

Making Repair Decisions

Someone trained to do book repairs should carry out these basic treatments. All other materials should be sent to a commercial bindery

Instruct circulation staff, shelvers, and housekeeping personnel to send books to the repair station if one or more of the following conditions exist:

- ◆ Heavily marked up
- ◆ Dog eared
- ◆ Seriously water damaged
- ◆ Pages are torn or missing
- ◆ Pages or signatures are loose
- ◆ Book block comes away from cover
- ◆ Spine is gone
- ◆ Outside hinges are cracked
- ◆ Inside hinges are broken or loose
- ◆ Corners are badly bumped
- ◆ Mold is suspected by visual inspection or smell

To help make repair decisions, consider the following:

- ◆ If book is out of date – consult librarian
- ◆ If book is too heavily marked up, has heavy water damage, has too many pages missing or torn – recommend replacement
- ◆ If book will be replaced shortly – perform simplest repair
- ◆ If book block has come away from covers – send for rebinding
- ◆ If spine is completely gone, book block is damaged, sewing is loose and signatures are detached – send for rebinding
- ◆ If book is brittle (two-fold test) – recommend reformatting or rehousing
- ◆ If book has special value (contents, provenance, etc.) – transfer to limited circulation or library use only, or have professionally treated