Preservation Department – Brittle and Damaged Books Analysis
Procedure – Authorizations and Subject Specialists Review

Contents
Purpose: ........................................................................................................................................... 1
Schedule: ......................................................................................................................................... 1
A. Analysis by Preservation .............................................................................................................. 1
B. Review by Subject Specialists ...................................................................................................... 2
Guidelines and Suggestion for Optional Actions ......................................................................... 2
Order Replacements .................................................................................................................. 2
Archival Photocopy ................................................................................................................... 2
Box ........................................................................................................................................... 3
Withdraw ....................................................................................................................................... 3
Send Offsite (PASCAL) ................................................................................................................ 3
Other ........................................................................................................................................ 3
C. Preservation Actions Without Subject Specialist Review ........................................................ 3
Boxing Without Specialist Review ............................................................................................. 3
Replacement Ordering Without Specialist Review ....................................................................... 3
Preservation Archival Copies ........................................................................................................ 4
Cost of Boxing or Archival Copies ................................................................................................ 4
D. Brittle or Damaged Books which circulate from PASCAL ............................................................ 5
Questions? ....................................................................................................................................... 5

Purpose: To preserve the intellectual content of materials in the circulating collections in the best manner possible or to identify materials no longer needed in the collections.

Schedule: Ongoing. After Preservation has completed their analysis of each item, the specialist will be contacted by e-mail for those actions that require the specialist’s decision. The e-mail will contain a summary of the analysis and a recommendation for action. The item will be available in Preservation for the Specialist to examine. Subject Specialists are asked to respond in a timely manner. Preservation will send a second request, but if there is no response after a month and no special arrangements have been made, the review will be done by the Preservation Department and the books processed accordingly.

A. Analysis by Preservation
Damaged brittle and/or unbindable books are researched by the Preservation Department to help determine the best action to be taken. Analysis will provide the following information which is recorded information is recorded on the Rescued Books Review form:

1. Availability of reprints or other editions (replacements). WorldCat, online book vendors such as Alibris.com, foreign language in-print sources, and other sources are searched.
2. Uniqueness and condition of the title and/or editions in our libraries using Millennium and Prospector. When necessary, we review other Libraries’
copies or editions to determine their condition.
3. Circulation history. Local, Prospector, and ILL use of the item are checked using Millennium statistics and the date due slip.
4. National availability and preservation status. WorldCat is checked for national holdings, Center for Research Libraries (CRL), and the microfilm history of the title (summarized).

B. Review by Subject Specialists
The e-mail notification includes a summary of this information and a recommendation for the best option from a preservation point of view. Specialists may prefer a different action. The possible actions are listed here and described in detail below.

Summary of Options
1. Order replacement and withdraw original.
2. Order replacement and keep original offsite.
3. Photocopy and withdraw original.
4. Photocopy and keep original offsite.
5. Box.
6. Withdraw.
7. Send the item offsite.
8. Other (please specify).

Guidelines and Suggestions for Optional Actions (Please notify Preservation if the specialist needs more information from the Preservation Department in order to make an informed judgment.)

Order Replacements (1 and 2 above): A replacement item will be ordered through Acquisitions. If multiple ordering options are available, be sure to indicate which edition should be acquired. If Order and Withdraw is selected, the item will be withdrawn only after replacement is received. In special cases, Acquisitions will try to acquire OP books with their jobbers.

Items may also be replaced by microfilm. Expected use of the material to be preserved should be considered. If only occasional use, or a scanning-type use for particular facts is expected, microfilm may be the best solution, if available. Microfilm is often the best solution if:
- The material is not needed for circulation
- Microfilm is available and affordable
- The quality of copies from microfilm reader/printers would be adequate (color or half tone illustrations excluded)

Funds for the replacement of damaged items are generally provided from a “book replacement account (5brep),” not from a specialist’s fund unless the original is to be retained. If the original is to be retained, indicate specialist fund code to be used. If the specialist does not complete the review, all recommendations to keep the original and order a replacement will be referred to the specialist for approval.

Archival Photocopy (3 and 4 above): The item will be sent out for Archival Photocopying. Generally the original is disbound and will be withdrawn. If the original should be kept and boxed, be sure to let us know. See
criteria below.

Box (5 above): A custom-fit, acid-free enclosure will be made and the item will be returned to stacks or offsite for circulation. Boxing is an appropriate solution for books:
- That are not extremely brittle (to the point that many pages are loose or that the pages are literally crumbling under normal use)
- For which circulation is not expected to be high
- When the book's intellectual content is adequately protected nationally through other institutions’ preservation measures (exists in readily available digital format, microfilm, reprint or photocopy elsewhere) and perhaps through other editions.

