



Packing items to transfer to the REME Museum – Top Tips

This document aims to provide some simple guidelines when packing donated objects to send to the REME Museum. **Please only send items to the Museum with prior agreement.**

Do:

- Please ensure that items are packed securely with no free space for objects to move. Use tissue, paper or bubble wrap to fill any empty spaces. The Museum encourages re-using boxes and packing materials where possible.
- Place the most fragile objects in the centre of the parcel and surround with padding or place inside a smaller box within the overall parcel. Tip: Use household items such as empty, clean ice cream tubs to wrap small items such as medals and badges within a larger parcel.
- Place paper items inside a document wallet or bag to keep them secure and avoid pages catching on other objects. If possible, send documents using reinforced envelopes to avoid them bending in the post.
- If sending a particularly fragile item such as glass or ceramics, please take extra care when packing. Closely surround fragile items with strong packing materials such as sheets of cardboard.
- Mark the outside of parcels as 'Fragile' or 'Handle with care' with permanent marker.
- Please check postal and courier guidelines as some items may be prohibited from sending.

Please be assured that the Museum will recycle or re-use packaging where possible.

Avoid:

- Please avoid securing donated items to packaging with sticky tape or any other adhesives as these can damage objects. If using tape to secure packaging, try to prevent it from coming into contact with donated items.
- Please try not to continually wrap packaging around an item as this can be difficult to unwrap safely. Instead, try to cushion objects or fold packaging so that it surrounds the item rather than roll it up.
- Please avoid making boxes using various pieces of taped card as they can often become weak and damaged in transit.