ZFB Shop

**PRODUCT CATALOGUE**
Issue 1 | November 2019

# UNIQUE PRODUCTS

## to protect your individual valuables

Your Zentrum für Bucherhaltung

**www.zfb.shop**

## Information

All prices stated in the product catalogue exclude German VAT (as per 2019: 19%) and apply per sales unit (SU) and/or unit. The prices are valid from 01.11.2019 and apply until revoked. Errors excepted.

ZFB Shop

# PRODUCT CATALOGUE

Issue 1 | November 2019

# OUR RANGE

An overview of our products

## Standard packaging

starting on page 18

The format and design of our standard packaging is standardised and made of corrugated cardboard or solid board.

All packaging is available in various designs, including storage boxes, folding boxes and archive card boxes, and also in many different formats, e.g. DIN A4, folio, DIN A3 or newspaper format.

## Standard packaging in the format of your choice

starting on page 51

We provide the packaging and you choose the format you require. Your advantage here is the absolute flexibility of our standard products that can be adapted to meet your specific needs.

On request, we can also provide you with our book measuring device so you can send us precise measurements.

## Customised packaging

starting on page 52

Archived goods are unique items. Here, we also supply our protective packaging with customised designs made of corrugated cardboard that are adapted to the dimensions of the objects you would like to package.

Customised packaging is available in a variety of cardboard thicknesses and packaging sizes, also with precisely dimensioned inlays or attachment elements. They can be manufactured as individual pieces, in small series or in larger series.

FoxBox®

## Modular packaging

**FoxBox® archive box & archiving system**

starting on page 44

The FoxBox®, a two-part slide box, is a clever solution for storing files, books, archive objects and single sheets.

The FoxBox® can be used to store archive media on shelves. It can also be expanded into a complete shelf system without extra shelves.

## Accessories

starting on page 57

We offer various accessories for structured archiving. Label, identify and organise archive packaging, folders and shelves using self-adhesive labels and viewing windows.

Packaging made of acid-free and alkaline unbuffered materials that have passed the PAT according to ISO 18916 are suitable for safe archiving of photo materials.

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## Standard packaging

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## Modular packaging

FoxBox®


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## Standard packaging in the format of your choice


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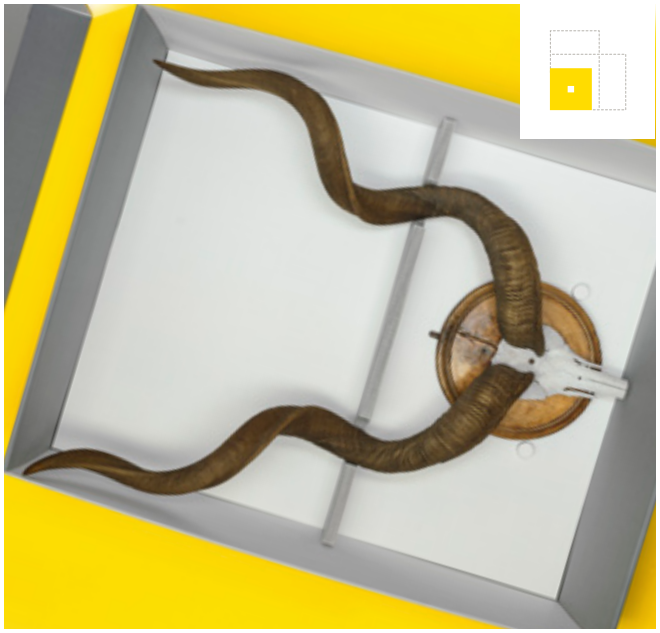

## Customised packaging


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## Accessories


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# INVENTORY PRESERVATION TO PROTECT YOUR VALUABLES

Your Zentrum für Bucherhaltung

## Who we are

The ZFB in Leipzig has stood for the preservation of originals since 1997. We supply restoration and conservation services and products from one source for libraries, archives, museums and administration organisations.

Acid in paper, ink corrosion in historical handwritten documents and notes, mould on books and files, damage caused by incorrect use or fire and water disasters – paper faces a variety of threats. As a company with a quality management system that has been certified to DIN EN ISO 9001, we guarantee excellent quality for all aspects of paper preservation.

## Contact

Our employees are available to answer all questions about rescuing paper.

**ZFB – Zentrum für Bucherhaltung GmbH**
Bücherstraße 1, 04347 Leipzig, *Germany*

**T** +49 341 25989-989 **F** +49 341 25989-99
**M** shop@zfb.com **www.zfb.com**

# INVENTORY PRESERVATION

to protect your valuables

ZFB Shop

**CONTACT**
+49 341 25989-989

## Unique products to protect your individual valuables

Protective packaging made of corrugated cardboard and solid board protects your valuable objects against light, dust, water, incorrect storage and pests. We supply customised and standardised solutions for passive inventory preservation. You will find numerous products for protecting your inventory in this catalogue and at www.zfb.shop.

www.zfb-shop.com shop@zfb.com

ZFB Service

**CONTACT**
+49 341 25989-0

## Innovative services to preserve your historical papers

Be it paper restoration, mass de-acidification, freeze-drying, mould removal or support – the ZFB Service provides all services connected to active inventory preservation. Thanks to our restoration expertise, we are able to preserve small and large paper inventories efficiently and in a very high quality. Be it books, files, newspapers, posters, cards, plans or certificates - ZFB Service offers competent and extensive help for rescuing valuable unique items.

www.zfb-service.com info@zfb.com

ZFB SOS

**EMERGENCY NUMBER**
+49 341 25989-25

## Immediate help to rescue your endangered papers in an emergency

Broken water pipes, floods or fires – damage in archives, libraries or museums require fast action. In case of damage that threatens your inventory, we are available 24 hours, 7 days a week under our emergency number.

www.zfb-sos.com

ZFB Science

**CONTACT**
+49 341 25989-0

## Forward-thinking research to realise your innovative ideas

Our scientists in our research and development department continually work on developing solutions to preserve your valuable objects. Be it paper, leather, cellulose, stone or metal – we research on many fronts to rescue historical cultural goods.

www.zfb-science.com

ZFB System

**CONTACT**
+49 341 25989-0

## Construction solutions for implementation of your technical projects

Many technologies, for instance the ZFB:2 mass de-acidification process, are in-house developments by the Zentrum für Bucherhaltung. ZFB System is home to our engineers who design systems that also rescue paper.

www.zfb-system.com

# MATERIAL AND QUALITY

Protection for your inventory according to the strictest requirements. All our protective packaging items made of corrugated cardboard and solid board fulfil the requirements of the DIN ISO 16245 Type A.

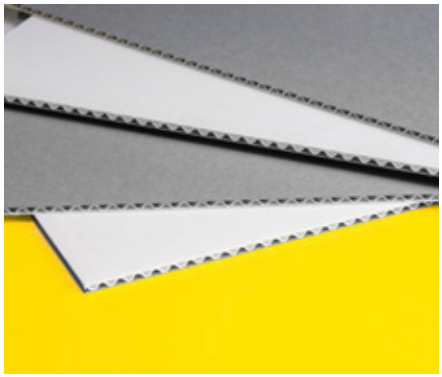
## Corrugated cardboard

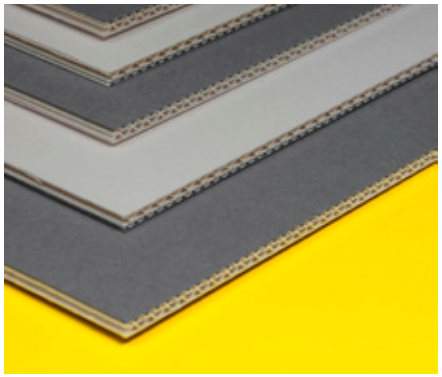
Our corrugated cardboard is age-resistant and is made of individual strips that are adhered with an adhesive that is free of softeners and acids. A differentiation is made here between single-wave and double-wave corrugated cardboard. Despite its low weight, corrugated cardboard is very stable and can be used for both small and also large-format boxes. Our corrugated cardboard is made to 100% of fresh fibres; no recycling materials are used. The cover is made of grey dyed paper that does not bleed and is wear-resistant.

## Solid board

Our solid board is age-resistant and is made of several papers laminated on top of one another. Lamination of the paper layers makes the material very stable. The solid board is made to 100% of fresh fibres and does not contain any recycled material. The cover is made of grey dyed paper that does not bleed and is wear-resistant. The material does not contain softeners.

| Corrugated cardboard | | | | Solid board |
|---|---|---|---|---|
| **Simple wave** | | **Double wave** | | |
| E-wave 1.6 mm | E-wave 1.8 mm | FE-wave 2.5 mm | EB-wave 4.0 mm | Solid board 1.3 mm |
| **Colour** outside: cloudy grey \| inside: natural white | | | | |





## SIMPLE WAVE

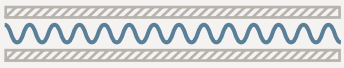


Diagram
**E-wave 1.6 mm**
**E-wave 1.8 mm**

## DOUBLE WAVE

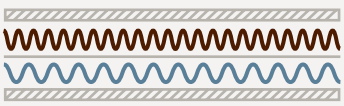


Diagram
**FE-wave 2.5 mm**
**EB-wave 4.0 mm**

## SOLID BOARD

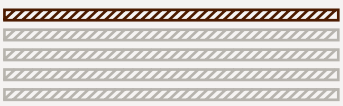


Diagram
**Solid board 1.3 mm**

# DIN ISO 16245

Requirements for protective packaging - What does the standard specify?

Correct storage is essential for long-term preservation of archive, library and museum goods. Based on this, an international group of experts worked for several years on drafting a norm for correct archiving. The German DIN ISO 16245 was derived from this international norm. Under the title »Information and documentation – boxes, archive folders and other wrappings made of cellulose-based material for storage of documents and prints made of paper and parchment« it has defined the requirements relevant for protective packaging since 2012. The rules range from the material composition and design through to the adhesives, metal parts and dyes used to ensure that the goods are protected reliably from various environmental factors such as light, moisture fluctuations, dust and mechanical loads.

The DIN ISO 16245 forms the basis for the procurement of boxes, folders and envelopes; the defined requirements for protective packaging rule out a risk for documents and prints e.g. from bleeding packaging. With respect to the chemical property of the cardboard, the DIN ISO 16245 refers many times to the older ISO norm 9706 »Information and documentation – paper for documents and printed goods – prerequisites for age-resistance« that defines the pH value, alkaline reserve and maximum Kappa number or age-resistant writing and printing paper up to 240 g/m$^2$. According to DIN ISO 16245, boxes and protective packaging are outer packaging for which two alternative types of cardboard (A or B) can be used. Both materials fulfil the requirements of the DIN ISO 9706 with respect to pH value and alkaline reserve. Type A also corresponds to the requirements outlined here relating to the lignin content (Kappa number). This protective packaging made of guaranteed lignin-free cardboard can be used in direct contact to the protected documents without additional inner packaging.

The lesser quality of the Type B cardboard compared to Type A is purely based on the missing limitation of the Kappa number and/or lignin content: Cardboards of Type B are also less chemically resistant because recycling material of unknown origin can also be used in its production. The norm allows protective packaging made of Type B cardboard if the packaged documents and prints are protected by an additional wrapper or folder. This inner packaging should be lignin-free and comply with DIN ISO 16245 Type A.

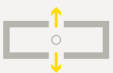
## Requirements of the DIN ISO 16245

| DIN ISO 16245 | | |
|---|---|---|
| | **LIGNIN** | Kappa number < 5 (Type A) or Kappa number > 5 (Type B) |
| | **ACID-FREE** | pH value between 7.5 and 10 |
| | **ALKALINE RESERVE** | At least 2% calcium carbonate ($CaCO_3$) |
| | **SIZING** | Must be free of softeners |
| | **STABILITY** | Pressure-resistance of at least 20 kilopascal |
| | **WATER RESISTANCE** | According to ISO 535 (Cobb 60s), the water absorption capacity of the outside of the box may not exceed a maximum Cobb value of 25 g/m² within 60 seconds |
| | **SURFACE** | Wear-resistant |
| | **COLOUR** | The material should not contain any optical brighteners; no bleeding of dyes of coloured boxes when wet |
| | **ATTACHMENT MATERIAL** | Only connecting elements made of corrosion-proof wire and corrosion-free rivets |
| | **HANDLING** | The box must be able to be opened and closed at least 300 times without becoming damaged |
| | **DESIGN** | Documents and prints should be well packaged, but not sealed in an airtight manner; the boxes should allow optimum use of the shelf space |

## Properties of our materials and protective packaging above and beyond the DIN ISO 16245

**OPTICAL BRIGHTENERS**
In general, no optical brighteners

**BLEEDING**
No bleeding in 48 h



**STABILITY**
Many of our protective packaging are much more stable than specified.

**HANDLING**
Much more durable than specified: We stopped the internal test after 2,800 opening and closing processes. The packing was still undamaged at this time.

**LIGHT RESISTANCE**
Although not stipulated in the DIN ISO 16245, our corrugated cardboard is light-fast.

Most of the above terms are explained in more detail in our “small ZFB lexicon“ from page 70, because even experts often cannot explain in detail what a “Kappa number of < 5” or a “stability of 20kPa” really means.

# REQUIREMENTS FOR PROTECTIVE PACKAGING

Our products meet all characteristics of modern packaging.

## Why packaging?

Documents and prints react sensitively to environmental influences and fluctuations in humidity and temperature. Protective packaging buffers climate fluctuations, prevents damage from light and soiling caused by dust or mould, and keeps out environmental pollutants. The characteristics required by protective packaging to ensure gentle storage and protection against mechanical loads as well as simple sorting and handling are detailed in the DIN ISO 16245.

## Versatile protection

The focus of passive inventory preservation is on protection against environmental influences and mechanical loads. The high stability of the packaging protects documents and prints during transportation, during removal from the shelf and, in case of a building collapse, from the weight of falling stones or rubble. During storage, the protective packaging must be able to withstand high pressure resulting from the weight of the packaging itself and the stacked goods. The packaging must be self-supporting and may not apply pressure to the packaged goods. To protect against damage caused by dust, dirt and rodents, insects or micro-organisms, the packaging has very few small openings that make penetration almost impossible. Because material would age much more quickly under the effect of light, protective packaging is usually closed to prevent light-induced damage such as fading dyes, yellowing or paper brittleness. The protective packaging buffers brief fluctuations in temperature and humidity. At the same time, the air and water-permeable material allows climatic exchange with the environment. The cardboard materials prevent condensation on the packaging and avoid mould forming on the inventory. Thanks to an alkaline reserve, the material of the boxes is age-resistant; it can withstand brief exposure to fire and does not absorb water for a longer period.

## Packaging and storage

Protective packaging is available as standard packaging in conventional sizes, for example in DIN A4, DIN A3, or in a folio and magazine format. Standardised dimensions allow efficient stacking on the shelf. The material thickness and format of the customised packaging can be adapted to the requirements of individual objects. These packaging types optimise storage by making the best possible use of the small space available on the shelf.

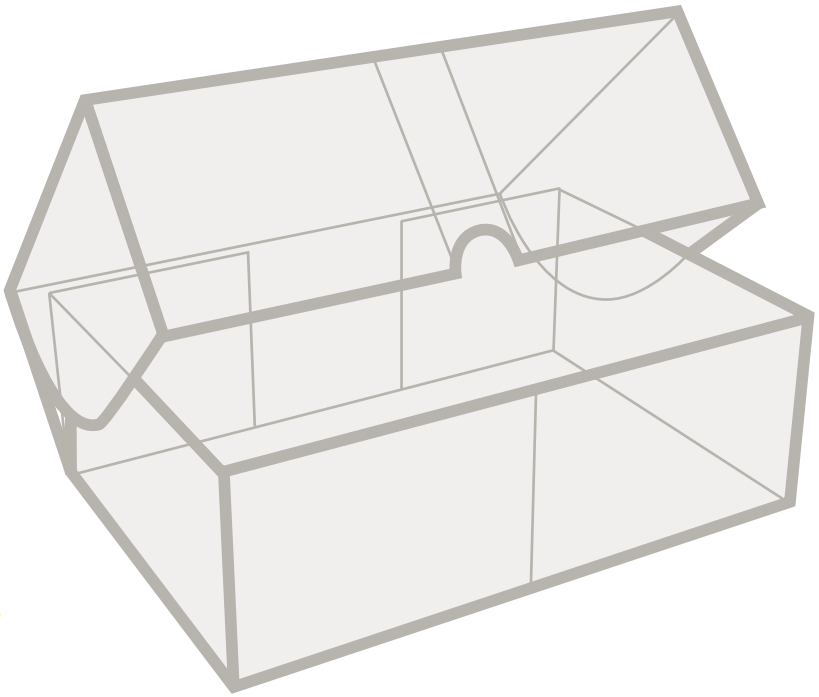
# Functions of our protective packaging

Can be written over and are space saving

Protect against mechanical loads and damage

Protect against fire and water

Durable with at least 20 kPa



Free of softeners

Protection against pests

Stackable

Neutral pH value

Protect against dust, light and soiling

High stability

DIN ISO 16245 Typ A

Meet the requirements of the DIN ISO 16245

## More stable than the DIN norm stipulates

With a load-bearing capacity of up to 66 kilopascals, our **FoxBox® for instance is three times as stable as the specifications of the DIN ISO 16245!** The norm specifies a durability of 20 kilopascals for the basic surface of this kind of DIN A4 box, which corresponds to a lead-bearing capacity of at least 160 kg. Our **FoxBox® in the DIN A4 format can hold a weight of up to 662kg!**

There is more information about our modular FoxBox® system starting on page 44.
There is also more information about stability and the packaging features in our "small ZFB lexicon" starting on page 70.

