FOR REFERENCE ONLY – DO NOT PRINT AND USE ORIGINAL FORM USED FOR JUVENILE COLLECTION

SURVEY FORM  PAPER BASED ITEMS

| Collection: ___________ | Date completed: ________________ |
| Assessor: _______________ | DATA ENTRY COMPLETE? ☐ |

CHECK ALL THAT APPLY unless otherwise specified

- □ Paper or other things found in item that don’t belong to item.
- □ Item shelved on spine or fore-edge.

A. What is it? General Description.

A.1. TYPE (pick one):

- □ Book
- □ Pamphlet (single signature)
- □ Portfolio (unbound paper, etc.)
- □ Other – specify ____________

A.2. COVER (pick one – plus “Special Cover” if applicable):

- □ Rigid Board – cloth
- □ Rigid Board – paper
- □ Rigid Board - buckram
- □ Rigid Board – Leather
- □ Paperback
- □ Econo-bind or Lamijack
- □ Pam bound
- □ Thermal bound
- □ Other – specify ____________
- □ Special Cover

A.3. ADDITIONAL PROTECTIVE COVERING:

- □ NONE
- □ Box – paper board
- □ Box – rigid board w/buckram
- □ Slip case
- □ Portfolio Enclosure
- □ Dust Cover
- □ Local box – manila
- □ Other – specify ____________

A.4. TYPE OF PAPER (pick one):

- □ Acidic - Non-coated paper
- □ Non-acidic - Non-coated paper
- □ Coated
- □ Newspaper
- □ Onion skin
- □ Multiple paper types – acidic (describe)
- □ Multiple paper types – none acidic (describe)
- □ Other – specify ____________
A.5. LEAF ATTACHMENT (pick one):

- [ ] Double fan adhesive
- [ ] Sewn Signatures (STF)
- [ ] Burst Signatures
- [ ] Perfect
- [ ] Oversewn
- [ ] Sidestitched
- [ ] Sidestapled

- [ ] Asian or Coptic stitch
- [ ] Loose-leaf notebook
- [ ] Pam bound - Stapled or sewn,
- [ ] Pam bound - Taped
- [ ] Spiral bound
- [ ] Unbound pages
- [ ] Other – specify ____________

A.6. ATTACHMENTS OR INCLUSIONS

- [ ] NONE

- [ ] Paper item(s)
- [ ] CD or DVD
- [ ] Diskette
- [ ] Audio Cassette
- [ ] Video Cassette

- [ ] Foldouts, centerfolds
- [ ] Photos or illustrations (glued or taped)
- [ ] Special Endsheets
- [ ] Other – specify ____________

A.7. PAST PRESERVATION ACTIONS

- [ ] None evident

- [ ] Rebound – Heckman
- [ ] Rebound – Houchen
- [ ] Rebound - Other
- [ ] Pam Bound – in house

- [ ] Book Repair – in house
- [ ] Brittle book review – Boxed or archival copy
- [ ] Other – specify ______________

B. What is item’s condition?

B.1. COVER CONDITION:

- [ ] Good
- [ ] Spine loose, detached, or damaged
- [ ] Boards loose or detached
- [ ] Worn
- [ ] Dirty

- [ ] Acidic (pam, paper)
- [ ] Damage from light
- [ ] Bug damage
- [ ] Animal damage
- [ ] Mold
- [ ] Water damaged
- [ ] Other – specify ______________

B.2. PROTECTIVE COVER OR ENCLOSURE CONDITION:

- [ ] None

- [ ] Good
- [ ] Acidic
- [ ] Damaged
- [ ] Bad fit

- [ ] Other – specify ______________
### B.3. PAPER FLEXIBILITY (pick one):
- [ ] Paper flexible and in good condition
- [ ] Paper nearly brittle
- [ ] Paper too brittle for commercial binding

### B.4. LEAF (page) ATTACHMENT (pick one):
- [ ] Intact
- [ ] Pages loose or detached
- [ ] Pages missing

### B.5. TEXT BLOCK CONDITION:

<table>
<thead>
<tr>
<th>Margins (pick one):</th>
<th>Text Block attachment (pick one):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Good</td>
</tr>
<tr>
<td></td>
<td>Shaken Hinges</td>
</tr>
<tr>
<td></td>
<td>Broken text block (interior)</td>
</tr>
<tr>
<td></td>
<td>Broken hinge (pastedown/flyleaf)</td>
</tr>
<tr>
<td></td>
<td>Damaged hinge</td>
</tr>
<tr>
<td></td>
<td>Other – specify ___________</td>
</tr>
</tbody>
</table>

### B.6. PAGE CONDITION:

<table>
<thead>
<tr>
<th>Good</th>
<th>Bug damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pages – mild damage</td>
<td>Animal damage</td>
</tr>
<tr>
<td>Pages – heavy damage</td>
<td>Mold</td>
</tr>
<tr>
<td>Pages mutilated or cut out</td>
<td>Foxing</td>
</tr>
<tr>
<td>Pages stuck together</td>
<td>Print burns</td>
</tr>
<tr>
<td>Water damaged</td>
<td></td>
</tr>
<tr>
<td>Pages uncut</td>
<td>Other – specify ___________</td>
</tr>
</tbody>
</table>

### B.7. ATTACHMENTS OR INCLUSIONS CONDITION:

- [ ] NONE
- [ ] Good
- [ ] Damaged
- [ ] Missing
- [ ] Needs Pocket/envelope
- [ ] Other – specify _________________

### B.8. CAUSE(S) OF DAMAGE:

- [ ] Not Applicable
- [ ] Library environment
- [ ] Patron
- [ ] Normal wear and tear
- [ ] Poor Design
- [ ] Previous preservation actions (ours or others)
- [ ] Processing damage: □TT □BC □Other
- [ ] Other – specify _________________
- [ ] Unknown
C. What needs to be done?

- **C.1. Little to no damage.**

- **C.2. Moderate damage – Action needed.**
  - Recase – new cover
  - Recase – use original cover
  - Rebind
  - Thermal bind
  - Pam bind
  - Level 1 Book Repair (see list)
  - Level 2 Book Repair (see list)

- **C.3. Significant damage – Repair or advanced preservation action needed. Refer for Secondary Review.**

- **C.4. Secondary Review Result(s)**
  - Level 1 Book Repair
  - Level 2 Book Repair
  - Level 3 Book Repair
  - Recase – new cover
  - Recase – use original cover
  - Rebind
  - Thermal bind
  - Pam bind
  - Brittle/unbindable Analysis
  - Spec. Coll. or Archives?
  - Conservator
  - Replace (mass paperback)
  - W/D – not conservable
  - Other – specify_____________

D. Notes or comments.