

PACKING AND SHIPPING INSTRUCTIONS FOR SLIDE SCANNING

The Antarctic Society recommends that you follow the directions below to minimize the risk of damage to your slides during shipment.

1) Remove your slides from circular carousels

Take your slides out of their circular carousels because it costs less to ship the slides without the carousels and it is easier for Charles to handle them this way.

2) Place the slides into rectangular boxes or stack and wrap them in rubber bands

Old aluminum foil or Saran Wrap boxes make excellent containers for slides. Also, you can stack the slides and keep them together with two sets of rubber bands wrapped around the slides on all four sides.

3) Organize your slides into groups if possible

If your slides are already organized in groups, you can label each group. For example, you could label a set of slides as "1969-70" or as "Ellsworth Mountains 1979". Charles can then organize them accordingly in digital directories for your convenience in reviewing and using them.

4) Place your grouped slides into Ziploc™ bags

If you are wrapping the slides with rubber bands, we recommend you place the groups of slides in Ziploc™ bags. The plastic bags protect the slides from moisture. They also keep the slides organized during transit.

5) Place the Ziplocs into a sturdy shipping box

This is an important step - you must ensure that you use boxes designed for shipping. We recommend that you use boxes from your local UPS store, Kinko's, or an office products store. **DO NOT SHIP YOUR PRECIOUS SLIDES IN FLIMSY BOXES!** You should also use packing material around the slides, such as crumpled paper or styrofoam peanuts, to further insulate them from damage.

6) Place a copy of your signed scanning Agreement with the Society inside the box.

7) Make 3 Copies of the UPS shipping label

Ship your slides to the following address:

Mr. Charles Lagerbom
16 Peacedale Drive
Northport, ME 04849

- Place one label inside of the box
- Securely tape one label to the outside of the box
- Keep one label copy for your records

8) Drop your box off anywhere UPS picks up such as at a UPS store or your office shipping department

UPS picks up at many locations including most major business office complexes. Once your package has been picked up, you can track your package on the UPS tracking site. Once Charles has received your package, he will confirm its safe arrival by email to you.