# STANDARD PACKAGING

## Storage boxes in corrugated cardboard

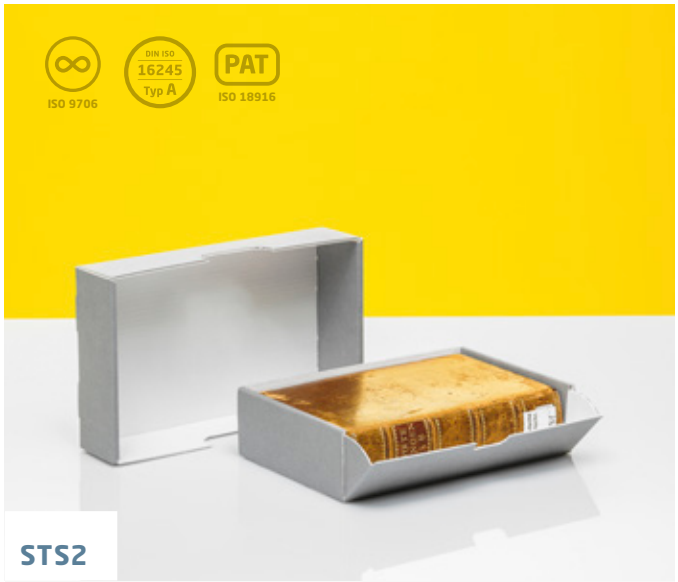
A storage box is a two-part box comprising a base and a lid. It is ideal for flat storage. Thanks to the high stability of the box, it can be used to store even large and heavy objects. Our inserted storage boxes without metal parts or adhesive points are age-resistant and acid-free, light-fast and wear resistant. Our storage boxes made of corrugated cardboard are available in various designs.

STS1

### Storage box

- Base and lid are double-walled on each of the short sides
- Carding on the short sides down to the base, this creates smooth inside surfaces

YOUR REQUIRED FORMAT ON REQUEST




STS2

### Storage box with one fold-down side

- Base and lid are double-walled on each of the short sides
- Carding on the short sides down to the base, this creates smooth inside surfaces
- With fold-down wall including a small handle recess on the long side for easier removal of the archived material

YOUR REQUIRED FORMAT ON REQUEST

| **Article no.** | **For format** | **Outside dimensions** in mm | **Inside dimensions** in mm | **Material** in mm | **Price** from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **STS1** | **Storage box** | | | | | | | | |
| **STS1-11541** | DIN A4 | 360 x 260 x 80 | 340 x 254 x 75 | E-wave 1.6 | 8.25 € | 6.60 € | 6.19 € | 4.13 € | 3.30 € |
| **STS1-11542** | DIN A4 | 360 x 260 x 110 | 328 x 248 x 103 | FE-wave 2.5 | 9.25 € | 7.40 € | 6.94 € | 5.55 € | 4.63 € |
| **STS1-11543** | Folio | 405 x 275 x 80 | 385 x 269 x 75 | E-wave 1.6 | 8.55 € | 6.84 € | 6.41 € | 4.28 € | 3.42 € |
| **STS1-11544** | Folio | 405 x 275 x 110 | 370 x 261 x 103 | FE-wave 2.5 | 9.55 € | 7.64 € | 7.16 € | 5.73 € | 4.78 € |
| **STS1-11545** | DIN A3 | 480 x 350 x 110 | 449 x 338 x 103 | FE-wave 2.5 | 11.80 € | 9.44 € | 8.85 € | 7.08 € | 5.90 € |

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **STS2** | **Storage box with one fold-down side** | | | | | | | | |
| **STS2-11546** | DIN A4 | 360x260x80 | 340x254x75 | E-wave 1.6 | 8.75 € | 7.00 € | 6.56 € | 4.38 € | 3.50 € |
| **STS2-11547** | DIN A4 | 360x260x110 | 328x248x103 | FE-wave 2.5 | 9.75 € | 7.80 € | 7.31 € | 5.85 € | 4.88 € |
| **STS2-11548** | Folio | 405x275x80 | 385x269x75 | E-wave 1.6 | 9.05 € | 7.24 € | 6.79 € | 4.53 € | 3.62 € |
| **STS2-11549** | Folio | 405x275x110 | 370x261x103 | FE-wave 2.5 | 10.05 € | 8.04 € | 7.54 € | 6.03 € | 5.03 € |
| **STS2-11550** | DIN A3 | 480x350x110 | 449x338x103 | FE-wave 2.5 | 12.30 € | 9.84 € | 9.23 € | 7.38 € | 6.15 € |

STS3

## Storage box with two fold-down sides

- Base and lid are double-walled on each of the short sides
- Carding on the short sides down to the base, this creates smooth inside surfaces
- With two fold-down walls including smaller handle recesses on the long sides for easier removal of the archived material

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **STS3** | **Storage box with two fold-down sides** | | | | | | | | |
| **STS3-11551** | DIN A4 | 360x260x80 | 340x254x75 | E-wave 1.6 | 9.25 € | 7.40 € | 6.94 € | 4.63 € | 3.70 € |
| **STS3-11552** | DIN A4 | 360x260x110 | 328x248x103 | FE-wave 2.5 | 10.25 € | 8.20 € | 7.69 € | 6.15 € | 5.13 € |
| **STS3-11553** | Folio | 405x275x80 | 385x269x75 | E-wave 1.6 | 9.55 € | 7.64 € | 7.16 € | 4.78 € | 3.82 € |
| **STS3-11554** | Folio | 405x275x110 | 370x261x103 | FE-wave 2.5 | 10.55 € | 8.44 € | 7.91 € | 6.33 € | 5.28 € |
| **STS3-11555** | DIN A3 | 480x350x110 | 449x338x103 | FE-wave 2.5 | 12.80 € | 10.24 € | 9.60 € | 7.68 € | 6.40 € |

# Storage boxes in solid board

A storage box is a two-part box comprising a base and a lid. It is ideal for flat storage. Thanks to the high stability of the box, it can be used to store even large and heavy objects. Our inserted storage boxes without metal parts or adhesive points are age-resistant and acid-free, light-fast and wear resistant. Our storage boxes made of solid board are available in various designs.

**STSK**

## Storage box with carding crease

- Base and lid are double-walled on each of the short sides thanks to the carding crease
- Labelling of base and lid thanks to embossing
- Inserted design, without metal parts or adhesive points

YOUR REQUIRED FORMAT ON REQUEST

**STSP**

## Storage box with parrot folding design

- Practical insertion for fast alignment
- Space-saving solution thanks to single-walled base and lid
- Labelling of base and lid thanks to embossing
- Inserted design, without metal parts or adhesive points

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 25 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **STSK** | **Storage box with carding crease** | | | | | | | Minimum order quantity 25 units | |
| **STSK-11501** | DIN A4 | 350 x 250 x 110 | 318 x 238 x 106 | Solid board 1.3 | 6.90 € | 5.18 € | 4.83 € | 4.62 € | 4.14 € |
| **STSK-11502** | Folio | 390 x 280 x 110 | 358 x 268 x 106 | Solid board 1.3 | 7.20 € | 5.40 € | 5.04 € | 4.82 € | 4.32 € |
| **STSK-11503** | DIN A3 | 460 x 350 x 110 | 410 x 335 x 106 | Solid board 1.3 | 9.30 € | 6.98 € | 6.51 € | 6.23 € | 5.58 € |
| **STSK-11504** | Newspaper | 590 x 440 x 60 | 565 x 425 x 56 | Solid board 1.3 | 10.20 € | 7.65 € | 7.14 € | 6.83 € | 6.12 € |
| **STSP** | **Storage box with parrot folding design** | | | | | | | Minimum order quantity 25 units | |
| **STSP-11520** | DIN A4 | 355 x 265 x 110 | 342 x 242 x 106 | Solid board 1.3 | 5.20 € | 3.90 € | 3.64 € | 3.48 € | 3.12 € |
| **STSP-11521** | Folio | 398 x 292 x 110 | 385 x 275 x 106 | Solid board 1.3 | 5.50 € | 4.13 € | 3.85 € | 3.69 € | 3.30 € |

# Folding boxes in corrugated cardboard

The folding box is a compact and practical single-part protective packaging with an attached lid. The lid can be opened up to 180 degrees to allow easy and very safe access to the content. The carding fold technique lends the folding boxes a high degree of stability and durability. We have optimised different designs for flat or upright storage. The upright folding box design does not have any rounded side walls and therefore offers a secure stand for upright storage. Our inserted folding boxes without metal parts or adhesive points are age-resistant and acid-free, light-fast and wear resistant. Flap boxes are used to store books, written documents and many other objects.

**KLS1**

## Folding box for upright storage

- Double-walled on the long front sides
- Carding on the long front sides down to the base, this creates smooth inside surfaces
- For upright storage

YOUR REQUIRED FORMAT ON REQUEST

ZFB SOS

**Immediate help to rescue your endangered papers in an emergency**

In case of damage, we are available 24 hours, 7 days a week under our emergency number.

24 **+49 341 25989 - 25** www.zfb-sos.com

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **KLS1** | **Folding box for upright storage** | | | | | | | | |
| **KLS1-11420** | DIN A4 | 335x265x80 | 325x250x73 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS1-11421** | DIN A4 | 335x265x110 | 325x245x103 | FE-wave 2.5 | 8.45 € | 6.76 € | 6.34 € | 4.65 € | 4.23 € |
| **KLS1-11422** | DIN A4 | 340x240x120 | 330x225x113 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS1-11423** | DIN A4 | 340x255x80 | 330x240x73 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS1-11424** | DIN A4 | 340x265x70 | 330x250x63 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS1-11425** | DIN A4 | 340x265x90 | 330x250x83 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS1-11426** | Folio | 365x270x80 | 358x257x73 | E-wave 1.6 | 7.60 € | 6.08 € | 5.70 € | 3.80 € | 3.04 € |
| **KLS1-11427** | Folio | 365x270x110 | 355x248x103 | FE-wave 2.5 | 8.60 € | 6.88 € | 6.45 € | 4.73 € | 4.30 € |
| **KLS1-11428** | DIN A3 | 455x335x110 | 445x315x103 | FE-wave 2.5 | 10.45 € | 8.36 € | 7.84 € | 5.23 € | 4.18 € |

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

## KLS2

### Folding box for flat storage

- Double-walled on the long front sides
- Carding on the long front sides down to the base, this creates smooth inside surfaces
- For flat storage
- Round sides of the lid flap to facilitate opening and closing

YOUR REQUIRED FORMAT ON REQUEST

ZFB Service

**Innovative services to preserve your historical papers**

Be it paper restoration, mass de-acidification, freeze-drying, mould removal or support – the ZFB Service provides all services connected to active inventory preservation.

**TELEPHONE**
+49 341 25989-0

www.zfb-service.com

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| KLS2 | Folding box for flat storage | | | | | | | | |
| **KLS2-11429** | DIN A4 | 335x265x80 | 325x250x73 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS2-11430** | DIN A4 | 335x265x110 | 325x245x103 | FE-wave 2.5 | 8.45 € | 6.76 € | 6.34 € | 4.65 € | 4.23 € |
| **KLS2-11431** | DIN A4 | 340x240x120 | 330x225x113 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS2-11432** | DIN A4 | 340x255x80 | 330x240x73 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS2-11433** | DIN A4 | 340x265x70 | 330x250x63 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS2-11434** | DIN A4 | 340x265x90 | 330x250x83 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS2-11435** | Folio | 365x270x80 | 358x257x73 | E-wave 1.6 | 7.60 € | 6.08 € | 5.70 € | 3.80 € | 3.04 € |
| **KLS2-11436** | Folio | 365x270x110 | 355x248x103 | FE-wave 2.5 | 8.60 € | 6.88 € | 6.45 € | 4.73 € | 4.30 € |
| **KLS2-11437** | DIN A3 | 455x335x110 | 445x315x103 | FE-wave 2.5 | 10.45 € | 8.36 € | 7.84 € | 5.23 € | 4.18 € |

## KLS3

### Folding box with a firm back

- Dimensionally stable base thanks to four firm side walls
- Inserted design thanks to carding fold
- Highly suitable for inserts and trays
- For flat storage

YOUR REQUIRED FORMAT ON REQUEST

## KLS4

### Folding box with a firm back and fold-down front

- With a stiff back and fold-down front for easier removal of the archived goods
- Inserted design thanks to carding fold
- For flat storage

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **KLS3** | **Folding box with a firm back** | | | | | | | | |
| **KLS3-11438** | DIN A4 | 355 x 255 x 80 | 342 x 248 x 75 | E-wave 1.6 | 7.45 € | 5.96 € | 5.59 € | 3.73 € | 2.98 € |
| **KLS3-11439** | DIN A4 | 355 x 260 x 110 | 328 x 249 x 103 | FE-wave 2.5 | 8.45 € | 6.76 € | 6.34 € | 4.65 € | 4.23 € |
| **KLS3-11440** | Folio | 400 x 280 x 80 | 382 x 268 x 75 | E-wave 1.6 | 7.60 € | 6.08 € | 5.70 € | 3.80 € | 3.04 € |
| **KLS3-11441** | Folio | 395 x 275 x 110 | 368 x 262 x 103 | FE-wave 2.5 | 8.60 € | 6.88 € | 6.45 € | 4.73 € | 4.30 € |
| **KLS3-11442** | DIN A3 | 475 x 345 x 110 | 450 x 332 x 103 | FE-wave 2.5 | 10.45 € | 8.36 € | 7.84 € | 5.23 € | 4.18 € |
| **KLS4** | **Folding box with a firm back and fold-down front** | | | | | | | | |
| **KLS4-11443** | DIN A4 | 355 x 255 x 80 | 342 x 248 x 75 | E-wave 1.6 | 7.95 € | 6.36 € | 5.96 € | 3.98 € | 3.18 € |
| **KLS4-11444** | DIN A4 | 355 x 260 x 110 | 328 x 249 x 103 | FE-wave 2.5 | 8.95 € | 7.16 € | 6.71 € | 4.92 € | 4.48 € |
| **KLS4-11445** | Folio | 400 x 280 x 80 | 382 x 268 x 75 | E-wave 1.6 | 8.10 € | 6.48 € | 6.08 € | 4.05 € | 3.24 € |
| **KLS4-11446** | Folio | 395 x 275 x 110 | 368 x 262 x 103 | FE-wave 2.5 | 9.10 € | 7.28 € | 6.83 € | 5.01 € | 4.55 € |
| **KLS4-11447** | DIN A3 | 475 x 345 x 110 | 450 x 332 x 103 | FE-wave2.5 | 10.95 € | 8.76 € | 8.21 € | 5.48 € | 4.38 € |

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

# Folding boxes in solid board

The folding box is a compact and practical single-part protective packaging with an attached lid. The lid can be opened up to 180 degrees to allow easy and very safe access to the content. The carding fold technique lends the folding boxes a high level of stability and durability.

Our inserted folding boxes without metal parts or adhesive points are age-resistant and acid-free, light-fast and wear resistant. The solid board folding boxes primarily serve flat storage of books, file documents and a wide range of objects.

KLSK

## Folding boxes with carding fold

- Base and lid double-walled each on the long front side thanks to carding fold
- Primarily for flat storage of the boxes
- Inserted design, without metal parts or adhesive points

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 25 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| KLSK | Folding boxes with carding fold | | | | | | | | Minimum order quantity 25 units |
| **KLSK-11400** | DIN A4 | 350 x 250 x 110 | 340 x 231 x 106 | Solid board 1.3 | 5.60 € | 4.20 € | 3.92 € | 3.75 € | 3.36 € |
| **KLSK-11401** | Folio | 390 x 280 x 110 | 380 x 260 x 106 | Solid board 1.3 | 6.55 € | 4.91 € | 4.59 € | 4.39 € | 3.93 € |
| **KLSK-11402** | DIN A3 | 460 x 350 x 110 | 451 x 328 x 106 | Solid board 1.3 | 7.20 € | 5.40 € | 5.04 € | 4.82 € | 4.32 € |

FoxBox®

## Clever shelf system for files, books, archive objects and single sheets

More information about our modular FoxBox® system is available starting on page 44.

www.zfb.com

## Your customised packaging

We manufacture customised protective packaging made of corrugated cardboard for your unique items. The box design of customised packaging is adapted to the object being packaged to provide safe and space-saving storage.

More information about customised packaging is available starting on page 52.

## Front flap boxes

The front flap box is a single-part protective packaging with a flap on the front side. It serves flat storage of files and individual sheets. The front flap allows easy access to the archived goods without having to take the box from the shelf or unstacking the boxes below. Our front flap box is comparatively stable despite the simple design thanks to the use of double-wave material. If very high stability is required, the FoxBox® shelf system can be used as an alternative (see page 44).

