

**FOR REFERENCE ONLY – DO NOT PRINT AND USE**

**SURVEY FORM 1 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 do not belong to item.
- Damaged by poor shelving
- Poorly shelved – no direct damage

**Year? Journals and Periodicals only**

**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):**

<input type="checkbox"/> Rigid Board – cloth	<input type="checkbox"/> Econo-bind or Lamijack
<input type="checkbox"/> Rigid Board – paper	<input type="checkbox"/> Pam bound
<input type="checkbox"/> Rigid Board - buckram	<input type="checkbox"/> Thermal bound
<input type="checkbox"/> Rigid Board – Leather	<input type="checkbox"/> Other – specify _____
<input type="checkbox"/> Paperback	<input type="checkbox"/> Special Cover

**A.3. ADDITIONAL PROTECTIVE COVERING:**

- NONE

<input type="checkbox"/> Box –paper board	<input type="checkbox"/> Dust Cover
<input type="checkbox"/> Box – rigid board w/buckram	<input type="checkbox"/> Local box – manila
<input type="checkbox"/> Slip case	
<input type="checkbox"/> Portfolio Enclosure	<input type="checkbox"/> Other – specify _____

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

<input type="checkbox"/> Acidic - Non-coated paper	<input type="checkbox"/> Multiple paper types – acidic (describe)
<input type="checkbox"/> Non-acidic - Non-coated paper	<input type="checkbox"/> Multiple paper types – none acidic (describe)
<input type="checkbox"/> Coated	
<input type="checkbox"/> Newspaper	
<input type="checkbox"/> Onion skin	<input type="checkbox"/> Other – specify _____

**A.5. LEAF ATTACHMENT (pick one):**

- |   |                          |                              |
|---|--------------------------|------------------------------|
| <input type="checkbox"/> Adhesive – <input type="checkbox"/> Double fan | <input type="checkbox"/> | Loose-leaf notebook          |
| <input type="checkbox"/> Other  | <input type="checkbox"/> | Pam bound - Stapled or sewn, |
| Sewn - <input type="checkbox"/> Signature -STF                          | <input type="checkbox"/> | Pam bound - Taped            |
| <input type="checkbox"/> Other  | <input type="checkbox"/> | Unbound pages                |
| <input type="checkbox"/> Side Stapled                                   | <input type="checkbox"/> | Other – specify _____        |
| <input type="checkbox"/> Spiral bound                                   |                          |                              |

**A.6. ATTACHMENTS OR INCLUSIONS** NONE

- |   |                          |  |
|---|--------------------------|--|
| <input type="checkbox"/> Paper item(s)  | <input type="checkbox"/> | Foldouts, centerfolds                    |
| <input type="checkbox"/> CD or DVD      | <input type="checkbox"/> | Photos or illustrations (glued or taped) |
| <input type="checkbox"/> Diskette       | <input type="checkbox"/> | Special Endsheets                        |
| <input type="checkbox"/> Audio Cassette | <input type="checkbox"/> | Other – specify _____                    |
| <input type="checkbox"/> Video Cassette |                          |  |

**A.7. PAST PRESERVATION ACTIONS** None evident

- |   |                          |  |
|---|--------------------------|--|
| <input type="checkbox"/> Rebound – Heckman    | <input type="checkbox"/> | Book Repair – in house                       |
| <input type="checkbox"/> Rebound – Houchen    | <input type="checkbox"/> | Brittle book review – Boxed or archival copy |
| <input type="checkbox"/> Rebound - Other      | <input type="checkbox"/> | Other – specify _____                        |
| <input type="checkbox"/> Pam bound – in house |                          |  |

## B. What is item's condition?

### B.1. COVER CONDITION:

- |  |  |
|--|--|
| <input type="checkbox"/> Good                              | <input type="checkbox"/> Acidic (pam , paper)  |
| <input type="checkbox"/> Spine loose, detached, or damaged | <input type="checkbox"/> Damage from light     |
| <input type="checkbox"/> Boards loose or detached          | <input type="checkbox"/> Bug damage            |
| <input type="checkbox"/> Worn                              | <input type="checkbox"/> Animal damage         |
| <input type="checkbox"/> Dirty                             | <input type="checkbox"/> Mold                  |
|  | <input type="checkbox"/> Water damaged         |
|  | <input type="checkbox"/> Other – specify _____ |