Withdraw (6 above): Item to be removed from the collections and de-accessioned. All withdrawals are reviewed by Collection Development.

Send Offsite (PASCAL) (7 above): If we are keeping the item being reviewed always consider whether the item should be sent to PASCAL. Most materials going to PASCAL that need Preservation attention will be shrink-wrapped.

Other (8 above): Select this option if an item should be reviewed by Special Collections or Archives or by another specialist.

C. Preservation Actions Without Subject Specialist Review

Boxing Without Specialist Review
Preservation automatically boxes brittle titles and editions of books without Specialist review except in the following cases:

1. More than one copy of the book exists in the Collections
2. There is an option to replace the title with a reprint or similar edition
3. Boxing would not be an appropriate solution (book is in very poor condition or for instance is missing more than 20 pages etc.)
4. Book might be an appropriate candidate for Archival photocopying (high circulation etc. See photocopy criteria).
5. Book may not be appropriate for the collection
6. Book does not have full bibliographic record (On the Fly record)

Quick boxing: Many brittle books are identified for automatic boxing without full brittle book analysis by looking only at condition, circulation and copies/editions. With the current budget climate and the small runs of reprints, replacement is less of an option for books in relatively good condition with low circulation.

Replacement Ordering Without Specialist Review
Preservation will order replacement books without Specialist review when:

1. Book was damaged in circulation (paid for by patron or not).
2. Reprint exists and patron pays for replacement.
3. Damaged books are mass-market paperbacks or hard cover items that are still in print.
4. No critical matter will be lost from collections (i.e. original does not contain critical or unique material such as introductions, translations, and so on.)
5. No other usable copies are available in the UCB-Libraries.
6. As a general rule, replacement copies costing more than $100 will be approved by subject specialists.

**Preservation Archival Copies**

The Preservation Department sends a limited number of books out to be photocopied onto archival paper and rebound. Archival photocopies that cost more than $165.00 or that cannot be made by our contracted bindery will require the subject specialist’s approval.

Preservation archival copies are suitable for regular circulation and use by patrons. They are durable (double fan adhesive bindings with extra wide gutters) and are sufficiently clear to allow for second generation re-photocopying by patrons. Color and half-tone reproductions may also be made of the original. The cost of photocopying generally compares favorably with the purchase of reprints.

Archival copies will not be obtained when a reprint of the book is currently available or when the book can be adequately preserved through in-house mending, boxing or rebinding.

The first Priority for candidates for Preservation photocopy will be given to books that meet any of the following conditions:

1. Item is heavily used (high circulation, Reserve History or Reference item);
2. Book has not been adequately preserved nationally (no history of Preservation Microfilm or edition reprinting, not available at stable online library such as HathiTrust);
3. Any available microfilm would not be an appropriate medium for replacement (color or half-tone illustrations or inappropriate for exclusively in-library use);
4. Reprint (if one was published) or appropriate replacement copy (as defined above) cannot be obtained from commercial vendors.

Second priority will be given to items that meet most, but not all of the above criteria. Small items (for example 40 pages or fewer) may be photocopied onto archival paper in-house.

**Cataloging of Preservation Photocopies:** Preservation photocopies are cataloged as added copies of the original. The item record will include an Item Note (field “w”) in the item record with the text “Archival Photocopy.”

**Leaf-masters:** A leaf master (the disbound original) is returned to the library after photocopying. These will be withdrawn unless specialist specifies that the original should be retained. Space considerations and the usefulness of a disbound, boxed original should be weighed in making this recommendation. If a leaf-master is retained, a note is inserted in the item record identifying the piece as a leaf master and a message is included with the disbound book so the patron knows why the work is disbound. Circulation may be restricted.

**Cost of Boxing or Archival Copies**

Current price guidelines for boxing and archival photocopies are available in Preservation...
or we can give you an estimate for a particular book. However, photocopying should be avoided if a commercial replacement is available.

D. Brittle or Damaged Books which circulate from PASCAL

Items that circulate from PASCAL to our patrons are reviewed for damage as are all materials. Since items sent off-site were generally hand-selected by subject area specialists, Preservation assumes that these titles should be retained. This limits the amount of brittle book evaluation that is needed for these items.

Questions? Contact: Christine De Vries (303) 492-7724