The front flap box is available with a finger hole or with a pull strap. Our inserted front flap boxes without metal parts or adhesive points are age-resistant and acid-free, light-fast and wear resistant.

| **Article no.** | **For format** | **Outside dimensions** in mm | **Inside dimensions** in mm | **Material** in mm | **Price** from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **FKS1** | **Front flap box with finger hole** | | | | | | | | |
| **FKS1-11200** | DIN A4 | 335x270x110 | 325x248x103 | FE-wave2.5 | 8.45 € | 6.76 € | 6.34 € | 4.23 € | 3.38 € |
| **FKS1-11201** | Folio | 365x275x110 | 355x253x103 | FE-wave 2.5 | 8.60 € | 6.88 € | 6.45 € | 4.30 € | 3.44 € |
| **FKS2** | **Front flat box with pull strap** | | | | | | | | |
| **FKS2-11202** | DIN A4 | 335x270x110 | 325x248x103 | FE-wave 2.5 | 8.45 € | 6.76 € | 6.34 € | 4.23 € | 3.38 € |
| **FKS2-11203** | Folio | 365x275x110 | 355x253x103 | FE-wave 2.5 | 8.60 € | 6.88 € | 6.45 € | 4.30 € | 3.44 € |

### Front flap box with finger hole (FKS1) or pull strap (FKS2)

- Front flap with lateral guide on the short side
- Improved stability thanks to double-wave material
- For flat storage
- With finger hole or pull strap

ISO 9706 · DIN ISO 16245 Typ A · PAT ISO 18916

YOUR REQUIRED FORMAT ON REQUEST

## Index card boxes

Our index card box is a protective packaging for upright storage of index cards in the formats DIN A6 and DIN A5. When necessary, the base part can be fully unfolded on the short front side of the storage box to facilitate browsing of the index cards. Four loose register bars allow flexible sorting and labelling of the index cards. The index card box made of highly stable double-wave material is also age-resistant, acid-free, light-fast and wear-resistant. Our index card box is inserted and free of metal parts or adhesive points. We recommend self-adhesive labels to label the register cards (HE-52006, see page 60).

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **KB1** | **Index card box with fold-down side and four loose bars** | | | | | | | | |
| **KB1-11301** | DIN A5 | 320 x 250 x 170 | 301 x 220 x 162 | FE-wave 2.5 | 14.50 € | 11.60 € | 10.88 € | 7.25 € | 5.80 € |
| **KB1-11300** | DIN A6 | 320 x 190 x 125 | 301 x 160 x 117 | FE-wave 2.5 | 12.50 € | 10.00 € | 9.38 € | 6.25 € | 5.00 € |

KB1

### Index card box with fold-down side and four loose bars

- For upright storage of index cards
- Very stable thanks to double-wave material
- Including four flexible positioning bars
- The front of the base part can be folded down easily to allow you to flip through the cards

YOUR REQUIRED FORMAT ON REQUEST

SB1

### Upright box

- Double-walled on the short sides
- Carding on the short front sides down to the base, this creates smooth inside surfaces
- Very stable thanks to double-wave material
- For upright storage

YOUR REQUIRED FORMAT ON REQUEST

## Upright boxes

The single-part protective packaging with a folding lid is designed for upright storage. They are ideal for storing files, outer packaging, as well as juris folders and is also referred to as an „Archive box“. The upright box is inserted and free of metal parts or adhesive points. We use double-wave material that is age-resistant, acid-free, wear-resistant and light fast to enhance stability.

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **SB1** | **Upright box** | | | | | | | | |
| **SB1-11100** | DIN A4 | 340 x 255 x 110 | 315 x 248 x 100 | FE-wave 2.5 | 8.20 € | 6.56 € | 6.15 € | 4.10 € | 3.45 € |
| **SB1-11101** | Folio | 375 x 255 x 110 | 350 x 248 x 100 | FE-wave 2.5 | 8.50 € | 6.80 € | 6.38 € | 4.25 € | 3.55 € |

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

# Wraparound boxes

The wraparound box is designed with two flaps and a lid with a closing strap, and allows safe storage of thin books, files and also single sheets. It fits precisely to the object and is equally suitable for upright and also flat storage. As little material is used, the packaging is only marginally larger than the object and allows space-saving storage.

The box is free of any metal parts or adhesive points and is made of age-resistant, acid-free, light-fast and wear-resistant corrugated cardboard. The additional version with an intermediate base prevents contact between the closing strap and the object for even gentler handling.

| **Article no.** | **For format** | **Outside dimensions** in mm | **Inside dimensions** in mm | **Material** in mm | **Price** from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **WS1** | **Wraparound box without intermediate base** | | | | | | | | |
| **WS1-11600** | DIN A4 | 305 x 215 x 45 | 301 x 211 x 41 | E-wave 1.6 | 5.20 € | 4.16 € | 3.90 € | 2.60 € | 2.08 € |
| **WS2** | **Wraparound box with intermediate base** | | | | | | | | |
| **WS2-11601** | DIN A4 | 305 x 215 x 50 | 301 x 211 x 41 | E-wave 1.6 | 5.50 € | 4.40 € | 4.13 € | 2.75 € | 2.20 € |

## Wraparound box without intermediate base

- Suitable for small and narrow objects
- Very space-saving

YOUR REQUIRED FORMAT ON REQUEST

## Wraparound box with intermediate base

- Suitable for small and narrow objects
- With intermediate base so that the closing strap has no direct contact with the object

YOUR REQUIRED FORMAT ON REQUEST

# Magazine files

A magazine file allows upright storage of documents, magazines, publications and files. The inserted protective packaging without metal parts or adhesive points is age-resistant, acid-free, light-fast and wear-resistant. Our magazine files are available for objects in the formats DIN A4 and folio. You can select between a magazine file without or with an additional finger hole.

| **Article no.** | **For format** | **Outside dimensions** in mm | **Inside dimensions** in mm | **Material** in mm | **Price** from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **ST1** | **Magazine file without a finger hole** | | | | | | | | |
| **ST1-12400** | DIN A4 | 325 x 250 x 77 | 315 x 238 x 70 | FE-wave 2.5 | 4.95 € | 3.96 € | 3.71 € | 2.97 € | 2.72 € |
| **ST1-12401** | Folio | 365 x 260 x 107 | 355 x 248 x 100 | FE-wave 2.5 | 5.10 € | 4.08 € | 3.83 € | 3.06 € | 2.81 € |
| **ST2** | **Magazine file with a finger hole** | | | | | | | | |
| **ST2-12402** | DIN A4 | 325 x 250 x 77 | 315 x 238 x 70 | FE-wave 2.5 | 4.95 € | 3.96 € | 3.71 € | 2.97 € | 2.72 € |
| **ST2-12403** | Folio | 365 x 260 x 107 | 355 x 248 x 100 | FE-wave 2.5 | 5.10 € | 4.08 € | 3.83 € | 3.06 € | 2.81 € |

## Magazine file without a finger hole (ST1) or with a finger hole (ST2)

- Inserted design with additional, reinforced base
- Very stable thanks to double-wave material
- For upright storage

YOUR REQUIRED FORMAT ON REQUEST

## Newsletter

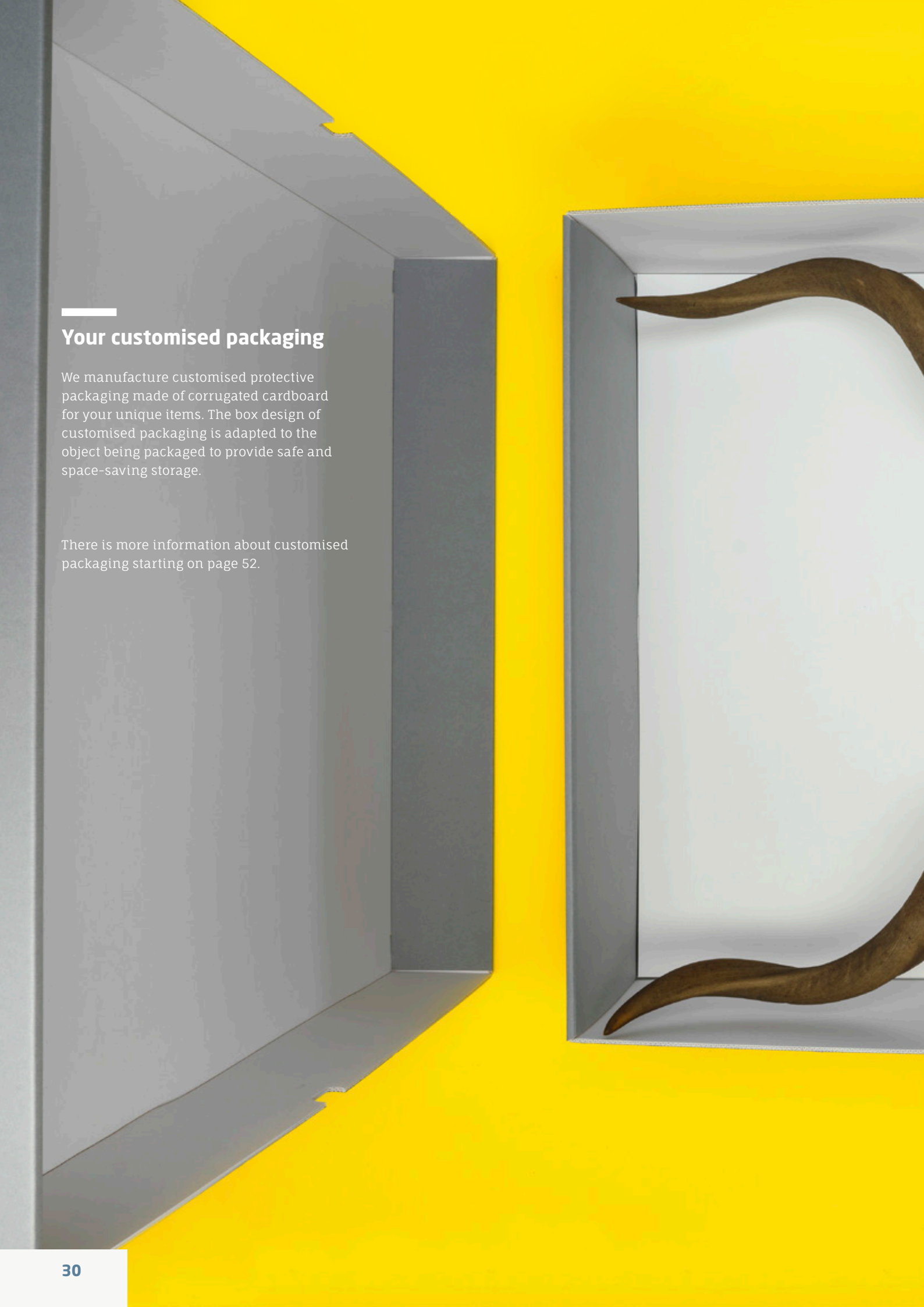
Subscribe to our newsletter to receive regular information about topics relating to active and passive inventory preservation and also as a 'thank you' the 'Inventory preservation guide' by Jana Moczarski as a PDF.

www.zfb.com

## Your customised packaging

We manufacture customised protective packaging made of corrugated cardboard for your unique items. The box design of customised packaging is adapted to the object being packaged to provide safe and space-saving storage.

There is more information about customised packaging starting on page 52.



# Slipcases

The slipcase, as a single-part, front-opening casing, provides protection and visibility for books and high-quality brochures. It is used for upright storage. Used as a book slipcase, it protects the book block whilst the spine of the book remains visible at the same time. On request, the slipcase is also available without finger holes on the side for valuable and/or very sensitive objects. In all other cases, finger holes on the side facilitate the removal of the object from the slipcase. The book slipcase that is single-walled on the side is a very space-saving solution. The design with double-walled side parts is even more stable and allows the storage of heavy objects. The slipcase can remain on the shelf when the object is removed. Both slipcase constructions are inserted, free of metal parts or adhesive points and are made of age-resistant, acid-free, light-fast and wear-resistant corrugated cardboard.

We can produce the slipcase in the format of your choice on request.

BS1

## Slipcase, single-walled

- Thanks to the interlocking design on the double-walled short sides, the base does not fold open when there are heavy objects
- Space-saving solution thanks to single-walled side parts
- For upright storage
- On request, also without finger holes on the side

YOUR REQUIRED FORMAT ON REQUEST

BS2

## Slipcase, double-walled

- Thanks to the interlocking design on the double-walled short sides, the base does not fold open when there are heavy objects
- Partially double-walled on the side parts
- For upright storage
- On request, also without finger holes on the side

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | For format | Price |
|---|---|---|
| BS1 | Slipcase, single-walled | |
| | Your required format | on request |

| Article no. | For format | Price |
|---|---|---|
| BS2 | Slipcase, double-walled | |
| | Your required format | on request |

## Slipcases and magazine files

Slipcase and magazine file together create a closed packaging and offer books, brochures or magazines stored in an upright position protect against dust and light. Side finger holes on the slipcase allow easy access to the magazine file. Both parts are inserted, i.e. are free of metal parts or adhesive points and are made of age-resistant, acid-free, light-fast and wear-resistant corrugated cardboard. We supply the slipcase with a magazine file in the formats DIN A4 and folio. On request, we can also deliver it in the format of your choice.

## Book shoe

The book shoe is ideal, if the book block and spine need to be protected but the appearance of the books on the shelf should not be impaired. It is used to store individual books in an upright position. The spine of the book and the head remain visible when stored in the book shoe to allow review of the content without removing the book. Our book shoe is made of age-resistant, acid-free, light-fast and wear-resistant corrugated cardboard and is free of any metal parts. A rigid insert in the base stabilises the book block.

**BS-ST1**

### Slipcase and magazine file

- Two-part set consisting of a magazine file and double-walled slipcase, both parts are inserted designs
- For upright storage
- Slipcase with a finger hole on the side, magazine file without a finger hole

YOUR REQUIRED FORMAT ON REQUEST

**BU1**

### Book shoe

- Adhered construction
- Rigid insert in the base stabilises the book block

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **BS-ST1** | **Slipcase and magazine file** | | | | | | | | |
| **BS-ST1-12300** | DIN A4 | 335 x 250 x 85 | 315 x 238 x 70 | E-wave 1.6 (slipcase)<br>FE-wave 2.5 (magazine file) | 10.50 € | 8.40 € | 7.88 € | 6.30 € | 5.25 € |
| **BS-ST1-12301** | Folio | 375 x 260 x 115 | 355 x 248 x 100 | E-wave 1.6 (slipcase)<br>FE-wave 2.5 (magazine file) | 10.85 € | 8.68 € | 8.14 € | 6.51 € | 5.43 € |
| **BU1** | **Book shoe** | | | | | | | | |
| | Your required format | | | | | | | | on request |

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

# Roll storage boxes

Our box for rolled-up storage of maps, posters and plans is based on a long storage box and a lid in full height. Packed in the storage box, the rolled objects can be stacked on the shelf. Our archive packaging allows space-saving storage and easy handling of large-format objects at the same time. Our roll storage boxes are made of age-resistant, acid-free, light-fast and wear-resistant corrugated cardboard. The protective packaging is free of metal parts and adhesive points. We recommend a combination with our insert or lifting aid for careful storage and easy removal from the packaging.

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **RB1** | Roll storage box | | | | | | | | |
| **RB1-13301** | DIN A2 | 460 x 75 x 75 | 435 x 68 x 68 | E-wave 1.6 | 13.80 € | 11.04 € | 10.35 € | 6.90 € | 5.52 € |
| **RB1-13302** | DIN A1 | 630 x 75 x 75 | 605 x 68 x 68 | E-wave 1.6 | 16.50 € | 13.20 € | 12.38 € | 8.25 € | 6.60 € |
| **RB1-13303** | DIN A0 | 880 x 75 x 75 | 855 x 68 x 68 | E-wave 1.6 | 20.20 € | 16.16 € | 15.15 € | 10.10 € | 8.08 € |

## Roll storage box

- Long storage box with a base and lid that are double-walled on the short sides
- Carding on the short front sides down to the base, this creates smooth inside surfaces
- On request with matching lifting aid / insert

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | For format | Price |
|---|---|---|
| **HRB1** | Lifting aid for roll storage box | |
| | Your required format | on request |

| Article no. | For format | Price |
|---|---|---|
| **ERB1** | Insert for roll storage box | |
| | Your required format | on request |

## Inserts and lifting aids for roll storage boxes

We customise the semi-circular and oval openings of this insert for optimum hold of rolled-up plans and maps to the precise cross-section of the stored roll or sleeve onto which the object is wound. The insert for the roll storage box fixes the object precisely inside the roll packaging thereby preventing pressure and contact points. As a lifting aid, two holders with a finger hole allow easy and contact-free removal of the archived goods. Insert and lifting aid are made of age-resistant, acid-free, light-fast and wear-resistant corrugated cardboard.