### B.2. PROTECTIVE COVER OR ENCLOSURE CONDITION:

None

- |  |
|--|
| <input type="checkbox"/> Good                  |
| <input type="checkbox"/> Acidic                |
| <input type="checkbox"/> Damaged               |
| <input type="checkbox"/> Bad fit               |
| <input type="checkbox"/> Other – specify _____ |

### B.3. PAPER FLEXIBILITY (pick one):

- |   |
|---|
| <input type="checkbox"/> Paper flexible and in good condition     |
| <input type="checkbox"/> Paper nearly brittle                     |
| <input type="checkbox"/> Paper too brittle for commercial binding |

### B.4. LEAF (page) ATTACHMENT (pick one):

- |  |
|--|
| <input type="checkbox"/> Intact                  |
| <input type="checkbox"/> Pages loose or detached |
| <input type="checkbox"/> Pages missing           |

### B.5. TEXT BLOCK CONDITION:

- |   |   |
|---|---|
| Margins (pick one):                           | Text Block attachment:                                    |
| <input type="checkbox"/> Adequate to rebind   | <input type="checkbox"/> Good                             |
| <input type="checkbox"/> Inadequate to rebind | <input type="checkbox"/> Shaken Hinges                    |
|   | <input type="checkbox"/> Broken text block (interior)     |
|   | <input type="checkbox"/> Broken hinge (pastedown/flyleaf) |
|   | <input type="checkbox"/> Damaged hinge                    |
|   | <input type="checkbox"/> Other – specify _____            |

### B.6. PAGE CONDITION:

- |   |  |
|---|--|
| <input type="checkbox"/> Good                       | <input type="checkbox"/> Pages uncut           |
| <input type="checkbox"/> Pages – mild damage        | <input type="checkbox"/> Bug damage            |
| <input type="checkbox"/> Pages – heavy damage       | <input type="checkbox"/> Animal damage         |
| <input type="checkbox"/> Pages mutilated or cut out | <input type="checkbox"/> Mold                  |
| <input type="checkbox"/> Pages stuck together       | <input type="checkbox"/> Foxing                |
| <input type="checkbox"/> Water damaged              | <input type="checkbox"/> Print burns           |
| <input type="checkbox"/> Grubby                     | <input type="checkbox"/> Other – specify _____ |

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

<input type="checkbox"/> NONE
<input type="checkbox"/> Good
<input type="checkbox"/> Damaged
<input type="checkbox"/> Missing
<input type="checkbox"/> Needs Pocket/envelope
<input type="checkbox"/> Other – specify _____

<b>B.8. CAUSE(S) OF DAMAGE:</b>	
<input type="checkbox"/> Not Applicable	
<input type="checkbox"/> Library environment	
<input type="checkbox"/> Patron	
<input type="checkbox"/> Normal wear and tear	
<input type="checkbox"/> Poor original design or workmanship	
<input type="checkbox"/> Previous preservation actions (ours or others)	<input type="checkbox"/> Size
<input type="checkbox"/> Processing damage: <input type="checkbox"/> TT <input type="checkbox"/> BC <input type="checkbox"/> Other	
<input type="checkbox"/> Other –specify _____	
<input type="checkbox"/> Unknown	



**C. What needs to be done?**

C. 1. Little to no damage.

C.2. Moderate damage – Action needed.

- |   |  |
|---|--|
| <input type="checkbox"/> Thermal bind                   | STAFF:   |
| <input type="checkbox"/> Pam bind                       | <input type="checkbox"/> Recase – new cover          |
| <input type="checkbox"/> Level 1 Book Repair (see list) | <input type="checkbox"/> Recase – use original cover |
| <input type="checkbox"/> Level 2 Book Repair (see list) | <input type="checkbox"/> Rebind                      |

C.3. Refer for Secondary Review

**D. Notes or comments.**

Large empty rectangular box for notes or comments.