

[Accepted terms summary](#)

INSTRUCTIONS FOR COMPLETING THE SURVEY FORM

1. Read the Comments and Notes after each box for instructions on how to complete the box.
2. Click on any underlined and highlighted word or term to find its definition.
3. Some of the responses require a specific action under part C. What Needs to Be Done. Others require more information. These are displayed in **Red type**. Click on the [symbol](#) (❖) following the term for more information.

Assessor: ____ LC#, BC, other Item ID: _____

COMMENT: If a book has a barcode that can be scanned, use it. For all other items, type in a short version of the sub-collection name and the item number or author/title (brief)

CHECK ALL THAT APPLY unless otherwise specified

- Acidic Flag
- Paper or other things found in item that don't belong to item
- Damaged by poor shelving
- Poorly shelved – no direct damage

COMMENT: Items with shelving problems will contain a [Shelving Problems form](#). Items with extraneous paper/items might contain a Shelving Problems item.

Date Published	
Language	▼
Place Published	▼

COMMENT: Enter the year of publication for all books. Use the drop down lists to enter the primary language for each item and the country or region where it was published.

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A. What is it? General Description.

A.1. TYPE (pick one):

- Book
- Pamphlet (single signature)
- Unbound paper
- Other – Paper based ❖

COMMENTS: Check only one box for question A.1.Type.

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"/> N/A-unbound |
| <input type="checkbox"/> Paperback | <input type="checkbox"/> Other – specify _____ ❖ |
| | <input type="checkbox"/> Special Cover |

COMMENTS: Check only one box for question A.2. Cover.
“Special Cover” is automatically selected (default) for all Special Collection items.

NOTE: If the cover is constructed of more than one material, select the material that covers the book’s joint. EXCEPTION: Side-stapled items rebound with old “pam board” (marbled greenish or brown pattern with cloth or light buckram spine cover). These are classed as paper, not buckram or cloth.

A.3. ADDITIONAL PROTECTIVE COVERING: NONE

-
- Box – paper board
-
-
- Box – rigid board w/buckram
-
-
- Slip case
-
-
- Portfolio W/flaps
-
-
- Portfolio - flapless
-
-
- Princeton Box

-
- Plastic Dust Cover
-
-
- Dust Cover
-
-
- Local box - manila
-
-
- Special Enclosure
-
-
- Other – specify _____ ❖

COMMENTS: Most of the time you will check only one box for question A.3. Additional Protective Covering. It is possible that a book will have more than one protective covering. For example, a book with a slip case might also be enclosed in a box. Check all that apply. However, if you select “none,” you cannot check other boxes.

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 _____ ❖

COMMENT: Only one box should be checked.

NOTE: In most cases, the book’s paper will be either non-coated or coated. If it is non-coated, use the pH testing pen to determine whether the paper is acidic. Sometimes the publisher’s comments, description of the book, or the copyright page will state that the paper is non-acidic. In that case, you do not need to test the paper.

NOTE: You do not need to refer Multiple paper types unless they are unusual or are having problems because of the different types of paper.

If only a few pages of illustrations are coated paper and the rest of the book is non-coated, select non-coated. If there is extensive mixing of papers, read the definition of “Multiple paper types.” If the book fits the description, check the appropriate box and describe the types of paper in Section D.

NOTE: DO NOT TEST PAPER FOR ACIDITY. We can use dates as a general guideline for the acidity of non-coated paper.

- If the item was published before 1850, it is probably not acidic. That does not mean the paper will always be in good condition – it may still have impurities or other problems.
- From 1850 to about 1870 it is increasingly likely that an item has acidic paper – especially if it

appears to be an in-expensive or “mass” publication.

- If the book was published between 1860 and 1970, assume it is acidic unless the publisher included a statement about the paper. This is especially true of mass publications. The children’s books are a good example.
- If the item was published after 1970 in the U.S., Canada, or Western Europe, it is probably not acidic. If published elsewhere, there is a good chance it is acidic. However, check the publication information (front and back)

A.5. LEAF ATTACHMENT (pick one):	
<input type="checkbox"/> Adhesive - <input type="checkbox"/> Double fan adhesive <input type="checkbox"/> Other - adhesive	<input type="checkbox"/> Loose-leaf notebook
<input type="checkbox"/> Sewn - <input type="checkbox"/> Signature -STF <input type="checkbox"/> Other – sewn	<input type="checkbox"/> Pam bound - Stapled or sewn <input type="checkbox"/> Pam bound - Taped/glued
<input type="checkbox"/> Side Stapled	<input type="checkbox"/> Unbound pages
<input type="checkbox"/> Spiral bound	<input type="checkbox"/> Other – specify _____ ❖

COMMENT: Check just one box. If you are not sure (sometimes it is hard to tell how the pages are attached) check with your supervisor.

NOTE: Be particularly careful with pamphlets. The presence of staples does not automatically mean it is “Pam bound – Stapled or sewn.” That term applies only when staples or thread are the primary or only method of attaching the pamphlet to the binder. Click [here](#) to see the definitions for different pam bindings.

A.6. ATTACHMENTS OR INCLUSIONS	
<input type="checkbox"/> 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 ❖	

COMMENT: An item might have more than one type of inclusion. If so, check all that apply. For example, a book might have a CD in a pocket and another pocket with the instructions for the CD. If the inclusions are sufficiently thick that they are damaging the book, make a note of this and keep it in mind when you complete Sections B & C. If you select “none,” no other responses can be selected.