**HRB1**

### Lifting aid for roll storage box

- Two holders with a finger hole for holding the roller or sleeve
- Upper part of the holder can be folded down to allow space-saving storage

YOUR REQUIRED FORMAT ON REQUEST

**ERB1**

### Insert for roll storage box

- Adapted to the diameter and length of the roll, the wrapped map or sleeve
- Inserted construction with semi-circular or oval recesses
- Defined contact points of the sleeve or card rods to attach the objects without touching it

YOUR REQUIRED FORMAT ON REQUEST

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

# Folders and inner features

Our folder for large objects made of stable double-wave is highly suitable for flat storage of your large-format drawings, plans and maps, in particular flat individual sheets. The single-part design has three shortened flaps and a lid to prevent the content slipping out and against external influences such as light and dust. Two 10 mm wide straps made of 100% cotton close the upper lid. We recommend this design, which is also called a drawing file, for very large formats in a version with an even thicker double-wave – of the EB-wave. As a protective intermediate layer within the drawing folder, we recommend our archive cardboards (see page 67) in large formats or our matching file folders made of archive cardboard (see page 58).

On request, we offer you our so-called “inner features” inside the folder comprising a rear wall made of double-wave corrugated cardboard onto which intermediate layer papers with a narrow corrugated cardboard strip are “stitched” using archive-compatible thread. These archive-compatible intermediate papers allow separate storage of archived single sheets and the paper layers prevent the objects slipping. On request, the inner features can also be finished with a grey archive cardboard layer so that it can also be used e.g. in a map cabinet without protective packaging. The folder and the inner features are free of any metal parts and are made of age-resistant, acid-free, light-fast and wear-resistant corrugated cardboard.

| Article no. | For format | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **MA1** | **Folder** | | | | | | | | |
| **MA1-13201** | DIN A3 | 440 x 315 x 50 | 433 x 308 x 40 | FE-wave 2.5 | 25.00 € | 20.00 € | 18.75 € | 12.50 € | 10.00 € |
| **MA1-13202** | DIN A2 | 630 x 440 x 50 | 623 x 433 x 40 | FE-wave 2.5 | 30.00 € | 24.00 € | 22.50 € | 15.00 € | 12.00 € |
| **MA1-13203** | DIN A1 | 875 x 635 x 50 | 863 x 623 x 35 | EB-wave 4.0 | 65.00 € | 52.00 € | 48.75 € | 32.50 € | 26.00 € |
| **IL1** | **Inner features** | | | | | | | | |
| | Your required format | | | | | | | | on request |

MA1

IL1

## Folder

- One-part design with 3 shortened flaps and a lid
- With two 10 mm wide straps made to 100% of cotton for closing the folder
- Made of stable double-wave

YOUR REQUIRED FORMAT ON REQUEST

## Inner features

- Stable corrugated cardboard rear wall stitched with several paper layers
- For flat storage, e.g. in a folder or in a plan cabinet

YOUR REQUIRED FORMAT ON REQUEST

## Your customised packaging

We manufacture customised protective packaging made of corrugated cardboard for your unique items. The box design of customised packaging is adapted to the object being packaged to provide safe and space-saving storage.

There is more information about customised packaging starting on page 52.

# Photo boxes

Our archive box for photos is made for upright storage of your photos and postcards. The storage box with a shorter lid is specially designed for standard formats and is available in two different versions. Both versions are age-resistant and acid-free, light-fast and wear resistant, and are also free of metal parts or adhesive points. We recommend that individual photographs or cards are archived in our photo pouches (see page 64) or in our 4-fold envelopes (see page 66).

FB1

## Photo box with four loose separators

- Including four loose separators with off-set label fields for flexible division
- The front side of the base part can be folded down to the bottom to allow easier browsing

YOUR REQUIRED FORMAT ON REQUEST

FB2

## Photo box with three fixed separators

- Including three separators firmly attached to the base
- Separators prevent the photos and cards slipping
- Resulting in four compartments

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | Suitable for | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **FB1** | **Photo box with four loose separators** | | | | | | | | |
| **FB1-14300** | 9x12 \| 9x13 cm | 300x170x125 | 285x150x117 | E-wave 1.6 | 12.45 € | 9.96 € | 9.34 € | 6.23 € | 4.98 € |
| **FB1-14301** | 10x15 cm | 300x190x135 | 285x170x127 | E-wave 1.6 | 12.85 € | 10.28 € | 9.64 € | 6.43 € | 5.14 € |
| **FB1-14302** | 13x18 cm | 300x220x165 | 285x200x157 | E-wave 1.6 | 13.25 € | 10.60 € | 9.94 € | 6.63 € | 5.30 € |
| **FB1-14303** | 18x24 cm | 305x285x215 | 285x258x207 | FE-wave 2.5 | 14.25 € | 11.40 € | 10.69 € | 7.13 € | 5.70 € |

| Article no. | Suitable for | Outside dimensions in mm | Shelf dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **FB2** | **Photo box with three fixed separators** | | | | | | | | |
| **FB2-14304** | 9x12 \| 9x13 cm | 325x185x125 | 75x147x114 | E-wave 1.6 | 13.45 € | 10.76 € | 10.09 € | 6.73 € | 5.38 € |
| **FB2-14305** | 10x15 cm | 325x205x135 | 75x167x124 | E-wave 1.6 | 13.85 € | 11.08 € | 10.39 € | 6.93 € | 5.54 € |
| **FB2-14306** | 13x18 cm | 325x235x165 | 75x197x154 | E-wave1.6 | 14.25 € | 11.40 € | 10.69 € | 7.13 € | 5.70 € |
| **FB2-14307** | 18x24 cm | 335x300x215 | 75x257x204 | FE-wave 2.5 | 19.90 € | 15.92 € | 14.93 € | 11.94 € | 9.95 € |

# Slide boxes

This long-shaped box offers stable upright storage of your framed slides. We also offer a matching collection box for storing two, three or four slide boxes for practical use on the shelf. Our slide box and the slide collection box are age-resistant, acid-free, light-fast and wear-resistant. Both storage boxes are free of metal parts or adhesive points.

DB1

## Slide box

- Two-part storage box
- Stable, upright archiving of framed slides
- Storage space for up to 125 slides with a thickness of 2.3 mm

YOUR REQUIRED FORMAT ON REQUEST

DB2

## Slide collection box

- Set comprising slide boxes together with collection flap box
- Depending on the size of the slide frames, 4, 3 or 2 slide boxes fit into a collection box
- Easy removal and insertion of the individual slide boxes thanks to mobile back

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | Suitable for | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| DB1 | Slide box | | | | | | | | |
| DB1-14200 | 5 x 5 cm | 325 x 60 x 60 | 305 x 53 x 55 | E-wave 1.6 | 2.45 € | 1.96 € | 1.84 € | 1.23 € | 0.98 € |
| DB1-14201 | 7 x 7 cm | 325 x 80 x 80 | 305 x 73 x 75 | E-wave 1.6 | 2.65 € | 2.12 € | 1.99 € | 1.33 € | 1.06 € |
| DB1-14202 | 10 x 10 cm | 325 x 110 x 110 | 305 x 103 x 105 | E-wave1.6 | 3.05 € | 2.44 € | 2.29 € | 1.53 € | 1.22 € |
| DB2 | Slide collection box | | | | | | | | |
| DB2-14210 | 5 x 5 cm, set of 4 | 340 x 265 x 70 | 330 x 250 x 63 | E-wave 1.6 | 17.25 € | 13.80 € | 12.94 € | 8.63 € | 6.90 € |
| DB2-14211 | 7 x 7 cm, set of 3 | 340 x 265 x 90 | 330 x 250 x 83 | E-wave 1.6 | 15.40 € | 12.32 € | 11.55 € | 7.70 € | 6.16 € |
| DB2-14212 | 10 x 10 cm, set of 2 | 340 x 240 x 120 | 330 x 225 x 113 | E-wave 1.6 | 13.55 € | 10.84 € | 10.16 € | 6.78 € | 5.42 € |

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

# Tape boxes

Our tape box allows upright or flat storage of tone reels and protects the audio tape against dust and dirt. We deliver the tape box suitable for storage of tapes with diameters of 15, 18, 22 or 26.5 cm. We can also supply the tape boxes for 15 and 18 cm in a practical set together with a collection storage box for holding up to 20 reels. Our inserted tape boxes without metal parts or adhesive points are age-resistant and acid-free, light-fast and wear resistant.

TB1

## Tape box

- Single-part wraparound box
- Suitable for upright or flat archiving of tapes
- Specially trimmed to the dimensions of tapes

YOUR REQUIRED FORMAT ON REQUEST

TB2

## Tape collection box

- Two-part collection storage box
- Recess on the front side for easy access to the tape boxes
- 20 tape boxes per collection box

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | Suitable for | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **TB1** | **Tape box** | | | | | | | | |
| **TB1-14400** | Ø 15 cm | 154 x 154 x 21 | 150 x 150 x 15 | E-wave 1.6 | 2.10 € | 1.68 € | 1.58 € | 1.05 € | 0.84 € |
| **TB1-14401** | Ø 18 cm | 184 x 184 x 21 | 180 x 180 x 15 | E-wave 1.6 | 2.30 € | 1.84 € | 1.73 € | 1.15 € | 0.92 € |
| **TB1-14402** | Ø 22 cm | 224 x 224 x 21 | 220 x 220 x 15 | E-wave1.6 | 3.20 € | 2.56 € | 2.40 € | 1.60 € | 1.28 € |
| **TB1-14403** | Ø 26,5 cm | 269 x 269 x 21 | 265 x 265 x 15 | E-wave 1.6 | 3.95 € | 3.16 € | 2.96 € | 1.98 € | 1.58 € |
| **TB2** | **Tape collection box** | | | | | | | | |
| **TB2-14410** | Ø 15 cm \| Set of 20 | 340 x 230 x 160 | 315 x 220 x 155 | E-wave 1.6 | 51.00 € | 40.80 € | 38.25 € | 25.50 € | 20.40 € |
| **TB2-14411** | Ø 18 cm \| Set of 20 | 400 x 230 x 190 | 375 x 220 x 185 | E-wave1.6 | 55.00 € | 44.00 € | 41.25 € | 27.50 € | 22.00 € |

## CD boxes

Our CD box is ideal for storing CDs, DVDs or Blu-ray discs in an upright position in the Jewel Case. The storage box holds precisely 25 of these standard sleeves for CDs. The inserted CD box without metal parts or adhesive points is age-resistant and acid-free, light-fast and wear resistant.

### CD box

- Two-part storage box
- Upright archiving of 25 CDs
- Recess of the front side for easier removal
- Also suitable for DVDs and Blu-rays in the Jewel Case (142x125x10 mm)

YOUR REQUIRED FORMAT ON REQUEST

## DVD and Blu-ray boxes

The folding box allows secure upright storage of 20 DVDs and/or 25 Blu-rays in their standard cases and improves handling of the media on the shelf. The inserted DVD and Blu-ray box without metal parts or adhesive points is age-resistant and acid-free, light-fast and wear resistant.

### DVD and Blu-ray box

- Single-part folding box
- Mobile back for easy removal and easy filling
- Archiving of DVDs and Blue-rays standing on the narrow side
- Suitable for 20 DVDs in the keep case (190x135x14 mm) and/or 25 Blu-rays (172x135x14 mm)

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | Suitable for | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| **CB1** | **CD box** | | | | | | | | |
| **CB1-14100** | 25 CDs | 270x165x135 | 258x145x128 | E-wave 1.6 | 15.20 € | 12.16 € | 11.40 € | 7.60 € | 6.08 € |
| **DVB1** | **DVD box** | | | | | | | | |
| **DVB1-14102** | 20 DVDs | 305x205x145 | 295x192x138 | E-wave 1.6 | 15.20 € | 12.16 € | 11.40 € | 7.60 € | 6.08 € |
| **BB1** | **Blu-ray box** | | | | | | | | |
| **BB1-14101** | 25 Blu-rays | 315x185x145 | 305x173x138 | E-wave 1.6 | 15.20 € | 12.16 € | 11.40 € | 7.60 € | 6.08 € |

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

## Music cassette boxes

Our box for music cassettes is a folding box for upright storage of audio cassettes. They allow 42 MCs to be archived in their standard sleeves. A moving back facilitates loading and removal of cassettes into and out of the box. Our music box is age-resistant and acid-free, light-fast and wear resistant. The inserted construction is free of metal parts or adhesive points.

## VHS cassette boxes

The stable folding box made of double-wave material allows safe upright archiving of video cassettes. Thanks to the mobile back up to 10 VHS cassettes can be removed easily and reinserted. Our inserted VHS cassette box without metal parts or adhesive points is age-resistant and acid-free, light-fast and wear resistant.

MB1

### Music cassette box

- Single-part folding box
- Moving back facilitates the removal and filling
- Suitable for 42 MCs

YOUR REQUIRED FORMAT ON REQUEST

VB1

### VHS cassette box

- Single-part folding box
- Moving back facilitates the removal and filling
- Suitable for 10 VHS cassettes

YOUR REQUIRED FORMAT ON REQUEST

| Article no. | Suitable for | Outside dimensions in mm | Inside dimensions in mm | Material in mm | Price from 1 unit | from 50 unit | from 100 unit | from 250 unit | from 500 unit |
|---|---|---|---|---|---|---|---|---|---|
| MB1 | Music cassette box | | | | | | | | |
| MB1-14103 | 42 MCs | 340 x 255 x 80 | 330 x 240 x 73 | E-wave 1.6 | 13.20 € | 10.56 € | 9.90 € | 6.60 € | 5.28 € |
| VB1 | VHS cassette box | | | | | | | | |
| VB1-14104 | 10 VHS | 320 x 225 x 135 | 306 x 205 x 128 | FE-wave 2.5 | 13.20 € | 10.56 € | 9.90 € | 6.60 € | 5.28 € |

## Standard packaging in the format of your choice

Each of our standard protective packaging designs can be adapted to a format of your choice. We can also provide you with our book measuring device.

There is more information starting on page 51.

# MODULAR PACKAGING - FoxBox® ARCHIVE BOX & ARCHIVING SYSTEM

The FoxBox®, a two-part slide box, is a clever solution for storing files, books, archive objects and single sheets.

## FoxBox® archive box

The FoxBox® archive box is a patented two-part sliding box in a unique design and outstanding stability. It offers excellent protection to your archived goods against mechanical loads. The inner and outer module of the FoxBox® are both stable units. When combined, the two-part design of the FoxBox® is twice as stable and can bear loads of up to 66 kilopascals, making it three times as stable as the value stipulated in DIN ISO 16245.*

Thanks to the integrated finger hole on the front side, you can pull out the inner box from the outer box like a drawer and take it separately to your workplace. Intelligently arranged openings prevent penetration of dirt, dust and light. The folding lid on the inner box allows review of the archived goods without completely removing the inner box from the outer box. Thanks to the lower finger hole on the inner box, the objects can be removed through the folding lid. It is also possible to pull the inner box from the outer box and to completely open the lid for removal of the contents, whilst the outer box remains in the stack or in the archiving system.

The FoxBox® offers optimum access and protection for storage of archive materials. It is extremely stable and modular, and can be expanded as required. Stacking strip elements in the design facilitate stacking of several FoxBox® archive boxes. The FoxBox® protects objects and allows then to be stored on shelves. Make full use of the potential of the clever FoxBox® by expanding several archive boxes into the Fox Box® archiving system.

*The DIN ISO 16245 specifies the following load-bearing capacity for the basic surfaces of a DIN A4 box at least 160 kg. The FoxBox® in the DIN A4 format can hold a weight of up to 662 kg!

