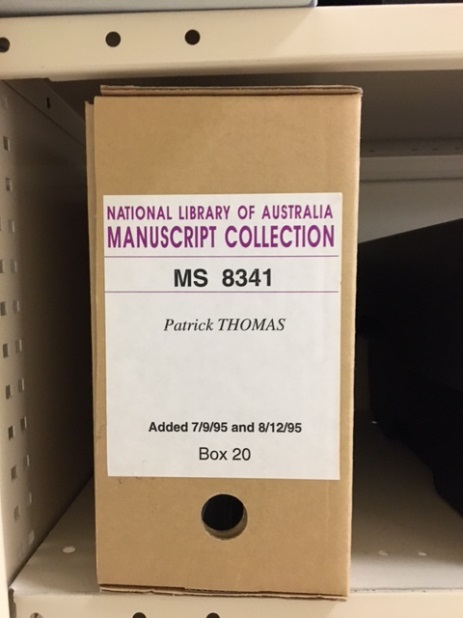
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| **Standard containers** |

**MS Box**

**Description:** Standard brown box

**Dimensions (AS Container Profile):** 0.15 (w) x 0.28 (h) x 0.40 (d)

**Standard Extent (for recording in AS):** 0.15 metres (Extent measured by width)



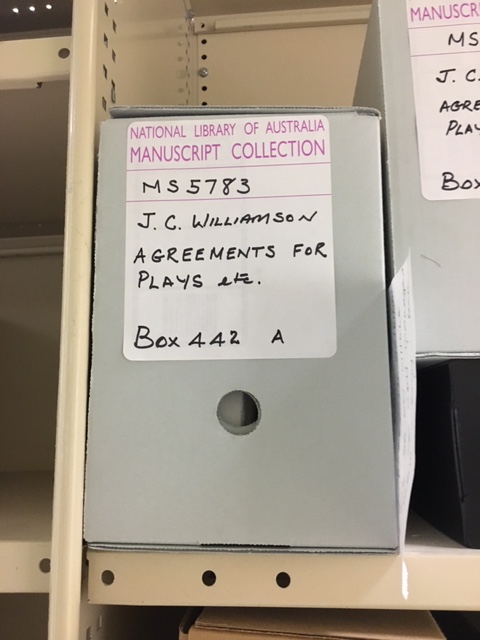
*MS Box*

**Archives Box**

**Description:** Grey-blue or brown standard box, slightly shorter and wider than an MS Box

**Dimensions (AS Container Profile):** 0.18 (w) x 0.26 (h) x 0.40 (d)

**Standard Extent (for recording in AS):** 0.18 metres (Extent measured by width)

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*Archives Box*

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*2 MS Boxes shelved next to 2 Archives Boxes*

**MS Carton**

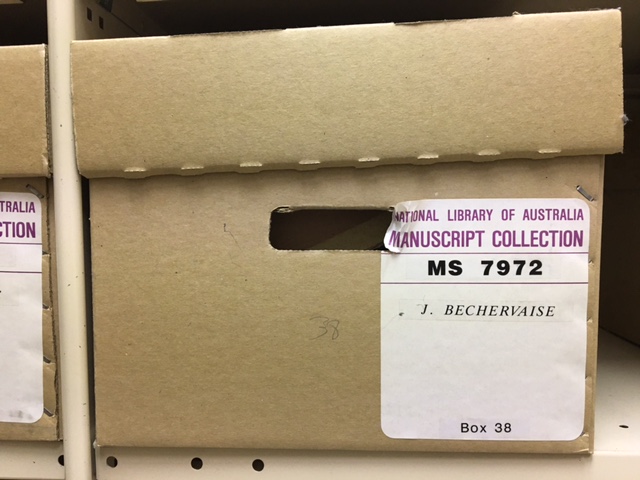
**Description:** Standard large brown box, sometimes with a lid