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 photocopy
- Patron
- Other – specify _____ ❖

COMMENT: Check all that apply. More than one preservation action may have been taken. For instance, it is possible that book was rebound and later needed minor repairs. However, if you select “none evident,” no other responses can be selected.

NOTE: It is unlikely that you will find in-house book repairs. For Special Collections, any repairs done by a previous owner are considered “Patron” repairs.

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B. What is item's condition?

B.1. COVER CONDITION:

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

COMMENT: Check all that apply. However, if you select “good,” no other condition can be selected.

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 _____ ❖ |

COMMENT: Check all that apply. However, if you select “none” or “good,” no other condition can be selected.

NOTE: If there is no protective cover or enclosure, check “none.”

NOTE: It is safe to assume that all original enclosures are acidic and that all custom-made enclosures are not. Princeton or cut-corner boxes can be tested – in a discreet location. Enclosures that hold several items can probably be tested (for example, the boxes holding the miniature books).

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 ❖ |

COMMENT: Check only one box.

NOTE: DO NOT PERFORM THE BRITTLE TEST. Use your best judgement – on the conservative side. Sometimes you can tell by gently “rolling” back a corner of a page (stop if you encounter resistance). If in doubt,

mark it as brittle and refer it. Staff can always “bump” it back to C.2.

B.4. LEAF (page) ATTACHMENT (pick one):	
<input type="checkbox"/> Intact	<input type="checkbox"/> Unbound-intact
<input type="checkbox"/> Pages loose or detached ❖	<input type="checkbox"/> Unbound-missing ❖
<input type="checkbox"/> Pages missing ❖	

COMMENT: Check only one box.
This question refers to the effectiveness of the method of leaf attachment or the quality of workmanship involved. If pages are loose or missing because of patron actions (mutilation, torn out) but pages are otherwise still attached to the text block, then select “intact” and record the mutilation under page condition.

B.5. TEXT BLOCK CONDITION:	
Margins (pick one):	Text Block attachment (pick one):
<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 _____ ❖

COMMENT: Check only one box to describe the margins. More than one response might be appropriate to describe the Text Block attachment, so you can check more than one. However, if you select “good,” the other conditions cannot be selected.

B.6. PAGE CONDITION:	
<input type="checkbox"/> Good	<input type="checkbox"/> Unbound-folded ❖
<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 _____ ❖
<input type="checkbox"/> Pages Uncut ❖	

COMMENT: Check all that apply. However, if you select “good,” no other condition can be selected.

B.7. ATTACHMENTS OR INCLUSIONS CONDITION:

NONE

- Good
- Damaged ❖
- Missing ❖
- Needs pocket ❖
- Other – specify _____ ❖

COMMENT: Check all that apply. However, if you select “none” or “good,” no other condition can be selected.

NOTE: If there are no attachments or inclusions, check “none.”

B.8. CAUSE(S) OF DAMAGE:

Not Applicable

- Library environment
 - Patron
 - Normal wear and tear
 - Poor original design or workmanship
 - Previous preservation actions (ours or others)
 - Processing damage: TT BC Other
 - Other –specify _____ ❖
 - Unknown
- Size

COMMENT: Check all that apply. However, if you select “Not Applicable,” no other condition can be selected.

NOTE: If you have not found any damage or wear (e.g. all conditions = “good” or “none,” then check “Not Applicable.”

NOTE: Remember that “Size” will apply to miniature books as well as oversize books. Add a comment in part D. “miniature.”

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C. What needs to be done?

- | | |
|--------------------------|--|
| <input type="checkbox"/> | C. 1. Little to no damage. |
| <input type="checkbox"/> | C.2. Moderate damage – Action needed. |
| <input type="checkbox"/> | C.3. Refer for Secondary Review. |

COMMENT: All items in Special collections that have moderate damage, significant damage, or are brittle will be referred for secondary review. Any remedial action required would be performed by a conservator or under a conservator's direction. The designations of C.2. Moderate damage vs. C.3. Significant damage are used here to indicate the degree of damage,

Refer to SF1 Detailed instructions for the difference between C.1, C..2, and C.3.

C.3 – referred items. Do not start a paper version of the referred items form. Click on the tab labeled "Referred" and check the reason for the referral. The item's ID should automatically be filled by the database. If it is not, please advise your supervisor.

When should something be referred?

- ▲ Refer all brittle items
- ▲ Refer all flexible or nearly brittle items with significant damage – advanced repair or preservation actions needed. E.g., when Book repairs add up to 3 (including flexible). For instance, shaken hinges (level 1) plus broken text block (level 1) plus damaged spine (level 1), the levels add up to 3 and the item becomes a referral.
- ▲ Refer all books that need repairs not included in the list of "moderate" damage (above).
- ▲ Refer any item that, in your opinion needs to be seen by staff. It might qualify as C.2 – but it's a little too cheesy, fragile, etc. When in doubt, refer it.. We can always change it back to a C.2.
- ▲ Review Section B for any conditions that require specific action (in red type) and click on ❖ for more information. Some conditions will require that that the book be referred for Secondary Review.

D. Notes or comments.

Use this space to write down any comments or questions.
This is a good spot to record anything that strikes you as unusual about the book you are assessing.