

## INSTRUCTIONS FOR COMPLETING THE REFERRED ITEMS 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.

### REFERRED PAPER BASED ITEMS

*Attach Barcode Here*

Collection: \_\_\_\_\_ Date completed: \_\_\_\_\_

Assessor(Staff): \_\_\_\_\_

DATA ENTRY COMPLETE?

*COMMENT: Enter the 3 letter code for the collection. Staff will complete the Date completed and Assessor initials.*

### C. What needs to be done – Referred items

#### C.3. Refer for Secondary Review.

- Flexible** – Significant damage – Repair or advanced preservation action needed (more than level 2, pam bind, or thermal bind)
- Nearly brittle** – Significant damage – Repair or advanced preservation action needed (more than level 2, pam bind, or thermal bind).
- Brittle** with little to no damage (C.1)
- Brittle** with moderate damage (C.2)
- Brittle** with significant damage (C.3)

*COMMENT: Students will complete C.3 in this form.*

*DEFINITION: Significant damage - **Repair or advanced preservation action needed – not brittle.** All books that need repairs not included in the list of “moderate” damage (C.2. Moderate damage). Also - all books when Book repairs add up to 3 or more. For instance, shaken hinges (level 1) plus broken text block (level 1) plus damaged spine (level 1), the level add up to 3 and it is a referral. These are all referred for secondary review.*

Check the appropriate box (pick one) based on the following:

- Flexible - Significant damage – **paper is flexible and the book has significant damage.**
- Nearly Brittle – significant damage. Check this when the pages are “nearly brittle” and **the book has significant damage.**
- Brittle with little to no damage – items that qualify as C.1. Little to no damage, but are brittle.
- Brittle with moderate damage – items that qualify as C.2. Moderate damage. Probably can be repaired or rebound.

- Brittle with significant damage – items that are in serious danger of losing material, falling apart, paper is breaking, etc. If in doubt and the paper is brittle, pick this one.

**C. 4. Secondary Review Result(s) – Type of action**

STUDENT (flex paper only)	TECHNICIAN	<input type="checkbox"/>	Box – vendor
<input type="checkbox"/> Level 1 Repair	<input type="checkbox"/> Level 3 repair	<input type="checkbox"/>	Rebind
<input type="checkbox"/> Level 2 Repair	<input type="checkbox"/> Recase - new	<input type="checkbox"/>	BBA
<input type="checkbox"/> Thermal bind	<input type="checkbox"/> Recase – old	<input type="checkbox"/>	Spec Coll. or Archives?
<input type="checkbox"/> Pam Bind	<input type="checkbox"/> Pam bind	<input type="checkbox"/>	Replace (mass paper)
	<input type="checkbox"/> Box – Special	<input type="checkbox"/>	Conservator
		<input type="checkbox"/>	W/D – not conservable
		<input type="checkbox"/>	Other – specify__

COMMENT: Staff will complete all of C.4 STUDENT (flex paper) refers to types of repairs that can be made by students with training in book repair activities. TECHNICIAN refers to types of repairs that should be performed by a technician (staff) because of the general condition of the item (brittle or fragile, complex mend needed).

**Standard Comments:**

- Reformat?
- De-acidify?
- De-acidify? Still has some flexibility
- Complex recase

**D. Notes or comments.**

Staff will use this space to write down any comments or questions. When you enter the data from this form, be sure to type in any comments made by staff.

If you want to make comments about the book (specific comments or suggestions) you *can* make them here – but please also enter them in D. Comments of SF1 data entry form.