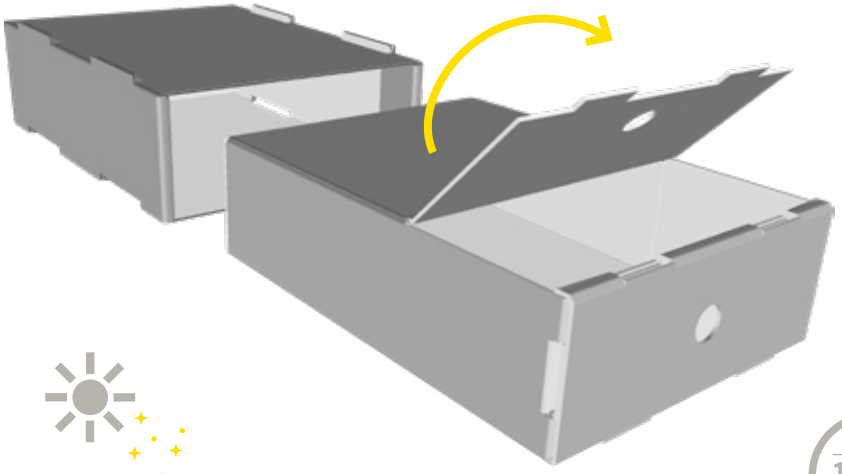
Can bear loads of up to 66 kPa*

Can be expanded as required

Can be used without additional shelves

Can be removed easily from the outer box

Lower finger hole on the inner box



High stability

Finger hole in the lid of the inner box

Protects against dust and light

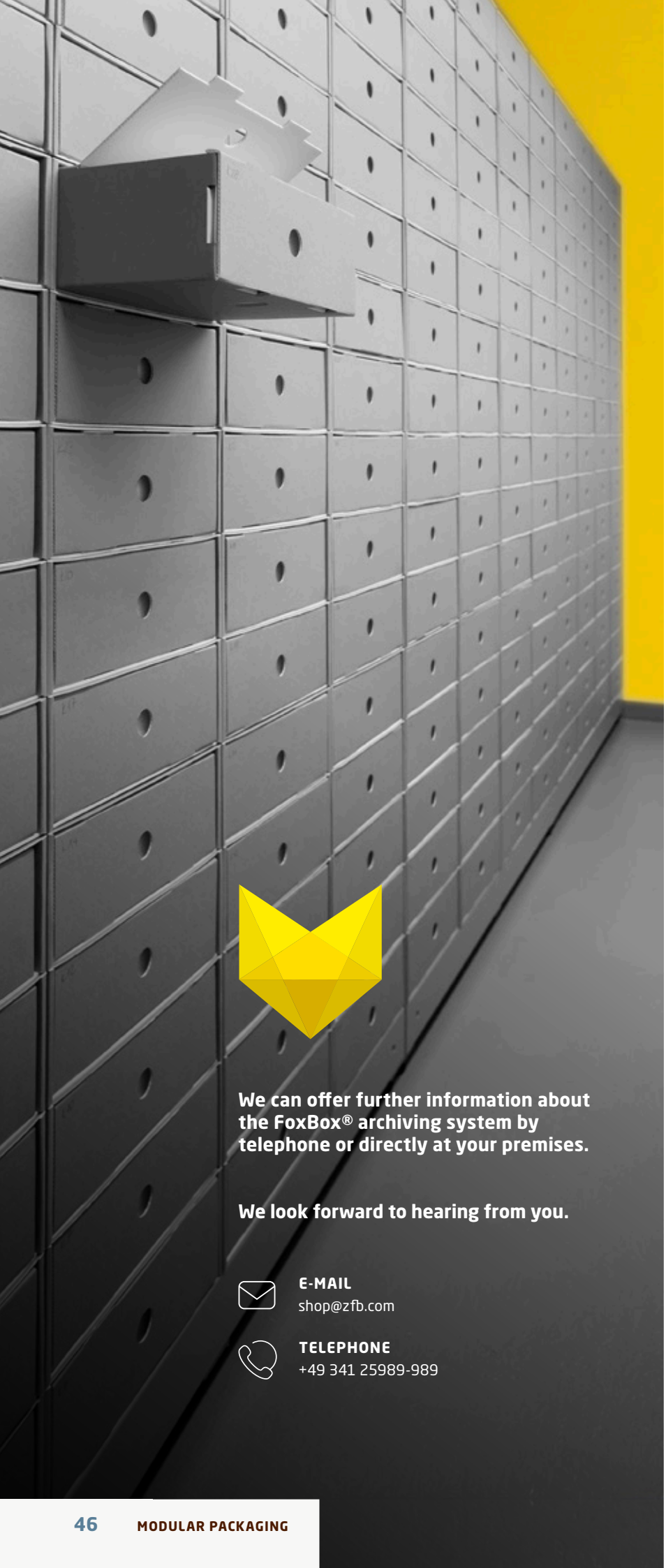
Stackable

DIN ISO 16245 Typ A

Exceeds the requirements of the DIN ISO 16245

## FoxBox® archiving system

With the modular FoxBox®, we have developed a highly stable, multi-part and flexible archive packaging that can be expanded into a completely modular archiving system. The archive system is flexible and can be dismantled; thanks to the individual modules, it makes optimum use of the space in your archive rooms allowing safe transportation of your objects without the need for additional shelving systems.



**We can offer further information about the FoxBox® archiving system by telephone or directly at your premises.**

**We look forward to hearing from you.**

**E-MAIL**
shop@zfb.com

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## From the box through to the entire shelf system

The inexpensive and space-saving FoxBox® archiving system is created by combining several archive boxes. It is modular, extremely stable and can be expanded as required whilst at the same time offering the excellent protection and storage properties of our FoxBox® archive box. The shelf system can be adapted flexibly to your requirements and spatial circumstances. Stacking and placing several Fox Box® elements next to one another creates a uniform archive system without an additional shelf.

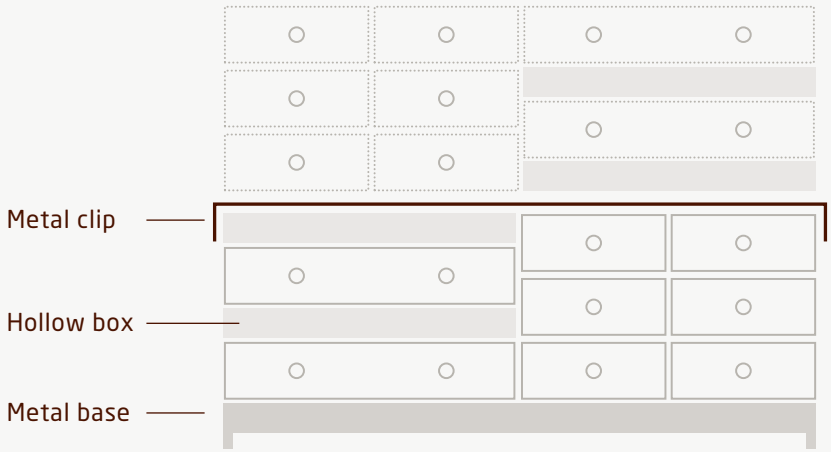
The FoxBox® shelf system saves space and makes effective use of your rooms. The archiving system can grow at the same pace as your collection. Start with just a few archive boxes and turn these into a complete structured archive system.

The FoxBox® archiving system is flexible, lightweight, modular and self-supporting. Its stability is provided by the individual FoxBox® and also be the combination of the archive boxes. Additional metal clips with slits fix the FoxBox® elements to the stacking strips, keep the individual archive boxes together and provide the archiving system with more stability. Regardless of the height and width, boxes in the formats DIN A4 and DIN A3 can be stacked next to and above one another in combination with the FoxBox® archiving system to store documents of various sizes together.

# FoxBox®

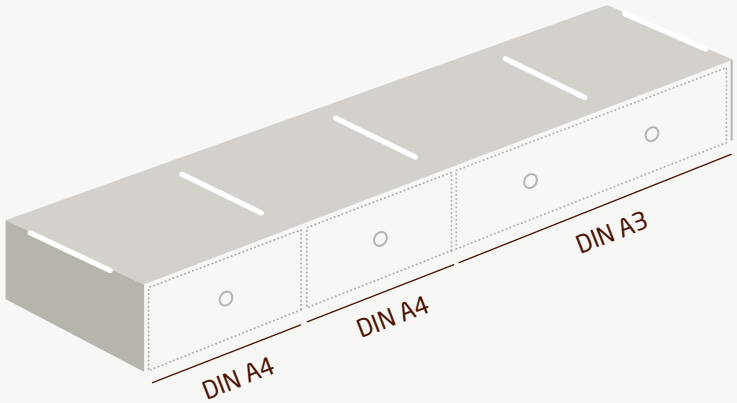
## Can be expanded flexibly

The FoxBox® allows documents of various sizes to be stored together and the DIN A4 and DIN A3 boxes to be stacked next to one another.

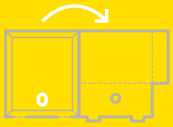



## Additional stability thanks to metal clips

The stacking strip elements of the boxes protrude through the slits of the metal clip. This provides the shelf system with stability.

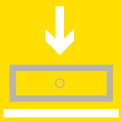



## Benefits of the FoxBox®

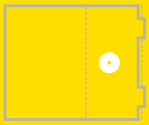


**Easy removal of the stored material thanks to a lower finger hole on the inner box or by opening the entire lid**

**Can be expanded with modules up to an independent shelf**

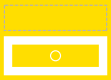


**Very stable thanks to the two-part nature of the box with the inner and outer box**

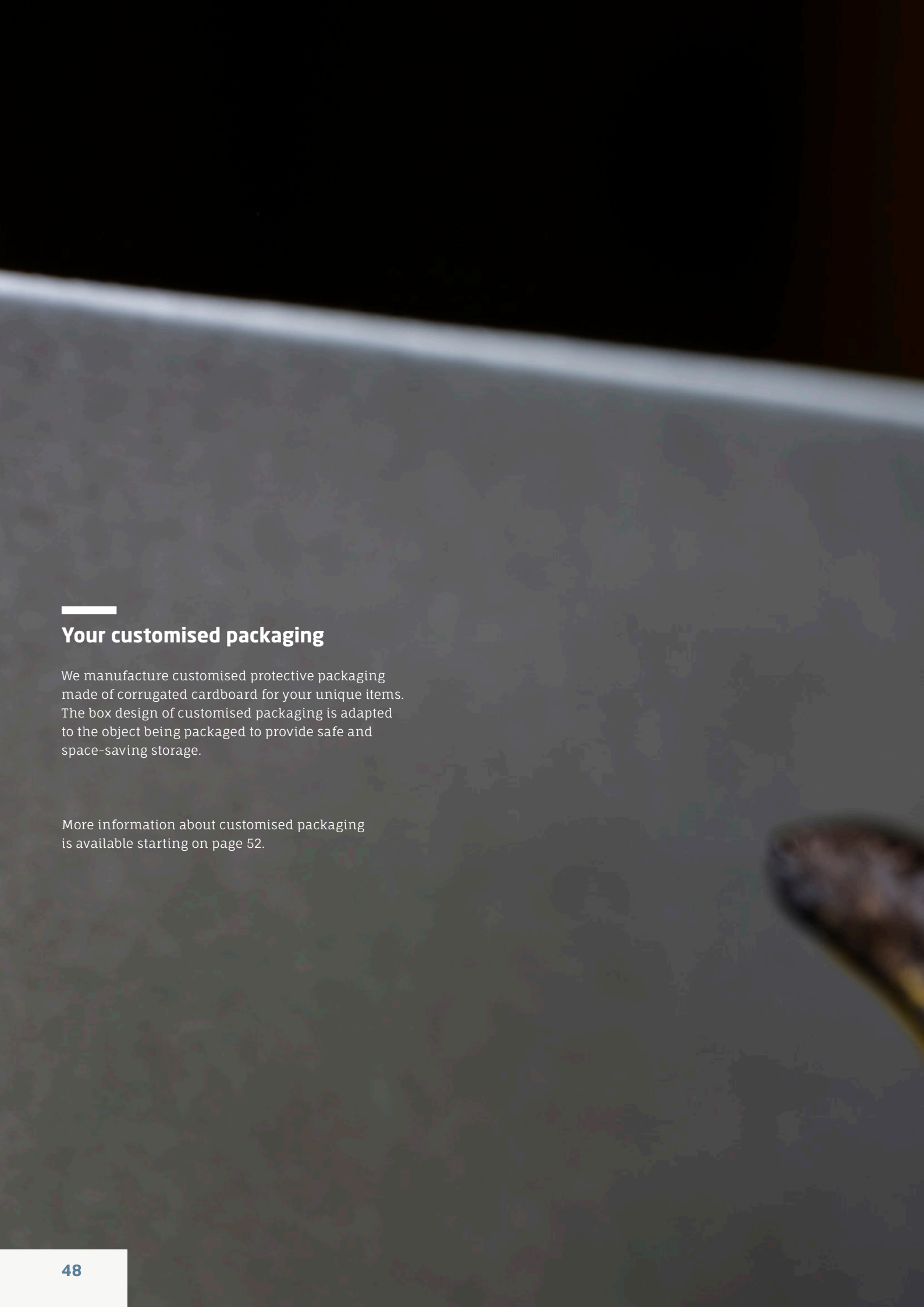


**Finger hole on the lid flap of the inner box allows the archived goods to be viewed**

**Finger hole on the front of the inner box allows easy removal from the outer box**



**Easy to stack thanks to stacking strip elements on the outer box**



## Your customised packaging

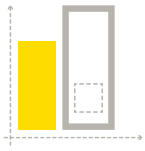
We manufacture customised protective packaging made of corrugated cardboard for your unique items. The box design of customised packaging is adapted to the object being packaged to provide safe and space-saving storage.

More information about customised packaging is available starting on page 52.

## Book measuring device

The book measuring device allows you to record the length, width and height of small and large inventories quickly and reliably. The data is recorded digitally. This ensures optimum adjustment of the boxes to your individual inventories. You can hire the book measuring device. On request, one of our employees can also measure your inventories at your premises. Don't hesitate to get in contact with us!

# STANDARD PACKAGING IN THE FORMAT OF YOUR CHOICE



We provide the packaging and you choose the format you require. Your advantage here is the absolute flexibility of our standard products that can be adapted to meet your specific needs.

On request, we can also provide you with our book measuring device so you can send us precise measurements.

Likewise, we can attach the signatures of your objects to your protective packaging. Only archive compatible pens that do not bleed are used for labelling. The signature serves to assign the objects to the packaging. After aligning the protective packaging, the signature is in a non-visible place.

Please contact us if you require individual dimensions for your protective packaging.

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# YOUR CUSTOMISED PACKAGING

Be it the smallest coin through to a full-grown fox – we can package your object.

Archived goods are unique items. This is why we also produce our protective packaging with customised constructions made of corrugated cardboard adapted to the dimensions of the objects you would like to package. Customised packaging is available in a variety of corrugated cardboard thicknesses and packaging sizes, also with precisely dimensioned inlays or attachment elements. They can be manufactured as individual pieces, in small series or in larger series.

## Examples

- **Certificate boxes with assembly slits and sealing sheet**
- **Boxes for preserved animal specimens**
- **Protective packaging for coins with several trays**
- **Packaging for jewellery**
- **Boxes for object figures or busts**
- **Collection boxes or compartments**

**Please contact us if you require customised protective packaging for your unique items.**


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## Customised packaging options

— Special attachment elements or spacers in various forms

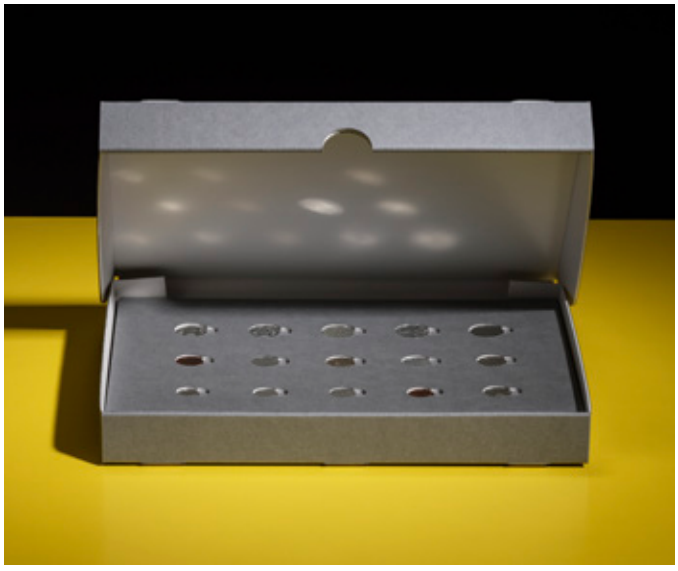
— Sealing sheets made of corrugated cardboard in various diameters for mounting seals

— Assembly slits for attaching certificates with Mylar film or strips of cardboard

— Recesses corresponding to the object contour and therefore optimum object attachment

— Storage of several related objects combined in one protective packaging

— Easier removal of the objects by integrating grip recesses in the inlays



# YOUR XXL CUSTOMISED PACKAGING FOR LARGE-FORMAT OBJECTS

We can also package very large objects! Prepared animal specimens, clothes, costumes and art objects often require large packaging of several metres in length. This packaging often requires additional clever attachment solutions. Our development department designs stable, customised protective packaging made of corrugated cardboard for museums, archive and library goods.

The innovative connection of several sheets of corrugated cardboard allows us to create protective packaging for large-format objects even for dimensions of 3×5 metres and of course in compliance with DIN ISO 16245 Type A.

**If you require XXL protective packaging, don't hesitate to contact us. We will be happy to advise you and help you find the right solution.**


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PHOTO: FILM MUSEUM POTSDAM / COLLECTIONS

## Material and quality

Protection for your inventory according to the strictest requirements. All our protective packaging made of corrugated cardboard and solid board fulfil the requirements of the DIN ISO 16245 Type A.

There is more information about our materials starting on page 12.

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# ACCESSORIES

## Juris folders

A juris folder is a folder made of archive cardboard with flaps. In addition to the lid, it also has wide side flaps. These prevent loose objects, such as documents and graphics, from slipping out. The juris folder allows archiving, structuring and effective protection of documents without punch-holes and topic-based grouping of objects of all kinds. Likewise, separation of individual thin bundles of files is also possible. Our juris folder is made of stable archival cardboard for very little additional space requirements. It is available for objects in DIN A4, folio and DIN A3 format and for a filling height of 3 cm or 6 cm.

The juris folder is made of age-resistant and acid-free, light-fast and wear resistant archival cardboard and is not adhered nor does it contain any metal parts.

