

Preservation Preview of Gift Books and Purchased Collections.

PURPOSE:

Preservation will preview gift & purchased collections when they are received in Acquisitions for processing. The purpose of the preview is to alert bibliographers that specific books have significant problems that require extra handling or treatments which may be expensive. If these items are accepted Preservation treatments will be applied.

Accepting any gift book generates expense just to get it on the shelf or offsite (cataloging, marking, other processing). Additional costs to maintain the item and to keep it usable or restore it to a usable condition certainly are considerations in the decision to accept or to reject.

Preservation of brittle, fragile or damaged gift books is challenging since, unlike most of the brittle or damaged material we review, we do not have any circulation history to assess local use and to help us make the best treatment decision. For gift books, Preservation relies on the fact that a bibliographer made a recent decision to add the item(s) to the Libraries' collections. We must then assume that they want the material to be available in a usable condition even when that means expensive treatment.

Sending an item offsite is often a good tactic for prolonging its life. However, even items that are being sent offsite may require preservation attention if only to protect other material housed at that location (consider inactive mold) or simply to protect it while in transit.

Items sent to the open stacks and that are unusually small, thin or fragile may require protection to survive in the stacks (we may recommend sending these offsite).

PROCEDURE:

Ideally, the review will be conducted before Acquisitions distributes the books for bibliographer review. Acquisitions will notify Preservation when boxes of gift books are going to be processed. Preservation will send one or two people over to assess the books as soon as possible.

When a problem is identified, Preservation will insert a buff colored flag that provides the bibliographer with some information about the severity of the problem and suggested treatments when possible. Not all books with damage will be flagged since our goal is to focus on treatments that add expenses in addition to the standard cost of cataloging and shelving an item.

We encourage bibliographers to contact us with questions about gift books, especially those that have been flagged. At their request, we will conduct research to determine the availability of other holdings in WorldCat, Prospector libraries, or digital repositories such as HathiTrust. We will also provide estimates of treatment costs.

It is not our goal to identify all damage since we will have the opportunity to review accepted books when they are processed in the Preservation Marking unit. If a bibliographer notices damage when they are reviewing a book that does not have a *Preservation Concerns* flag, they are welcome to insert a blank flag in the book at the page or section that needs attention.

More than one problem or suggested treatment may be noted on the *Preservation Concerns* flag. Average costs shown are for FY10. Please see sample flag and notes below.

Preservation Concern:

Brittle/Significant Damage
May need:
- Replacement
- Archival Photocopy
- Extensive Research

Missing pages/sections

Recommend item be sent off-site

May need, regardless of location or analysis:

Binding/Boxing (avg \$15 - \$45)

In-House Enclosure (avg \$12 - \$14)

In-House Repair

Bibliographer's comments:
 Perform minimal treatment
 Other: _____

If book is rare, replacement may be expensive or not available.

If not replaceable and not online, this is currently our best option. Average cost: \$111 (more if extensive color or illustrations, oversize).

May require full Brittle/Unbindable analysis to determine best treatment.

A large number of pages, a section or sections are missing. Replacement may be expensive or not possible. We will make every effort to replace missing pages. If you do not want the pages/sections replaced, please document your decision.,

If you expect low use and the material is older, fragile or brittle, consider sending it offsite rather than to the open stacks. The environment is better and we are less likely to need to order a box for items being sent offsite. However, the item may still need treatment to be usable or an enclosure of some sort for protection in transit.

As a minimum, the item will need to be rebound or will need a custom enclosure. Boxes usually are more expensive than binding and, the larger the item, the more expensive the box.

Small, thin, floppy or fragile material that will be housed in the stacks will need to be pam-bound or may need a portfolio. Thin items that are brittle or fragile may need enclosure even if housed at PASCAL.

The item cannot be used as is, but we can correct the problem in-house. For example, pages may need to be cut open. We will not flag all books with damage, just those that need treatments that are time intensive.

Bibliographer's can select "minimal treatment" with the understanding that "minimal" will be determined by Preservation depending on the condition and intended shelving location. Comments are appreciated.