

SF1: Paper Based Items (Overview)

Purpose: To collect data about nature and condition of the items included in the assessment samples.

Procedure:

1. General: (refer to a printed copy of the form as you read through these instructions)
 - a. Watch for notes in the form about how many responses can be selected. If only one response is appropriate, the question's heading will state "pick one." If there is no note, then more than one response may be appropriate.
 - b. Several questions include an option to select "Other – specify _____" If you select this response, check [Terms and Definitions](#) for terms that might be appropriate. If you are not positive which term applies or you have encountered something new, make a note and place the item on the questions shelf. We are still in the process of determining how to describe some items.

During your training period, place all "Other – specify _____" items on the questions shelf.
 - c. Refer to the [Terms and Definitions](#) or training material as needed for definitions, detailed explanations, or examples.
 - d. Please **use a pencil** to make notes or to complete the paper form in order to avoid accidentally damaging the book or item.
2. Starting to fill in the form:
 - a. Fill in the top portion of the form with the 3 letter location designation (e.g. JUV, NOR, etc.), your initials and the date.
 - b. If there are loose papers with the book or item that do not belong to it, check the appropriate box and discard the loose material.
 - c. If a book contains a [Shelving Problem](#) note, check the appropriate box(es).
3. The form contains four sections:
 - a. **Section A** provides us with a **physical description** of each item. This includes information about how the book is constructed, the type of paper used and whether there are any special features such as an enclosure (box) or inclusions (maps, cds, etc.) Refer to "Parts of a Book"

([Appendix B](#)). Additional information about book construction can be found at the [Dartmouth Preservation website](#).

- b. **Section B** provides us with information about the **condition** of the item. This includes an analysis of the condition of the cover, special features, the paper, and the text block. It also contains a section for recording the cause(s) of damage – if any.
 - c. **Section C** provides information about what **type of action** (if any) is needed to preserve the book.
 - d. **Section D** provides a place for the assessor(s) to make **notes or comments**. Record anything that seems unusual or that you think might need special attention. You can also record any questions you might have about the item. Be sure to bring questions to the attention of your supervisor.
4. Go to [SF1: Detailed Instructions](#) for detailed instructions.