### Juris folder

- Single-part construction with three flaps and a lid
- Filling height 3 cm or 6 cm
- Stamped from one piece of cardboard
- Rounded corners for easier handling
- PAT passed successfully according to ISO 18916

| Article no. | For format | Inside format in cm | Material | Price from 1 unit | from 50 unit | from 300 unit | from 600 unit | from 1.200 unit |
|---|---|---|---|---|---|---|---|---|
| JM | Juris folder | | | | | | | |
| **JM-51014** | DIN A4 | 30,5 x 23,0 + 3 cm | 300 g/m² blue-grey | 1.13 € | 0.81 € | 0.68 € | 0.64 € | 0.60 € |
| **JM-51015** | DIN A4 | 30,5 x 23,0 + 6 cm | 450 g/m² blue-grey | 1.71 € | 1.26 € | 1.08 € | 1.02 € | 0.98 € |
| **JM-51016** | Folio | 34,5 x 24,5 + 3 cm | 300 g/m² blue-grey | 1.19 € | 0.87 € | 0.76 € | 0.71 € | 0.68 € |
| **JM-51017** | Folio | 36,0 x 25,0 + 6 cm | 450 g/m² blue-grey | 1.74 € | 1.29 € | 1.12 € | 1.06 € | 1.02 € |
| **JM-51018** | DIN A3 | 42,5 x 30,5 + 3 cm | 450 g/m² blue-grey | 2.22 € | 1.66 € | 1.44 € | 1.35 € | 1.30 € |

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

# File folders

Our file folder is made of high-quality acid-free and age-resistant archival cardboard. The simple sheet made of cardboard that is folded in the middle protects all kinds of objects against mechanical and chemical impairment and allows fast packaging according to the ISO norm. The file folder is inserted into existing packaging and folders. The basic surface of our archive folder is slightly larger than the objects that are inserted. At the same time, the dimensions of the file folder are matched to our archive packaging so that they can be inserted easily into our folders and boxes made of corrugated cardboard or solid board.

**EM1 | EM2 | EM3**

## File folder without a flap

- Single-part design with a fold in the middle
- Produced without adhesion
- Available in 120 g/m², 225 g/m² and 450 g/m² thick archival cardboard
- PAT passed successfully according to ISO 18916

**EM4**

## File folder with a flap

- Single-part design with a fold in the middle and flap on the right-hand side
- Produced without adhesion
- Available in 120 g/m² thick archival cardboard
- PAT passed successfully according to ISO 18916

| Article no. | For format | Closed format in cm | Material | Price from 1 unit | from 100 unit | from 500 unit | from 1.000 unit |
|---|---|---|---|---|---|---|---|
| **EM1** | **File folder without a flap, 120 g/m²** | | | | | | |
| **EM1-51000** | DIN A5 | 22 x 15,5 | 120 g/m² cream-coloured | 0.21 € | 0.14 € | 0.11 € | 0.10 € |
| **EM1-51001** | DIN A4 | 32 x 22 | 120 g/m² cream-coloured | 0.30 € | 0.20 € | 0.15 € | 0.14 € |
| **EM1-51002** | Folio | 36 x 25 | 120 g/m² cream-coloured | 0.30 € | 0.20 € | 0.15 € | 0.14 € |
| **EM1-51003** | DIN A3 | 42,5 x 30,5 | 120 g/m² cream-coloured | 0.51 € | 0.34 € | 0.26 € | 0.24 € |
| **EM2** | **File folder without a flap, 225 g/m²** | | | | | | |
| **EM2-51004** | DIN A5 | 22 x 16 | 225 g/m² blue-grey | 0.30 € | 0.19 € | 0.16 € | 0.14 € |
| **EM2-51005** | DIN A4 | 32 x 22 | 225 g/m² blue-grey | 0.38 € | 0.25 € | 0.20 € | 0.18 € |
| **EM2-51006** | Folio | 36 x 25 | 225 g/m² blue-grey | 0.54 € | 0.36 € | 0.29 € | 0.27 € |
| **EM2-51007** | DIN A3 | 42,5 x 30,5 | 225 g/m² blue-grey | 0.62 € | 0.44 € | 0.34 € | 0.30 € |

| Article no. | For format | Closed format in cm | Material | Price from 1 unit | from 10 unit | from 25 unit | from 50 unit |
|---|---|---|---|---|---|---|---|
| EM3 | File folder without a flap, 450 g/m² | | | | | | |
| EM3-51008 | DIN A2 | 62 x 43 | 450 g/m² blue-grey | 3.19 € | 2.57 € | 2.33 € | 2.12 € |
| EM3-51009 | DIN A1 | 86 x 62 | 450 g/m² blue-grey | 4.80 € | 3.80 € | 3.40 € | 3.20 € |

| Article no. | For format | Closed format in cm | Material | Price from 1 unit | from 100 unit | from 500 unit | from 1.000 unit |
|---|---|---|---|---|---|---|---|
| EM4 | File folder with a flap, 120 g/m² | | | | | | |
| EM4-51010 | DIN A5 | 22 x 15,5 + 12 cm flap | 120 g/m² cream-coloured | 0.25 € | 0.17 € | 0.14 € | 0.13 € |
| EM4-51011 | DIN A4 | 32 x 22 + 13,5 cm flap | 120 g/m² cream-coloured | 0.39 € | 0.26 € | 0.23 € | 0.20 € |
| EM4-51012 | Folio | 36 x 25 + 13,5 cm flap | 120 g/m² cream-coloured | 0.39 € | 0.26 € | 0.23 € | 0.20 € |
| EM4-51013 | DIN A3 | 42,5 x 30,5 + 10,5 cm flap | 120 g/m² cream-coloured | 0.57 € | 0.39 € | 0.33 € | 0.30 € |

## 3L label holders

Self-adhesive label holders allow flexible labelling of archive packaging, folders or shelves when the contents change. The transparent label holders made of poly-propylene allow the insertion and replacement of label plates. Thanks to the acid and softener-free acrylate adhesive, the label holders can be used safely in archives. Matching label sheets are also supplied and are suitable for all conventional printers. The various sizes of the label holders are supplied in various quantities per sales unit (SU).

| Article no. | Viewing window format | Unit per SU | Price per SU |
|---|---|---|---|
| SF | 3L label holder, with insert | | |
| SF-52000 | 35 x 75 mm | 12 units | 2.65 € |
| SF-52001 | | 200 units | 34.40 € |
| SF-52002 | 55 x 102 mm | 6 units | 3.10 € |
| SF-52003 | | 104 units | 34.00 € |
| SF-52004 | 75 x 150 mm | 3 units | 3.10 € |
| SF-52005 | | 50 units | 34.00 € |

The free software 3L INSERT MAKER can be used to design the label sheets www.3loffice.com/de.

SF

### 3L label holder

- Self-adhering, transparent label holder, including label plates
- Different formats
- The supplied label sheets are suitable for all conventional printers

Please note the different units per sale unit (SU).

## Adhesive labels

Professional and legible labelling with the printable self-adhesive labels facilitates the structuring and location of your archive materials. The labels are available in various formats. The label sheets in a DIN A4 format remain flat during printing and are suitable for all conventional printers. The label paper according to ISO 9706 is acid-free and age-resistant. The adhesive is free of acid and softener. This means that the labels are ideal for labelling your archive packaging.

| Article no. | Label format | Description | Colour | Sheet format | SU in sheet | Price per SU |
|---|---|---|---|---|---|---|
| HE | Herma adhesive labels Premium | | | | | |
| HE-52006 | 25,4 x 10 mm | 25 sheets à 189 labels | white | DIN A4 | 25 | 11.00 € |
| HE-52007 | 48 x 17 mm | 100 sheets à 64 labels | white | DIN A4 | 100 | 39.00 € |
| HE-52008 | 66 x 33,8 mm | 100 sheets à 24 labels | white | DIN A4 | 100 | 39.00 € |
| HE-52009 | 97 x 42 mm | 100 sheets à 12 labels | white | DIN A4 | 100 | 39.00 € |
| HE-52010 | 140 x 79 mm | 100 sheets à 4 labels | white | DIN A4 | 100 | 39.00 € |

## Bundling and filing

### U-clip 21 cm and 28 cm

Our 3-part hose mechanism for professional archiving of punch-hole documents is height-adjustable and allows space-saving and archive-safe bundling of documents. It comprises a tube, cover rail for affixing and an attachment lever; it is free of PVC, softeners and other pollutants. We supply the U-clip with tubes in the lengths 21 cm and 28 cm.

| Article no. | Units per SU | Price per SU | from 5 SU | from 10 SU |
|---|---|---|---|---|
| SH | U-clip, 21 cm | | | |
| SH-53002 | 100 | 27.50 € | 25.50 € | 24.50 € |
| SH | U-clip, 28 cm | | | |
| SH-53003 | 100 | 28.00 € | 26.00 € | 25.00 € |

### Gripping tongue, white

Our metal gripping tongue is covered in white plastic, has plastic cap ends and is combined with a colour-coordinated cover strip made of plastic. The top strip is placed onto the gripping tongue to prevent the gripping tongue from bending and to cover the binder mechanism. Gripping tongues can be used for a variety of purposes, for instance to bundle documents in our archive packaging or also in combination with juris folders and document file folders. They allow chronological or numeric archiving.

| Article no. | Units per SU | Price per SU | from 5 SU | from 10 SU |
|---|---|---|---|---|
| HZ | Attachment tongue, white | | | |
| HZ-53001 | 100 | 15.50 € | 14.00 € | 12.50 € |

### Backing cardboard

Our backing cardboard in an A4 format ensure the stability of filed materials and the contents of files. They provide space for labelling with notes and information about the content. Our backing cardboard with two punch-holes and longitudinal grooves in a DIN A4 format are made of acid-free and age-resistant archival cardstock with a surface-related mass of 300 g/m². The material fulfils the norm ISO 9706 and passed the PAT successfully.

| Article no. | Units per SU | Material | Price per SU |
|---|---|---|---|
| AP | Backing cardboard DIN A4 | | |
| AP-53000 | 100 | 300 g/m² blue-grey | 13.25 € |

HE

## Adhesive labels

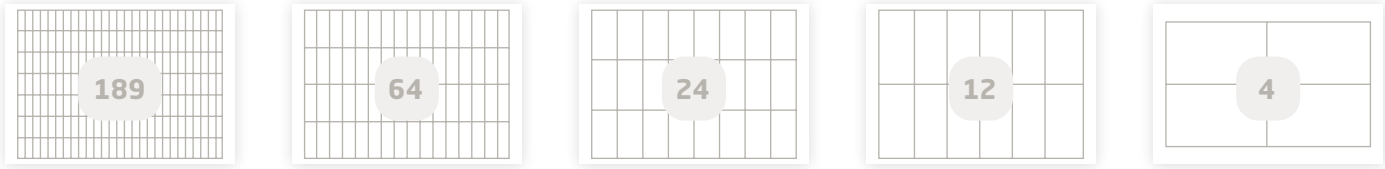
- Can be printed and are self-adhesive
- Available in various label formats
- Made of acid-free label paper and softener-free adhesive
- Age-resistant in accordance with ISO 9706

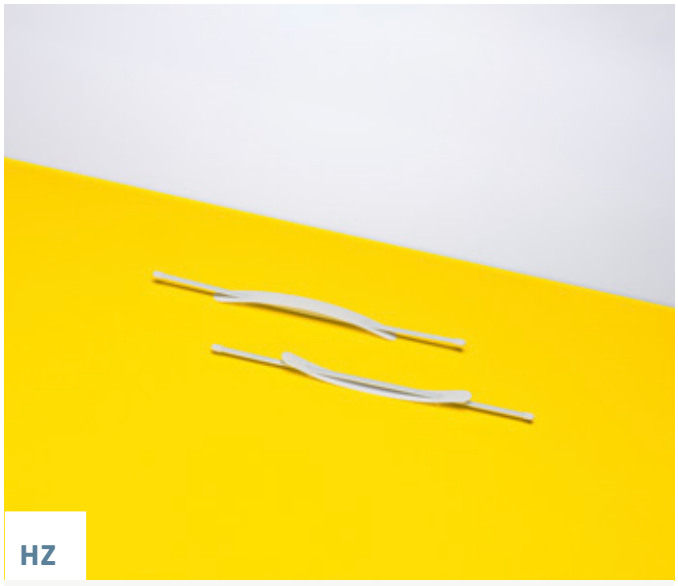
SH

## U-clip 21 cm and 28 cm

- 3-part U-clip mechanism, comprising a tube, bracket and cover rail
- Free of PVC and softeners
- Hose length 21 cm and/or 28 cm

ADHESIVE LABEL FORMATS



HZ

## Gripping tongue, white

- Plastic coated gripping tongue made of metal
- With additional end caps and a top strip, both in plastic

AP

## Backing cardboard DIN A4

- With two punch holes and longitudinal grooves
- Blue-grey archival cardstock, 300 g/m²
- 21 x 29.7 cm
- Fulfils ISO 9706 and passed the PAT test successfully

## Your customised packaging

We manufacture customised protective packaging made of corrugated cardboard for your unique items. The box design of customised packaging is adapted to the object being packaged to provide safe and space-saving storage.

More information about customised packaging is available starting on page 52.

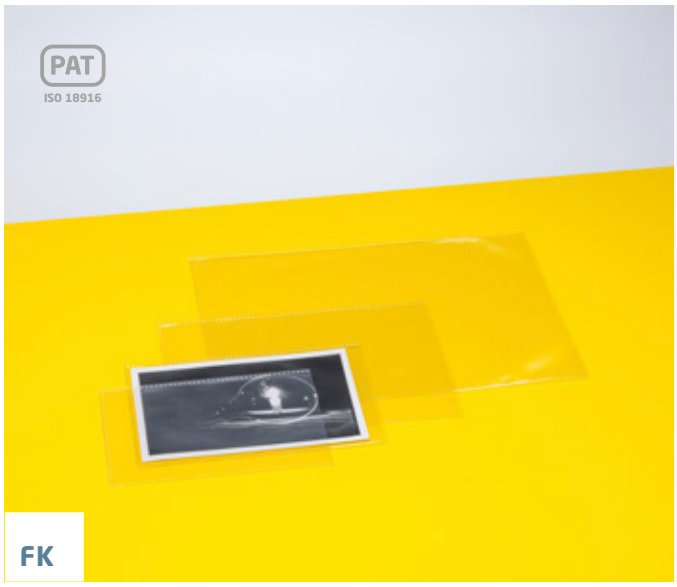
# Photo pouches

Packaging made of acid-free and alkaline unbuffered materials that have passed the PAT (Photo Activity Test) according to ISO 18916 are suitable for safe archiving of photo materials. It ensures better protection against outer influences and is preferable to adhesion to cardboard. We recommend our photo box (see page 38) for storage of the photo pouches.

| Article no. | Suitable for | Outside dimensions without protrusion | Inside dimensions without protrusion | Units per SU | Price from 1 SU | from 5 SU | from 10 SU |
|---|---|---|---|---|---|---|---|
| **FA** | **Photo pouch made of archival paper** | | | | | | |
| **FA-51026** | 9 x 13 cm | 95 x 135 mm | 92 x 131 mm | 100 | 5.88 € | - | 4.90 € |
| **FA-51027** | 10 x 15 cm | 105 x 159 mm | 103 x 153 mm | 100 | 6.26 € | - | 5.22 € |
| **FA-51028** | CDs/DVDs/Blu-rays | 125 x 125 mm | 119 x 122 mm | 100 | 7.44 € | - | 6.20 € |
| **FA-51029** | 13 x 18 cm | 136 x 187 mm | 133 x 181 mm | 100 | 8.57 € | - | 7.14 € |
| **FA-51030** | DIN A5 | 155 x 219 mm | 152 x 212 mm | 100 | 12.10 € | - | 10.08 € |
| **FA-51031** | 18 x 24 cm | 185 x 250 mm | 182 x 242 mm | 100 | 14.02 € | - | 11.68 € |
| **FA-51032** | DIN A4 | 215 x 310 mm | 212 x 302 mm | 100 | 17.29 € | - | 14.41 € |
| **FA-51033** | 24 x 30 cm | 245 x 310 mm | 242 x 302 mm | 100 | 18.95 € | - | 15.83 € |
| **FK** | **Photo pouch made of polypropylene** | | | | | | |
| **FK-51034** | 9 x 13 cm | 105 x 140 mm | 95 x 135 mm | 100 | 6.27 € | 5.22 € | 4.54 € |
| **FK-51035** | 10 x 15 cm | 114 x 162 mm | 106 x 157 mm | 100 | 6.34 € | 5.28 € | 4.59 € |
| **FK-51036** | 13 x 18 cm | 140 x 190 mm | 133 x 184 mm | 100 | 7.80 € | 6.58 € | 5.73 € |
| **FK-51037** | 18 x 24 cm | 191 x 251 mm | 184 x 245 mm | 100 | 10.65 € | 9.05 € | 7.98 € |
| **FK-51038** | DIN A4 | 232 x 305 mm | 220 x 299 mm | 100 | 15.05 € | 12.55 € | 10.95 € |
| **FK-51039** | 24 x 30 cm | 250 x 308 mm | 243 x 303 mm | 100 | 14.85 € | 12.36 € | 10.75 € |
| **FP** | **Photo pouch made of glassine** | | | | | | |
| **FP-51040** | 9 x 12 cm | 95 x 125 mm | 92 x 121 mm | 100 | 3.38 € | - | 2.72 € |
| **FP-51041** | 9 x 13 cm | 95 x 135 mm | 92 x 131 mm | 100 | 3.40 € | - | 2.75 € |
| **FP-51042** | 10 x 15 cm | 105 x 155 mm | 102 x 151 mm | 100 | 3.50 € | - | 2.85 € |
| **FP-51043** | 12 x 16,5 cm | 123 x 170 mm | 120 x 165 mm | 100 | 4.78 € | - | 3.90 € |
| **FP-51044** | 13 x 18 cm | 136 x 189 mm | 133 x 184 mm | 100 | 4.07 € | - | 3.33 € |
| **FP-51045** | DIN A5 | 156 x 220 mm | 153 x 215 mm | 100 | 5.60 € | - | 4.50 € |
| **FP-51046** | 18 x 24 cm | 186 x 250 mm | 183 x 245 mm | 100 | 6.30 € | - | 5.05 € |
| **FP-51047** | DIN A4 | 214 x 310 mm | 212 x 305 mm | 100 | 13.50 € | - | 12.20 € |
| **FP-51048** | 24 x 30 cm | 246 x 308 mm | 243 x 302 mm | 100 | 11.50 € | - | 9.95 € |

## Photo pouch made of archival paper

- Made of opaque 100 g/m² archival paper, white
- pH value neutral
- Unbuffered (with no added calcium carbonate)
- Acid-free adhered, without optical brighteners
- PAT passed successfully according to ISO 18916
- Opening on the broad side with a protrusion of 5-8 mm on the reverse of the pouch




## Photo pouch made of polypropylene

- Made of 90 µm thick, highly transparent polypropylene
- Free of softeners and acid, document-safe
- PAT passed successfully according to ISO 18916
- Heat sealed on 3 sides
- Opening on the narrow side

## Photo pouch made of glassine

- Made of semi-transparent glassine, 40 g/m²
- Made of 100% pure, unbuffered cellulose
- pH value neutral
- Free of softeners and acid
- PAT passed successfully according to ISO 18916
- Opening on the broad side with a protrusion of 5-8 mm on the reverse of the pouch

# 4-fold envelopes

Our 4-fold archive envelope protects your photos and glass plate negatives against mechanical damage. The 90 g/m² paper made of 100% cotton fibres has a pH value below 7 and is unbuffered. It passed the Photo Activity Test (PAT) which means it is classified as safe, archive-proof and suitable for archiving photos. The envelope with four folds fulfils all important requirements for professional archiving of picture media. The 4-fold envelope offers special light protection for photographs thanks to the overlaid flaps. The archive envelope buffers slight temperature and moisture fluctuations and allows upright storage thanks to its high stability.