**Dimensions (AS Container Profile):** 0.30 (w) x 0.26 (h) x 0.40 (d)

**Standard Extent (for recording in AS):** 0.30 metres (Extent measured by width)



*MS carton*

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*MS carton with lid*

**Small Folio Box**

**Description:** Standard black plastic box

**Dimensions (AS Container Profile):** 300 (w) x 390 (d) x 110 (h)

**Standard Extent (for recording in AS):** 0.3 metres

**Medium Folio Box**

**Description:** Standard black plastic box

**Dimensions (AS Container Profile):** 450 (w) x 390 (d) x 110 (h)

**Standard Extent (for recording in AS):** 0.45 metres

**Large Folio Box**

**Description:** Standard black plastic box

**Dimensions (AS Container Profile):** 600 (w) x 390 (d) x 110 (h)

**Standard Extent (for recording in AS):** 0.6 metres

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*Large, Medium and Small Folio Boxes stacked*

**Folio Box (Grey – Music – Small)**

**Description:** Standard grey plastic folio box

**Dimensions (AS Container Profile):** 0.41 (w) x 0.31 (d) x 0.08 (h)

**Standard Extent (for recording in AS):** 0.41 metres (Extent measured by width)





**Folio Box (Grey – Music – Large)**

**Description:** Standard grey plastic folio box

**Dimensions (AS Container Profile):** 0.48 (w) x 0.39 (d) x 0.08 (h)

**Standard Extent (for recording in AS):** 0.48 metres (Extent measured by width)

**Audio Cassette Box**

**Description:** Standard small box for storing audiocassette tapes

**Dimensions (AS Container Profile):** 0.12 (w) x 0.22 (d) x 0.07 (h)

**Standard Extent** (for recording in AS): 0.12 metres (Extent measured by width)

**Letter Box**

**Description:** Standard small box for storing envelope-sized items

**Dimensions (AS Container Profile):** 0.07 (w) x 0.24 (d) x 0.37 (h)

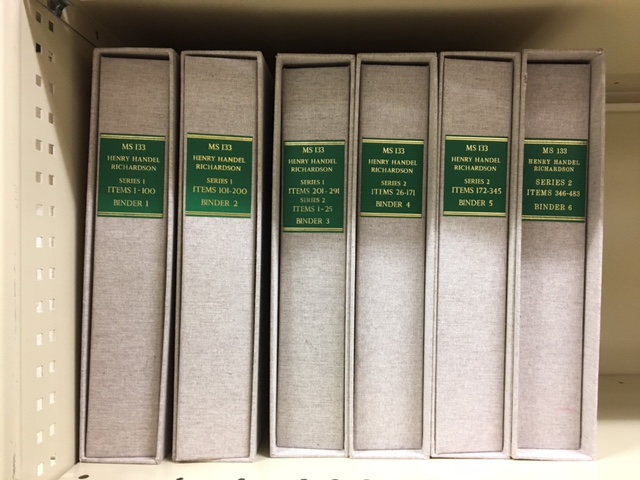
**Standard Extent (for recording in AS):** 0.07 metres (Extent measured by width)

**Security binder:**

**Description:** Standard canvas binder

**Dimensions (AS Container Profile):** 0.07 (w) x 0.35 (h) x 0.3 (d)

**Standard Extent (for recording in AS):** 0.07 metres (Extent measured by width)

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| **Non-standard containers** |

\*\*NB: Use the “Measurement Range” to determine the appropriate category of non-standard container, e.g. if a non-standard phase box measures 0.5 m in width then it would fall into the category of “Phase box (medium)” and its extent would be recorded as “0.6 metres”.

