PRESERVATION GUIDELINES for CIRCULATING COLLECTION

The Preservation and Conservation Units exist to assure long-term access to the physical and intellectual contents of the Library's collections. To help ensure this access, circulating items should be regularly assessed for damage. This quick guide will provide helpful examples of damaged material and guidelines for handling the collection.

I. Patron Damage

Library patrons are responsible for returning books in good condition. Those who damage library material may be required to pay for repair or replacement costs. All damaged pieces that cannot be re-shelved should be sent to Preservation to be assessed for treatment and possible charges, and must remain charged to the patron.

EXAMPLES of COMMON PATRON DAMAGE:

Book Mutilation

Animal Damage

Moldy or Wet Books

(Place this book in a Ziploc bag and send to Preservation immediately)

Food & Drink

Other damage possibly caused by patron neglect may include torn or missing pages, damaged spines, missing or torn covers, and broken binding.

* If patrons wish to check out a book that is already damaged, please make a note in the Voyager record indicating that the book was damaged previously and any repair costs will not be the responsibility of the current borrower.
* Books with minor cosmetic problems (dog-eared pages, minor underlining/highlighting, etc.) can be re-shelved without being sent to Preservation.

All repair costs must be assessed before the book can be discharged.
If you have questions, please contact the Preservation unit.
By Phone: (217) 244-1626 or By Email: jhain@illinois.edu
II. Other Damage

There may be Preservation issues with circulating books that were not caused by patrons. Please send these books to Preservation with a green routing streamer when you come across them at the Circulation Desk.

- Brittle Books
- Bug or Pest Damage
- Other Physical Damage (e.g. Cover Damage/Red Rot, Spine Damage, or Warping)
- Wet or Moldy Books (Please send these in a Ziploc bag to Preservation immediately)

III. General Care and Handling Guidelines

- Use proper shelving techniques and do not overload carts or shelves.
- Keep food and drinks away from library materials.
- Grasp books by the sides, do not pull by the headcap.

All damaged pieces should be assessed and charged to the patron, if necessary, and then sent to Preservation. If you have any further questions, please do not hesitate to contact us.