Instructions for safe unrolling/viewing/rerolling of your rolled paper artifact

Unrolling
You will need two people, a clean, dry, flat surface at least 4 feet by 6 feet in size, and four to six small, clean, dry weights – books, clean cans or coffee cups could be used. After removing the cotton ties, unroll to remove the Melinex outer cover. Place weights on both sides of the roll to prevent it from falling. Reposition the roll at the edge of your work surface and gently unroll the artifact. Remove the roll and the tissue paper cover from the work surface and set aside.

Viewing
Your paper artifact should remain supported on the flat work surface for viewing. Take steps to protect your paper artifact from the following:

• Direct sunlight: keep blinds closed
• Excessive heat: keep away from wood stoves or heaters
• Sources of organic material (insect food) such as food crumbs and dust
• Water and extreme humidity

If not properly framed for display, your paper artifact should only be viewed for short periods of time (i.e. days, not weeks).

Rerolling
Again, you will need two people, a clean, dry, flat surface at least 4 feet by 6 feet in size, and four to six small, clean, dry weights. Replace the tissue paper cover and gently smooth out any creases or distortions. Place the Melinex-covered roll at one end of the fabric and slowly roll, making sure that the paper artifact is straight and reasonably taut. Place weights on both sides of the roll to prevent it from unrolling. Place the Melinex outer cover on the work surface and reposition the roll at one end of the Melinex. Slowly roll to cover, making sure the Melinex is reasonably taut. Tie with cotton tapes.