

## **Preservation Treatment Program for Branch Libraries or Departments**

**Purpose:** Currently, the majority of books needing repair or special pockets and all pamphlets in need of pamphlet binding are sent to the Book Repair unit located in Norlin. In order to eliminate the extra handling that process involves and to return books to circulation in a timely manner, the Preservation Department will provide branches with the training and supplies necessary to perform basic preservation treatments under the guidelines described below. In addition, it is hoped that this program will provide an opportunity for job enrichment for participating staff.

**Personnel:** Training will be provided to staff based on criteria established by the Preservation Department. Because of the time commitment involved, students will not be trained. Since the Libraries will be investing staff time and will incur additional expense for equipment and supplies, we ask that any participating branch or department carefully assess their level of commitment to the program before they request permission to participate.

1. The director of any participating branch or department has expressed support for this program, and makes a commitment to the program and the requirement for several hours of training in the Book Repair Unit at Norlin.
2. The employee has expressed an interest in performing book repairs.
3. The employee possesses the necessary manual dexterity and ability to manipulate three-dimensional objects. Hobbies such as quilting, sewing, or paper crafts such as making cards are often a good indicator of these skills. In addition, the Book Repair supervisor will conduct a manual dexterity test.
4. Performance plans and annual evaluations for each participant will include their participation in this program. The Book Repair supervisor will provide feedback for the annual evaluation.

**Training:** The Preservation Department will conduct all training. Since branches may encounter only a small number of items needing specific repairs within a short time period, initial training will take place in the Book Repair unit. This will allow trainees to thoroughly learn each technique. Follow up or additional training may be done in the branch, depending on the circumstances. Training will require a commitment of at least 2 hours per week in Book Repair for a minimum of 4 weeks, depending on the type of repair included in the training and on the trainee's progress.

**Types of Repairs that may be performed:** After training, branch staff may perform the following treatments on non-brittle items. (Brittle or fragile material will be sent to Preservation for treatment).

- Basic training:
  - Heat set tissue mends (non-brittle books only, pages or flat documents only)
  - Sewn-in pamphlet binding
  - Erasing (student training is negotiable)
  - Re-attach paste downs (corners, edges)
  - Insert CD/DVD pockets
  - Cut pages
  - Re-attach existing pockets
  - Simple pockets in pre-determined sizes
- Additional training required:
  - Hinge tightening Internal hinge mends
  - Tip-in errata, single pages that are loose

**Supplies:** Preservation will prepare a kit of supplies that include the items listed below. These supplies will remain the property of the Preservation Department and will be returned to that department if the branch discontinues the program. Replacements will be requested through the Preservation Department.

- Distilled water
- Awl
- Thread
- Needles
- Pamphlet binders
- Heat set tissue
- Heat set tissue iron (tacking iron)
- Archival adhesive
- Archival envelopes for pockets in pre-determined sizes
- CD/DVD pockets
- Waxed paper or equivalent
- Brushes for applying adhesive
- Spatula
- Book weights
- If performing hinge mend:
  - Brass edge boards
  - Bamboo skewers (optional)
  - Knitting needle

**Workspace:** The branch will set aside a space for book repair. The space should include a place to store supplies and a flat work surface where material in process can be stored and not disturbed. No food or beverages will be allowed at the book repair workspace.

**Quality Control:** Branches will maintain a list of items that have been treated in-house including the item record number or barcode, type of repair, initials and date repaired. Alternatively, they may insert a note in the item records so that a list can easily be produced. (Example note: "MEND 12/2010: heat set tissue, by zz"). Preservation will conduct an on-site quarterly review of the treatments performed in each branch. These review sessions will also provide an opportunity for fine-tuning training and for answering questions.

**Statistics:** Each branch will maintain a record of the number and type of repairs and will provide those statistics to the Book Repair unit on a monthly basis. This report may be combined with the list maintained for quality control purposes. While ARL does not currently require that we report these statistics, they will be useful as one measurement of the success of this program and may be required in the future.

**Program Review:** A formal review of the program will be conducted for each branch, including a summary of the level of success, quantity and types of treatments, and a recommendation to either continue or discontinue the program. For the first year in the program, these reviews will be conducted on a semi-annual basis. Subsequent reviews may be less frequent, but no less than annual.

**Note:** While not directly modeled after the [Duke University program](#) our plan bears a strong resemblance to theirs and we incorporated some aspects of their program into ours.