

STANFORD UNIVERSITY LIBRARIES
PRESERVATION DEPARTMENT

REPAIR ROUTING FLOW CHART

Is the item brittle?

- YES => fill out SUL1B and send to Book Repair for phase boxing.
NO => Go to next step.

Is the item published before 1850?

- YES => Send to B&F; Special Collections will review it for reclassification.
NO => Go to next step.

Does the book have features which are historically or aesthetically interesting, such as a binding with unusual graphics or materials with information not found elsewhere in the book, or inscriptions, signatures, or bookplates of interest?

- YES => Send to the Head of Conservation and Book Repair for evaluation.
NO => Go to next step.

Has the book been bound by SUL's commercial binders and is now coming apart?

- YES => Send to B&F to be rebound.
NO => Go to next step.

Is the item a used paperback or coverup?

- YES => Send to B&F with a monograph bind ticket.
NO => Go to next step.

Is the sewing intact?

- YES => Use the following criteria to evaluate:

- Has it been previously repaired with poor materials (green stitched tape on inner hinge)?
- Is the endpaper liner ("cheese cloth" under endpaper) torn?
- Is the outer spine cloth torn or missing?
- Is the case heavily worn?

If the answer to two or more of the above criteria is "yes" and the item is heavily used, send to B&F for binding. Otherwise, send it to Book Repair.

- NO => Use the following to evaluate:

- Is the book sewn in signatures?

Yes => Is the signature sewing broken in two places or fewer?

Yes => If remainder of sewing thread is sound, and case is either in good condition or valuable, send to Book Repair.

No => Is the item is valuable enough to warrant hand sewing?

Yes => Send to Book Repair.

No => Send to B&F.

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REPAIR ROUTING FLOW CHART, continued

- Is the book sewn in signatures?
 - No => Item is not sewn in signatures and pages are loose in several places. Does it have *missing* pages?
 - Yes => Obtain replacement pages and send to B&F for monograph rebinding.
 - No => Send to B&F for monograph binding.