**Phase box (small)**

**Description:** Grey box custom-made by Preservation

**Measurement Range:** 0 – 0.30 metres

**Dimensions (AS Container Profile):** 0.30 (w) 0.40 (d) 0.06 (h)

**Standard Extent (for recording in AS):** 0.30 metres (Extent measured by width)

**Phase box (medium)**

**Description:** Grey box custom-made by Preservation

**Measurement Range:** 0.31 – 0.60 metres

**Dimensions (AS Container Profile):** 0.60 (w) 0.40 (d) 0.14 (h)

**Standard Extent (for recording in AS):** 0.60 metres (Extent measured by width)

**Phase box (outsized)**

**Description:** Grey box custom-made by Preservation

**Measurement Range:** 0.61 – 0.90 metres

**Dimensions (AS Container Profile):** 0.90 (w) 1.0 (d) 0.29 (h)

**Standard Extent (for recording in AS):** 0.90 metres (Extent measured by width)





*Examples of phase boxes*

**Archives Carton**

**Description:** Non-standard carton

**Measurement Range:** 0 – 0.45 metres

**Dimensions (AS Container Profile):** 0.45 (w) 0.40 (d) 0.29 (h)

**Standard Extent (for recording in AS):** 0.45 metres (Extent measured by width)

**Roll**

**Description:** Poster tube or other rolled item

**Measurement Range:** 0 – 1.5 metres

**Dimensions (AS Container Profile):** 1.5 (w) 0.20 (d) 0.1 (h)

**Standard Extent (for recording in AS):** 1.5 metres (Extent measured by width)

**Object (Small)**

**Description:** Non-standard object

**Measurement Range:** 0 – 0.30 metres

**Standard Extent (for recording in AS):** 0.30 metres

**Object (Medium)**

**Description:** Non-standard object

**Measurement Range:** 0.31 – 0.60 metres

**Standard Extent (for recording in AS):** 0.60 metres

**Object (Large)**

**Description:** Non-standard object

**Measurement Range:** 0.61 – 0.90 metres

**Standard Extent (for recording in AS):** 0.90 metres

**Map Folio/Drawer**

**Description:** Flat folio item the size of a map drawer or smaller

**Measurement Range:** 0 – 1.1 metres

**Standard Extent** (for recording in AS)**:** 1.1 metres

**Elephant Folio**

**Description:** Oversize flat folio item (larger than a map drawer)

**Measurement Range:** 0 – 1.5 metres

**Standard Extent** (for recording in AS)**:** 1.5 metres

**Volume (standard)**

**Description:** Bound volume that fits inside a box

**Measurement Range:** 0 – 0.03 metres

**Dimensions (AS Container Profile):** 0.27 (h) 0.40 (d) 0.03 (w)

**Standard Extent** (for recording in AS)**:** 0.03 metres (Extent measured by width)

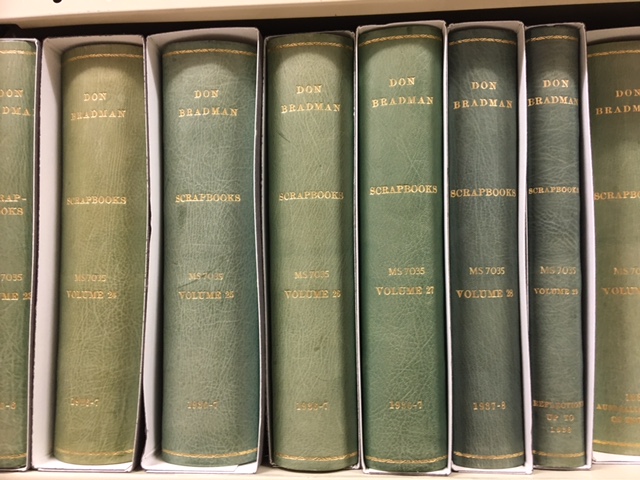
**Volume (large)**

**Description:** Bound volume stacked upright on shelf

**Measurement Range:** 0 – 0.15 metres

**Dimensions (AS Container Profile):** 0.27 (h) 0.40 (d) 0.15 (w)

**Standard Extent (for recording in AS):** 0.15 metres (Extent measured by width)

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