

Conservation Needs Assessment Manual

Specific Action Required:

When any of the following conditions exist, follow the specific instructions. These instructions will determine how you complete the rest of the form. However, always consider the overall condition of the book. A more conservative response may be the best choice. EXCEPTION: If you suspect mold or if a book is wet, place it in a plastic bag and take it to a staff member.

Type or Condition (From Part A or B)		Action
Part A or B – When ever this condition applies and no accepted term has been defined. (first check definitions for accepted terms)	Other – Specify _____	If there is no accepted term that applied, Place on Questions Shelf with a Note.
Type (From Part A)		
A.4. Type of Paper	Multiple paper Types. . . (describe)	Write a Brief Description in Section D. of the Form. Complete the rest of the form, including part C.1. or C.2. if appropriate and place item on Secondary Review shelf.
A.6. Attachments or Inclusions	CD or DVD Diskette Audio Cassette Video Cassette	Complete the rest of the form, including part C.1. or C.2. if appropriate and place item on Secondary Review shelf.
Condition (From Part B)		Action
B.1. Cover Condition:	Spine loose, detached, or damaged	Can not be defined as “little or no damage” in Section C. Consider Recase or Rebind. If the item is a pamphlet, consider Pam bind. If the existing cover is a thermal binding or paperback, consider Thermal Bind.

	Boards Loose or detached	<p>If the paper is brittle or nearly brittle, refer for Secondary Review.</p> <p>Always consider the overall condition of the book. A more conservative response may be the best choice.</p>
B.1. Cover Condition:	Damage From Light	<p>Under B.8. Cause(s) of Damage: check "Library Environment." Don't forget that other damage might have other causes – you can check more than one.</p>
B.1. Cover Condition:	Mold	<p>Place in plastic bag and take directly to supervisor or other staff member.</p>
B.2. Protective Cover or Enclosure:	Acidic	<p>Refer for Secondary Review Start Referred Items form.</p>
	Bad fit	
B.3. Paper Flexibility:	Pages too brittle for commercial binding	<p>Refer for Secondary Review Start Referred Items form.</p>
B.4. Leaf Attachment	Pages loose or detached	<p>Can not be defined as "little or no damage" in Section C.</p> <p>Consider Level 1 or Level 2 Book Repair.</p> <p>Always consider the overall condition of the book. Depending on the degree of damage, it might qualify for C.3 Refer.</p>
	Pages missing	
B.5. Text Block - Margins:	Inadequate to rebind	<p>If there is other damage that indicates the item ought to be recased or rebound, refer for secondary review.</p> <p>Always consider the overall condition of the book. A more conservative response may be the best choice.</p>

B.5. Text Block - attachment:	Shaken Hinges	<p>Can not be defined as “little or no damage” in Section C.</p> <p>Consider Level 1 or Level 2 Book Repair.</p> <p>Always consider the overall condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.</p>
B.5. Text Block - Attachment:	Broken text block	<p>Can not be defined as “little or no damage” in Section C.</p> <p>Consider Recase or Rebind. Book repair might be an additional option.</p> <p>If the paper is brittle or nearly brittle, refer for Secondary Review.</p> <p>Always consider the overall condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.</p>
	Broken hinge	
B.5. Text Block - attachment:	Damaged Hinges	<p>Can not be defined as “little or no damage” in Section C.</p> <p>Consider Level 1 or Level 2 Book Repair.</p> <p>Always consider the overall condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.</p>
B.5. Text Block - Margins:	Inadequate to rebind	<p>If there is other damage that indicates the item ought to be recased or rebound, refer for secondary review.</p> <p>Always consider the overall</p>

		condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.
B.6. Page Condition	Heavy damage	Can not be defined as “little or no damage” in Section C.
	Pages mutilated or cut out	Consider Level 1 or Level 2 Book Repair. If the damage is extensive, consider referring for Secondary Review.
	Pages stuck together	Always consider the overall condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.
B.6. Page Condition	Mold	Place in plastic bag and take directly to supervisor or other staff member.
B.7. Attachments or Inclusions:	Damaged	Can not be defined as “little or no damage” in Section C. Consider Level 1 or Level 2 Book Repair.
	Missing	
	Needs a Pocket	Always consider the overall condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.

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ART COLLECTION BLUE ROOM candidates

The ART library contains many "special items" that are particularly fragile, expensive or likely to satisfy prurient interests.

Books:

- with pop-ups, inclusions, or other unusual mechanics
- that are very old and valuable, Artist books (a book that is an individual work of art in itself--not mass produced)
 - with very shocking sexual content are examples.

If these are found in the general collection during the project, write a brief note and place them on the C.3 shelf for staff review.

They might be candidates for the Art Blue Room which has special security.

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Complete the rest of the form, including part C.1., C.2., or C.3. if appropriate and place item on Secondary Review shelf.

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WRITE A BRIEF DESCRIPTION IN SECTION D. OF THE FORM.

Complete the rest of the form, including part C.1. or C.2. if appropriate and place item on Secondary Review shelf.

**Under B.8. Cause(s) of Damage:
check “Library Environment.”**

Don't forget that other damage might
have other causes – you can check
more than one cause.

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If there is other damage that would result in recasing or rebinding, refer for secondary review.

Always consider the overall condition of the book. A more conservative response may be the best choice.

**If there is no [accepted term](#) that applies,
Place on Questions Shelf with a Note
describing the problem.**

Can not be defined as “little or no damage” in Section C

Consider Recase or Rebind. If the item is a pamphlet, consider Pam bind. If the existing cover is a thermal binding or paperback, consider Thermal Bind.

If the paper is brittle or nearly brittle, refer for Secondary Review.

Always consider the overall condition of the book. A more conservative response may be the best choice.

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Refer for Secondary Review.

Start Referred Items form.

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Can not be defined as “little or no damage” in Section C

Consider Level 1 or Level 2 Book Repair.

If the damage is extensive, consider referring for Secondary Review.

Always consider the overall condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.

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Can not be defined as “little or no damage” in Section C

Consider Level 1 or Level 2 Book Repair.

If the damage is extensive, consider referring for Secondary Review.

Always consider the overall condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.

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**Place in plastic bag and take
directly to supervisor.**

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Can not be defined as “little or no damage” in Section C

Consider Recase or Rebind. Book repair might be an additional option.

If the paper is brittle or nearly brittle, refer for Secondary Review.

Always consider the overall condition of the book. A more conservative response may be the best choice. Depending on the degree of damage, it might qualify for C.3 Refer.