

Preservation & Conservation

(book repair, pamphlet binding, rebinding, and conservation)

Please change item status to "damaged" and "at bindery"

Library: _____

Library Contact: _____

Date Sent: _____

Call # _____

Title (if title is not in Romanized text, or if no call #): _____

Your library or three letter library code.

The name or initials of whom we should contact if we have questions.

The date (DD/MM/YY) material was sent out to Pres/Cons.

Call number for the material being sent.

Title of the piece if it is not in Romanized text

Please check

1) Pam-bind

Check here if the material is appropriate for pamphlet binding.

2) Repair as needed

Check here if the material requires repair.

3) Library bind, if appropriate

(this is intended for items that are part of previously bound sets or too large for pamphlet binding)

Check here if this item specifically requires library binding. Do not check here if the item looks like it needs rebinding, but not necessarily library binding. We can do rebinding in-house.

Color request: _____

Enter the color code, if known, or description of color if a specific color is desired.

4) If necessary, please describe the problem(s) with this piece (including page numbers).

Enter any information here relevant to the repair needs of the item - including number of pages that are loose or torn, or other damage that may be difficult for us to identify quickly. You do not need to fill this out if the damage is readily evident.

5) Are there aesthetic or artifactual values to this piece that must be considered for repair decisions?

If yes, retain:

All

Cover(s)

Text

Illustrations/plates

Other (please specify):

If the cover, or other damaged pieces of the original, are of value to your collection, check as appropriate. We will make every attempt to salvage as much of the original as possible in these situations.

Tips:

• Be sure the exact and complete call number is written inside each item, in pencil.

This helps us should the slip get separated from the item.

• Be sure that the departmental location is clear, both on the streamer and the item.

This helps us return your materials more quickly.