



## To Donate Sound Recordings

1) Using the instructions below, pack your recordings in a sturdy box.

2) Address the package to:

Attn: David Seubert  
Davidson Library  
University of California  
Santa Barbara, CA 93106-9010

If a street address is needed, address to:

Attn: David Seubert  
Davidson Library  
552 University Avenue  
Santa Barbara, CA 93106-9010



3) Be sure to complete and return a gift agreement form, so we can confirm delivery and thank you for your gift. We will also send you forms you will need to document your potentially tax-deductible gift.

The following tips will prevent or minimize damage to fragile 78-rpm recordings and cylinders.

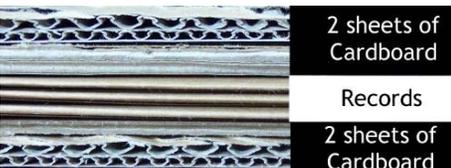
- The least expensive way to ship your recordings is the US Postal Service Media Mail rate.
- For added convenience, UPS stores will both pack and ship your recordings for a nominal charge.



### **You should not exceed the following guidelines.**

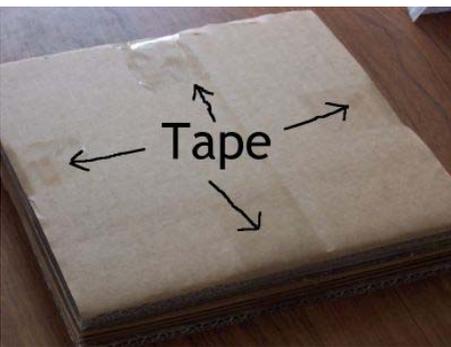
Maximum contents of shipping boxes:

- (30) 10-inch 78-rpm recordings, weighing 16 lbs.
- (30) 12-inch 78-rpm recordings, weighing 22 lbs.



### **78s**

Stack no more than ten 78 records between two squares of cardboard that are cut slightly larger than the records. Tightly wrap the stack in plastic wrap or secure it with tape (with a moderate degree of tightness). These bundles, or “sandwiches,” can then be stacked carefully into a larger box, leaving at least three inches of padding (in all directions) between the records and the walls of the box. Bubble wrap or crumpled newspapers serve as the best padding. Do not mix 10- and 12-inch discs in the same bundle; create separate bundles for each.



### **Albums sets and album binders**

Pack 78 album sets with four or fewer records using the same “sandwich” technique as above. For binders of 4–10 records, it is best to remove the pages and package them like single discs, as above. If that is not possible, insert cardboard pieces between the covers to create a stiff unit to support the records. Sandwich the sets as above so the records cannot slide around and are held firmly so the bundles won’t bend or flex during transit.

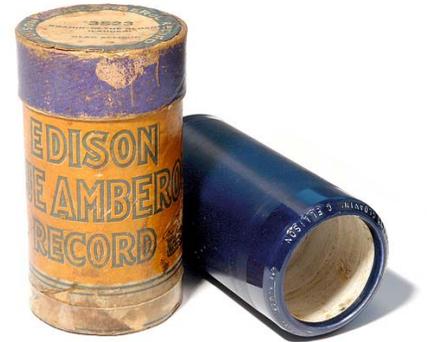


## Cylinders

There are two types of cylinders, and they need to be shipped a bit differently.

### Celluloid cylinders

Celluloid cylinders are usually blue or black plastic with a cardboard or plaster core. Some have a metal rim. They are often labeled “Blue Amberol” or “Indestructible.” Over time, cylinders and their original boxes (tubes) often become separated or mismatched, so make sure the cylinder in each box is actually a celluloid cylinder.



Packing and shipping celluloid cylinders: Celluloid cylinders are very durable and will not shatter, but they do need to be protected from crushing. Wrap each cylinder in bubble wrap (a piece one foot square with small bubbles is ideal), either in the box (tube) or “naked,” and then pack the cylinders a box lined with a layer of bubble wrap. Pack them snugly, but not too tightly. They can be shipped by any ground shipping method, such as UPS, FedEx, or Priority Mail.

### Wax Cylinders

Wax cylinders come in a variety of colors from light tan to dark brown to black. They can be distinguished from celluloid cylinders primarily by the material from which they’re made, which is wax all the way through. There is no plaster or paper core. Some are a hard black wax and some are a softer brown wax. Wax cylinders are very fragile, and heat, cold, or physical trauma can cause them to break, so careful handling is necessary to ensure their protection.



Packing and shipping wax cylinders: For cylinders with boxes, make sure the cylinder is not loose inside the box, then wrap the box in a layer of bubble wrap. Cylinders that are not in a box should be wrapped carefully in a paper towel and two layers of bubble wrap. Pack the wrapped cylinders snugly in a box lined with several



layers of bubble wrap, adding enough bubble wrap so that the contents do not jostle. For added protection, put this box in a slightly larger box with another layer of bubble wrap between the boxes. This gives the cylinders added protection from temperature changes and from rough handling. Ideally, these cylinders should be shipped by FedEx two-day air and should not be shipped on a Thursday or Friday.