

Documenting Repairs

For your own information, and for administrative purposes, it is recommended to keep track of repairs. This can be very elaborate or very simple. Below is the repair slip used at University of San Diego. A simple log is also kept indicating the types of repairs made in addition to the Book Repair Slip.

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University of San Diego - Copley Library

Book Repair Slip

Title _____

Date _____

Action requested by _____

Repair In-House:

- Repair cover
- Repair spine
- Reinforce inside hinge(s)
- Reinforce outside hinge(s)
- Glue end papers
- Repair corners
- Laminate cover (paperbacks only)
- Tin-in pages
- Repair torn pages from page ... to page ...
- Clean soiled pages ...
- Open uncut pages
- Other _____

Withdraw/Replace

- Withdraw only if it cannot be repaired in-house or rebound
 - Send out to rebind
 - Repair in-house
- Replace/Reorder: Book is still needed in collection

Special Instructions _____