## 4-fold envelope

- All-round protection of photos and glass plate negatives thanks to 4 flaps
- 90 g/m² thick paper made of 100% cotton fibres
- pH value from 6.8 – 7.0
- Unbuffered
- PAT passed successfully according to ISO 18916

We recommend upright storage of the photos and glass plate negatives archived in the 4-fold envelopes in our photo box (see page 38).

| Article no. | Suitable for | Material | **Price** from 1 unit | from 100 units | from 1.000 units |
|---|---|---|---|---|---|
| KU | 4-fold envelope | | | | |
| KU-51019 | 9 x 12 cm | 90 g/m² paper made of cotton fibres | 0.64 € | 0.37 € | 0.33 € |
| KU-51020 | 10 x 13 cm | 90 g/m² paper made of cotton fibres | 0.68 € | 0.43 € | 0.38 € |
| KU-51021 | 10 x 15 cm | 90 g/m² paper made of cotton fibres | 0.69 € | 0.44 € | 0.39 € |
| KU-51022 | 12,2 x 16,5 cm | 90 g/m² paper made of cotton fibres | 0.75 € | 0.51 € | 0.47 € |
| KU-51023 | 13 x 18 cm | 90 g/m² paper made of cotton fibres | 0.80 € | 0.56 € | 0.51 € |
| KU-51024 | 18 x 24 cm | 90 g/m² paper made of cotton fibres | 1.16 € | 0.85 € | 0.78 € |
| KU-51025 | 24 x 30 cm | 90 g/m² paper made of cotton fibres | 1.46 € | 1.09 € | 1.02 € |

PAT
ISO 18916

## Suitable for photo archiving requirements

All our photo pouches passed the Photo Activity Test (PAT) according to ISO 18916 and are therefore ideal for long-term archiving.

# SHEET GOODS

## Archival cardboard

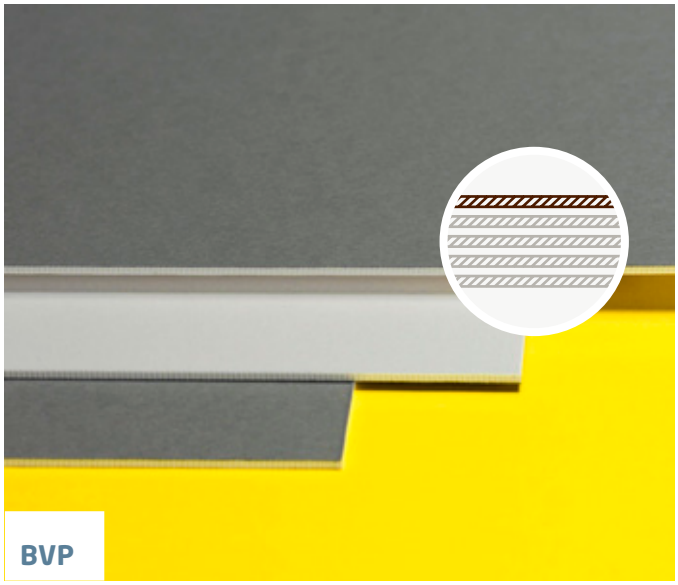
Our age-resistant archival cardboard that fulfils the DIN EN ISO 9706 and all material requirements of the DIN ISO 16245 Type A, is available in sheets in the format of your choice. It is made to 100% of fresh fibres, i.e. it does not contain any recycling material. The grey dyed cardboard is made without softeners and is wear-resistant.

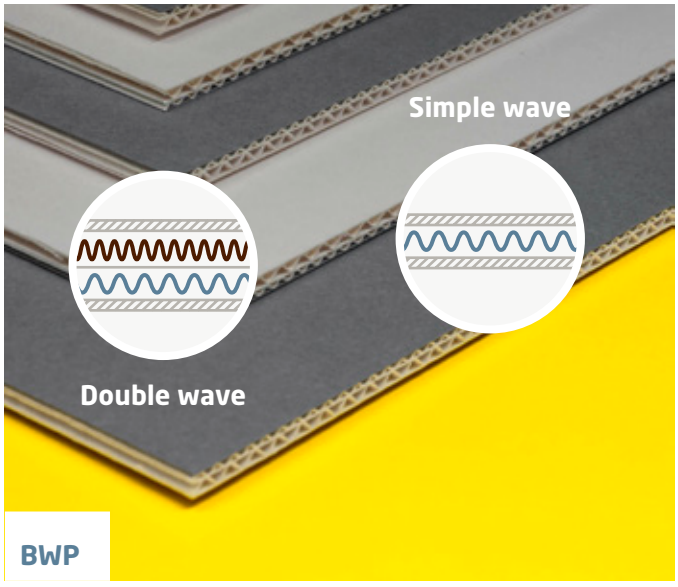
## Solid board

We supply our age-resistant solid board that fulfils the DIN EN ISO 9706 and all material requirements of the DIN ISO 16245 Type A as sheet goods in the format of your choice. Our solid board is very stable thanks to the lamination of several paper layers. It is made to 100% of fresh fibres without softeners. No recycling material is used. The lid is dyed grey and is wear-resistant. Our solid board is available in a thickness of 1.3 mm.

## Corrugated cardboard

We supply our age-resistant corrugated cardboard that fulfils the DIN EN ISO 9706 and all material requirements of the DIN ISO 16245 Type A as sheet goods in the format of your choice. All corrugated cardboards are adhered without any softeners and acid. They combine high stability and low weight. Our corrugated cardboard is made to 100% of fresh fibres; no recycling materials are used. The grey dyed cover paper is wear-resistant and light-fast. We recommend our double-wave for very high stability.




| | Sheet format | Material | Price |
|---|---|---|---|
| BAK | **Sheet goods archival cardboard** | | |
| | Your required format | 170 g/m² | on request |
| BVP | **Sheet goods solid board** | | |
| | Your required format | Solid board 1.3 mm | on request |
| BWP | **Sheet goods corrugated cardboard** | | |
| | Your required format | E-wave 1.6 mm | on request |
| | Your required format | E-wave 1.8 mm | on request |
| | Your required format | FE-wave 2.5 mm | on request |

All materials are cloudy grey and natural white.

# INTEGRATED PEST MANAGEMENT (IPM)

Prevention and organisation stop infestation

Integrated Pest Management (IPM) counters pest infestation and therefore the risk of the destruction of valuable cultural goods by insects, rodents, mould, algae, lichen and bacteria.

Collections of goods in museums have been crying out for pest control management as a preventive safety measure for a long time. Pest control management is also important when handling library and archive inventories. New types of pest will develop as the climate in Central Europe changes. At the latest since the prevalence of so-called paper fishes has increased, the awareness and need for IPM in archives, libraries and administration organisations has grown.

## Detection of pests - Monitoring and diagnosis

Constant monitoring, i.e. monitoring of the entire building, allows weaknesses to be identified through which pests could infiltrate. The installation of adhesion light or pheromone traps serves the detection and control of the pest population. Any pest hotspots become visible, can be documented and targeted IPM action can be taken.

# Killgerm® adhesive traps and paper fish monitors

The Killgerm® adhesive traps and paper fish monitors are efficient instruments for your IPM system. They were specially developed for monitoring paper fishes (Ctenolepisma longicaudata), but are also suitable for many other insects. The poison-free traps contain animal and plant-based protein attractants and therefore do not pose a risk of harm to humans. The traps serve to detect, systematically record and control infestations as part of an Integrated Pest Management system (IPM). Position the traps in all rooms that need to be checked. Adjust the quantity of traps that need to be laid out to the severity of the pest problem. Ideally, place the monitors directly to walls or furnishings as these are the preferred places for insect paths. Avoid placing in free spaces. The monitor adhesive traps help you to systematically recognise an insect problem. These cannot be used as a pure control measure.

KKF

## Killgerm® adhesive traps

- Can be used as one large or three small, individual traps
- Dimensions of the upright large and/or upright individual traps: 198x100x20 mm and/or 66x100x20 mm (LxWxH)
- Sales unit (SU): 10x3 traps
- Shows the trap successes for insects and also paper fishes
- With adhesive points on the base of the traps to prevent slipping

PFM

## Killgerm® paper fish monitor

- Dimensions of the upright individual monitors: 115x100x25 mm (LxWxH)
- Sales unit (SU): 10x2 traps
- Contains attractants specially for paper fishes (Ctenolepisma longicaudata)
- Can be used for at least one month without a lack of adhesive force

| **Article no.** | **Unit** per SU | **Price** per SU | from 10 SU |
|---|---|---|---|
| KKF | Killgerm® adhesive traps | | |
| **KKF-41000** | 10x3 | 10.50€ | 9.90€ |
| PFM | Killgerm® paper fish monitor | | |
| **PFM-41001** | 10x2 | 28.98€ | 24.98€ |

**Do you have a pest problem? We can help!**

If your inventories are facing a pest infestation, please talk to us. We will work with you to find a solution that protects your originals from pests.

**E-MAIL**
info@zfb.com

**TELEPHONE**
+49 341 25989-0

ALL PRICES PLUS GERMAN STATUTORY VAT (19 %)
AND PER SALES UNIT (SU) AND/OR UNIT

# THE SMALL ZFB LEXICON

What does the following actually mean...?

## Alkaline reserve

Acids that destroy the cellulose in paper causing it to age more quickly are created in acidic paper products or those containing wood pulp. To counter this, the DIN ISO 16245 specifies a minimum alkaline reserve totalling min. 20 grams of calcium carbonate ($CaCO_3$) per kilogram of paper (corresponds to 2 Ma%) for protective packaging.

## Bleeding

The term 'bleeding' describes the process by which dyes run and stain on contact with water or very high levels of humidity. According to DIN ISO 16245, packaging materials in the archive area may not transfer any dyes, optical brighteners or pigments onto filter paper after a 20-minute period of exposure to moisture and weight. Theoretically, optical brighteners are allowed, but these tend to bleed and, as a result of this, may not be used in our protective packaging.

## Cobb value

Protective packaging must be highly water-resistant. The Cobb value serves as the unit for the water absorption capacity of paper and cardboard. The lower the Cobb value, the less water the material absorbs and the better the water-repellence is; also, the packaging remains more stable even when the humidity is high. The DIN ISO 16245 allows a maximum water absorption of 25 g/m2 within 60 seconds for the top layer of the protective packaging. Boxes that fulfil this limit value remain very stable even when the humidity is high.

## DIN EN ISO 9706

This norm uses the pH value, alkaline reserve and maximum Kappa number to describe features of age-resistant writing and printing papers up to 240 g/m². Paper that complies with this norm has a slightly alkaline pH value between 7.5 and 10. The limit value for oxidising substances is a lignin content of 0.6% and/or a Kappa number less than 5. An alkaline buffering with at least 2% calcium carbonate slows the paper ageing process by acting as a protective shield. In the paper production process, the limit values can only be reached by using fresh fibres made of pure cellulose and without the use of recycling fibres of unknown composition.

## DIN ISO 16245 Type A and Type B

Correct storage is essential for long-term preservation of archive, library and museum goods. Based on this, an international group of experts worked for several years on drafting a norm for correct archiving. The German DIN ISO 16245 was derived from this international norm. Under the title »Information and documentation – boxes, archive folders and other wrappings made of celllose-based material for storage of documents and prints made of paper and parchment« it has defined the requirements relevant for protective packaging since 2012. The rules range from the material composition and design through to the adhesives, metal parts and dyes used to ensure that the goods are protected ideally from various environmental factors such as light, moisture fluctuations, dust and mechanical loads.

The DIN ISO 16245 forms the basis for the procurement of boxes, folders and envelopes; the defined requirements for protective packaging rule out a risk for documents and prints e.g. from bleeding packaging. With respect to the chemical property of the cardboard, the DIN ISO 16245 refers many times to the older ISO norm 9706 »Information and documentation – paper for documents and printed products - requirements for the age-resistance«, that defines the pH value, alkaline reserve and maximum Kappa number of age-resistant writing and printing paper up to 240 g/m$^2$.

According to DIN ISO 16245, boxes and protective packaging are outer packaging for which two alternative types of cardboard (A or B) can be used. Both materials fulfil the requirements of the DIN ISO 9706 with respect to pH value and alkaline reserve.

Type A also corresponds to the requirements outlined here relating to the lignin content (Kappa number). This protective packaging made of guaranteed lignin-free cardboard may be used without inner packaging.

## Photo archiving

Photos, films, negatives, slides and glass plate negatives are highly sensitive, especially toward light. First, the photo layer must be protected against chemical and mechanical damage, secondly, the glass plates are susceptible to breakage. If possible, photographic materials should be stored in a cool, dry environment protected against light, pollutants and dust to slow down the ageing process. Photo and film material should be stored at temperatures below 16°C (ideally at 5°C). A reduction of the temperature by 5°C doubles the lifespan of the objects with little chemical stability. The relative humidity should be between 30% and 40%, however not below 30%, to prevent the gelatine layers becoming brittle. The benefits of this cool storage place are often at odds with user conditions, if originals need to be accessible. If the digital reproductions are inadequate, it is essential to install a temperature lock that adapts the cooled stored inventory to a higher ambient temperature. Gloves always need to be worn during use, so that no hand sweat, grease or dirt can damage the photographic materials.

## Kappa number and Lignin

Since paper was switched to wood-based material in the 19th century, cellulose is the most important raw material for paper production. They form the main part of plant-based cell walls with a percentage of 40% to 50% depending on the type of wood.

Lignin is the binder of the wood stored in the cell walls that is retained when winning wood pulp from the lignin and cellulose-rich wood. This substance forms organic acids during ageing that accelerate the decomposition of cellulose leading to paper brittleness and colouring compounds that cause typical yellowing in wood-based papers.

Pulp – the main constituent of high-quality papers – primarily comprises cellulose and wood pulp from which the lignin percentage is released chemically. The Kappa number is a measure of the highest value of this undesirable oxidisable substance and represents the percentage of lignin in the pulp. Therefore, the higher the cellulose percentage, the less wood (pulp) and therefore lignin is in the paper, and the lower the Kappa number.

The DIN ISO 16245 defines a Kappa number less than 5 based on the DIN ISO 9706 which corresponds to a lignin content of 0.6%. The low limit value can only be reached by using fresh fibres made of pure cellulose and without the use of recycling fibres of unknown composition.

## Climate in the archive

The adapted temperatures and moisture values are decisive for permanent storage and preservation of archived goods. A room climate that is not trimmed to the stored materials damages the archives goods or shortens their lifespan. There are no general values for an optimum climate in archives, depots and exhibition rooms. Materials react differently to climatic conditions; in addition, archived goods are usually made of several materials.

As a general rule, low temperatures slow down chemical and biological decomposition processes and therefore the ageing of archived goods. In particular, objects such as photos and film material that are not as chemically stable, a reduction of the temperature by 5°C can double the lifespan of the objects by halving the decomposition speed. We recommend that in the winter archive rooms are kept at a temperature between 15°C and 18°C and in summer between 20°C and 22°C.

A temperature of 26°C may never be exceeded and temperature fluctuations should be kept as low as possible. The relative humidity should always be below 60%, because there is a risk of mould. Some materials are prone to become brittle if the air is too dry and the relative humidity is below 35%. In winter we recommend a relative humidity of between 45% and 55% and in summer between 50% and 60%.

Almost all archive materials are sensitive to light which is why steps should be taken to prevent daylight entering the archive rooms because of the high percentage of UV and infra-red radiation. Air purity is also an important factor when preserving inventories, in particular in large smog-filled cities. Air filters can offer protection, however only in acclimatised rooms. Other “Requirements for the storage of archive and library goods” are defined in the DIN ISO 11799.

## Light resistance

The light fastness of a dye describes the resistance of dyes exposed to light for prolonged periods, in particular with a high UV percentage. Long exposure to radiation can create various changes to the material, such as bleaching, yellowing or brittleness. The wool scale as defined in the DIN ISO 12040 is the standard measuring unit for determining the resistance of the dye. It comprises eight differently coloured blue wool fabric strips that bleach at varying rates when exposed to light and ranges from 1 to 8 whereby level 8 corresponds to a high light resistance. The DIN ISO 16245 with specifications for “Material for storage of documents and prints made of paper and parchment” does not define a minimum value for the light-fastness of archive boxes made of solid board or corrugated cardboard.

## Optical brighteners

Optical brighteners are fluorescent substances that convert invisible ultraviolet light into blue light. If daylight or corresponding artificial light shines onto paper, more blue light is reflected and the human eye sees it as white. Substances like lignin and wood constituents in the paper cause the paper to yellow slowly. Optical brighteners help to prevent this yellowing process. This is why they are often used in the printing industry so that pictures and colours appear more brilliant. To rule out any risk of the transfer of the optical brightener to the cultural material, our materials are made without any optical brighteners.

## PAT

Packaging for photo material must fulfil very strict requirements. Chemical connections in the packaging can pass to the minute silver particles and gelatine layers of the photography. Contact with packaging materials has caused lots of damage to photographs even in museums and archives. Steps must be taken to ensure the exclusion of damage to the photo material by the packaging materials. In the 1980s, the "Photographic Activity Test" - also called PAT - was developed to test the suitability of packaging for photo material; today it is available as the international norm ISO 18916. PAT has established itself as the global standard for the production of archive materials. The test method brings material samples in contact with special detector materials at 70°C and 86% relative humidity for a longer time. An assessment of the detector materials before and after the test allows reliable statements to be made about the suitability of the archive material. The test is highly relevant for the suitability of packaging used for the storage of sensitive black and white photo materials. All our boxes fulfil the PAT according to ISO 18916.

## pH value

The pH value is a dimension for the acidic and alkaline character of a watery solution or the hydrogen ion concentration in the solution. In an acidic solution, the hydrogen-ion concentration is larger than 1x107 mol; if it is smaller, the solution is alkaline. The pH scale ranges from 0 (heavily acidic) to 7 (neutral) up to 14 (heavily alkaline). The DIN ISO 16245 stipulates a slightly basic pH value of between 7.5 and 10 for protective packaging.

## Acid-free

If protective packaging were made of acidic material, the acids could be transferred to the protected documents and prints and damage them. In a worst-case scenario, papers that do not contain acid-forming constituents and are therefore not really at risk would also become acidic.

Protective packaging according to DIN ISO 16245 are considered acid-free, if they have a pH value that is higher than 7 and therefore have more alkaline constituents. However, today, the term 'acid-free' is a synonym for age-resistance according to ISO 9706 which not only stands for an alkaline pH value, but also an alkaline reserve and oxidation resistance. Age-resistant papers pursuant to ISO 9706 are free of acid and any substances that could cause acidification, for instance free chlorides.

Likewise, an alum glue and the use of materials containing wood parts or recycling paper – whose composition is unknown – are prohibited for paper production.

## Stability according to DIN ISO 16245 / 20 kilopascal

The DIN ISO 16245 specifies extremely stable protective packaging because the boxes are often stacked on top of one another and should not collapse under the load of other boxes and deform documents and papers due to mechanical loads. Therefore, a box needs to withstand a greater load the larger its basic surface is.

The stability of boxes is determined in a so-called stacking pressure test. Here, a box is clamped between two plates and is exposed to an increasing pressure load until it gives way and deforms. The stability specified in the DIN ISO 16245 means that the boxes in the test must be able to withstand a pressure of at least 20 kilopascals. A pascal is the pressure that acts as a force of one newton  the weight force acting onto a body with a mass of 102 grams - onto a surface of one square meter. Therefore, a kilopascal corresponds to a weight of 102 kilograms per square meter of space. The stability of at least 20 kilopascals specified in the DIN ISO 16245 stands for a load of 2,040 kilograms per square meter area and/or a pressure of 20 kilonewtons. A typical surface of archive cartons of 320x245 millimetres (corresponds to approx. DIN A4) must withstand a mass of around 160 kilogram in a staple stacking pressure test.

# STORAGE AND INSTALLATION INFORMATION

## Storage information

Optimum storage conditions for the boxes are a humidity of 50% and a temperature between 15°C and 25°C.

As this cannot always be guaranteed due to the season, it is important to acclimatise the boxes before they are installed, i.e. the boxes should be stored in the above-mentioned climate for at least 2 to 3 days. This means that the cardboard reaches the optimum temperature to absorb the moisture well.

This makes it more supple and minimises the risk of the surface of the board tearing.

## Installation information

To facilitate construction of the boxes, it helps to slightly bend along the grooves.

Please ensure that pre-folding is not carried out too excessively to prevent over-extension of the paper fibres and guarantee the stability of the paper surface.

You will find help on how to install the boxes as PDFs and videos at www.zfb.shop.

# MASTHEAD

## Statutory supplier identification

ZFB - Zentrum für Bucherhaltung GmbH
represented by the managing director
Dr. Manfred Anders, Dieter Müller

Bücherstraße 1, 04347 Leipzig
Germany

Telephone: +49 341 25989-989
E-Mail: shop@zfb.com

VAT ID: DE184448735
Entered in the commercial register of the Local Court Leipzig commercial registration number HRB 13657

Alternative dispute resolution: The European Commission provides a platform for online dispute resolution (OS platform) at https://ec.europa.eu/odr. We are not willing to participate in dispute resolution proceedings at consumer arbitration boards.

## Design and photos

Design: ARTKOLCHOSE – The brand agency
photos: Christoph Busse; Birgitta Kowsky (page 8, page 10, page 11), Caterina Sanders | Unsplash (page 17), Nikolay Tchaouchev | Unsplash (page 54), Filmmuseum Potsdam/Collections (page 69), Leonid Eremeychuk | Adobe Stock (page 68)

## Credits

We would like to thank the Potsdam Film Museum for the picture of the dress in our protective packaging.

Our special thanks go to Dr. Leder and the Natural History Museum Leipzig for supplying us with some of the photo stars in this product catalogue. We were honoured to manufacture the protective packaging for the frog, cayman and oriole!

# GENERAL TERMS AND CONDITIONS

## § 1 Basic provisions

(1) The following terms and conditions apply to all contracts that you conclude with us as a bidder (ZFB – Zentrum für Bucherhaltung GmbH, Bücherstraße 1, 04347 Leipzig, Deutschland) via this catalogue by telephone, e-mail, fax or post unless otherwise agreed in writing by the parties. Different or contradicting terms and conditions are only effective if we give our express approval.

(2) We only offer our goods for sales via our catalogue if you are a natural person or legal entity, or company with legal personality which carries out commercial or independent professional activities on entering into a legal transaction (company owner). It is not possible to conclude a purchase contract with consumers via the catalogue.

## § 2 Conclusion of the contract

(1) The contract is concluded according to §2 of our General Terms and Conditions.

The object of this contract is the sale of goods. The most important features of the goods are stated in the respective description of the item and the additional information in the catalogue or in the binding quotation in case of quotation queries.

(2) The offers in the catalogue are non-binding and are not a binding offer for the conclusion of a contract.

(3) You can submit a binding quotation by telephone, e-mail, fax or in writing.

The offer (and therefore conclusion of the contract) is accepted within 5 days in a written form that confirms the execution of the order or delivery of the goods (order confirmation) or receipt of the goods at your company.

If you do not receive a message or goods, you are no longer bound by your order. Where appropriate, existing services rendered in this case will be returned immediately.

(4) You can send us queries about the purchase of goods or a quotation by telephone, e-mail, fax or in writing. Your enquiries about the creation of a quotation are non-binding for you. We will send you a binding written quotation (e.g. in an e-mail) that you can accept within 5 days unless otherwise stated in the quotation.

(5) All orders and information required in connection with the concluded contract are sent by e-mail, automatically in some cases. Therefore, you must check the accuracy of the e-mail address we have filed, and ensure the technical requirements for receipt of the e-mails and check that they are not hindered by a SPAM filter.

(6) Information about contract language and contract test storage: The contract language is German. We do not save the full contract text.

When quotations are requested, you will receive all contract data as part of the written binding quotation, e.g. by e-mail, that you can print or store electronically.

## § 3 Individually designed goods

(1) You must provide us with all information, texts or files required for the customised design of your goods by e-mail or fax, at the latest immediately after the contract has been concluded. All specifications about file formats must be observed.

(2) You will undertake to refrain from sending any data whose content breaches third-party rights (in particular copyrights, name rights, brand rights) or breaches valid laws. You will indemnify use from any claims by third parties in this connection. This also applies to costs for necessary legal representation in this respect.

(3) We do not review the accuracy of the content of the transferred data and therefore do not accept any liability for errors.

## § 4 Prices, conditions of payment and shipping costs

(1) The prices listed in the respective quotations are net prices. They do not include the statutory VAT.

(2) The incurred shipping costs are not included in the purchase price. They will be itemised separately in our catalogue or requested binding quotations, and will be borne by you unless free delivery has been promised.

(3) The payment methods available to you are listed separately in our catalogue or our binding quotations you requested.

(4) Unless otherwise stated in the individual payment methods, all payment claims from the concluded contract are due immediately.

(5) Accepted payment options:
- Advance payment / direct payment to a bank account
- On account

— Cash payment on collection

We reserve the right to choose which payment method we will accept on a case-by-case basis.

(6) All prices are subject to German VAT (as per 2019: 19%) and any shipping and packaging costs. The net invoice total must be paid on account within 10 days after billing.

## § 5 Delivery conditions

(1) The delivery conditions and any existing delivery restrictions are stated in our catalogue or our binding quotations you requested.

(2) Should a product that you have ordered not be available against all expectations and despite seasonable conclusion of an adequate covering transaction, due to reasons for which we are not responsible, you will be informed immediately about the non-availability and, in the event of a cancellation, any effected payments will be reimbursed immediately.

(3) The delivery will be shipped at your risk. If you so wish, the shipment will be covered by a transport insurance, the costs of which you will bear.

(4) Partial deliveries are allowed and can be invoiced by use as long as you do not incur any additional costs for the shipping.

(5) Deliveries will be made to domestic addresses (Germany) and overseas on request. Likewise, deliveries are only shipped to German islands on request. We deliver all boxes in a flat-pack unless otherwise stated in the quotation.

(6) **Domestic deliveries (Germany):** We will bill shipping costs below the net goods value of 300.00 € as a flat-rate as follows:

— Up to a net good value of 50.00 € with 6.00 € per order
— Up to a net good value of 100.00 € with 10.00 € per order
— Up to a net good value of 300.00 € with 15.00 € per order
— We delivery orders with a net goods value of 300.00 € free of charge.

Shipments of high-volume or bulky goods (pallets) will be sent by a forwarding agent. If goods are shipped by a forwarding agent, free shipping of goods in excess of 300.00 € (net) under reservation. We reserve the right to itemise the shipping costs for transportation by forwarding agents in a separate quotation.

**Deliveries abroad:** We will be happy to quote the shipping costs for deliveries abroad, if possible (shipping reserved), on request.

**Packaging costs:** We reserve the right to calculate packaging costs. These will be itemised accordingly in the individual quote.

(7) Unless a different deadline is stated in the respective individual quotation, goods will be delivered domestically (Germany) within 3 - 4 weeks (after agreed advance payment has been received in our bank account). Subject to prior sale.

The delivery deadline for overseas deliveries is stated in the individual offer.

Please note that no deliveries will be made on Sundays and public holidays.

## § 6 Warranty

(1) The warranty term is one year from the delivery date of the object. The shortened deadline does not apply:

— damages culpably attributable to the us arising from any injury to life, body or health, or damages caused intentionally or with gross negligence;
— if we have fraudulently concealed the defect or have given a warranty for the quality of the subject matter of the agreement;
— items that have been used for a building structure commensurate with their normal use and have caused defects therein;
— any statutory recourse claims you have against us in connection with defect rights.

(2) Only our own information and the manufacturer's product description are agreed as the quality of the goods, not however any advertising, public claims or statements by the manufacturer.

(3) If you are a merchant, the duty to examine and requirement to give notice of defects defined in § 377 HGB (German Commercial Code) applies. If you fail to give notice, the goods are considered approved, unless this concerns a defect that was not detectable during the inspection. This does not apply if we maliciously concealed the defect.

(4) In case of defects we will remedy the fault by reworking or a substitute delivery at our discretion. If rectification fails, you can, at your discretion, demand either a price reduction or withdraw from the contract. Rectification is deemed failed after an unsuccessful second attempt, if nothing to the contrary arises based on the nature of the item or the defect, or other circumstances in particular. In case of rectification, we do not need to bear the additional costs incurred by the transport of the goods to a place other than the place of fulfilment, unless this is appropriate to the intended usage of the goods.

## § 7 Reservation of proprietary rights, right of retention

(1) You may only exercise your right of retention, if the claims derive from the same contract relationship.

(2) We retain the title to the goods until receipt of all payments deriving from this business relationship. The goods may not be pledged or used as security until the ownership of the served goods has been transferred.

(3) You may resell the goods in the standard course of business. In this case, you now assign to us all receivables totalling the invoice sum as a result of the resale, and we hereby accept this assignment. You are also authorised to collect accounts receivable. If you do not meet your payment obligations correctly, we reserve the right to collect the accounts receivable ourselves.

(4) Upon the combining and mixing of the reserved goods, we acquire co-ownership in the new item in the proportion of the invoice amount of the reserved goods to the other processed items at the time of processing.

(5) We undertake to release the securities due to us at the request of the customer insofar as the value of the securities exceeds the secured accounts receivable by more than 10 %. We may choose the securities at our discretion.

## § 8 Applicable law, place of fulfilment, legal venue

(1) German law applies excluding UN purchase laws.

(2) Place of fulfilment and the legal venue are our headquarters, if you are a merchant, legal entity of public law or of a special fund under public law. The same applies if you have no general legal venue in Germany or the EU.

# DATA PROTECTION DECLARATION

If no other information is provided below, the provision of your personal data is neither stipulated by law or in the contract, nor is it necessary to conclude a contract. You are not obliged to provide the data. Non-provision of the data has no consequences. This only applies for the following processing procedures unless other information is provided.

“Personal data” is all information that refers to an identified or identifiable natural person.

## Collection, processing and transfer of personal data for orders

We only collect and process your personal data for the order if this is necessary to fulfil and process your order or answer your queries. Data needs to be provided to conclude the contract. If data is not provided, the contract cannot be concluded. Data is processed based pursuant to Art. 6 Sec. 1 lit. b DSGVO and is necessary to fulfil the contract with you.

For example, your data will be forwarded to the shipping company and dropshipping suppliers, payment service providers, order processing suppliers and IT service providers. We strictly observe the statutory provisions in all cases. The scope of the data transfer is kept to the necessary minimum.

## Storage period

Once the contract management has been completed, your data will be initially saved for the duration of the warranty period, then in line with all statutory, in particular tax and commercial storage periods and will then be deleted, unless you have given your express consent to a further processing and use of the data.

## Rights of the data subject

If the statutory requirements are met, you have the following rights pursuant to 15 to 20 DSGVO: The right to information, correction, deletion, limitation of processing, data portability.

Also, pursuant to Art. 21 Par. 1 DSGVO you have the right to object to data processing based on Art. 6 Par. 1 f DSGVO and against processing for the purpose of direct advertising.

Contact us if required. The contact data is stated in the masthead.

You can contact our data protection officer directly at: datenschutz@zfb.com

## Right to lodge a complaint with a supervisory body

Pursuant to Art. 77 DSGVO you have the right to lodge a complaint with the supervisory body if you believe that your personal data is not being processed lawfully.

## Right to object

If the personal data listed here is processed based on our legitimate interests pursuant to Art. 6 Par. 1 lit. f DSGVO, you have the right, for reasons resulting from your personal situation, to object to the processing of your data at any time effective for the future.

After you have objected, the data will no longer be processed, unless we can provide compelling and legitimate reasons for processing that outweigh your interests, rights and freedoms, or if processing serves to establish, exercise or defend legal claims.

If personal data is processed for advertising purposes, you can object to this at any time by writing to us. After you have objected, we will stop processing your data for direct advertising purposes.

ZFB

# CONTACT

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ZFB Shop

ZFB Service

ZFB SOS

ZFB Science

ZFB System

Your Zentrum für Bucherhaltung

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