

STANFORD UNIVERSITY LIBRARIES
PRESERVATION DEPARTMENT

QUICK GUIDE TO ROUTING LIBRARY MATERIALS FOR REPAIR

FOR ITEMS MADE OF BRITTLE PAPER: Send to Book Repair for housing.

FOR ITEMS MADE OF STRONG, NON-BRITTLE PAPER:

SEND TO BINDING & FINISHING:

- BOOK REQUIRING TIP-IN OF 1-2 PAGES.
- BOOK WITH MORE THAN 8 DETACHED SINGLE PAGES OR LOOSE SECTIONS AND REPLACEMENT PAGES.
- BOOK WITH WORN, WARPED, OR DETACHED COVER.
- BOOK WITH MISSING SPINE AND DETACHED BOARDS.
- BOOK WITH DETACHED PRESSBOARD BINDING.
- BOOK WITH TEXTBLOCK IN PIECES.

SEND TO BOOK REPAIR:

- BOOK WITH TORN PAGES REQUIRING MENDING.
- BOOK REQUIRING TIP-IN OF 3-8 PAGES.
- BOOK TO BE TIGHTENED IN ITS CASE.
- BOOK WITH TORN PAPER HINGE BUT MULL IS STILL CONNECTED.
- BOOK WITH DAMAGED ENDCAPS.
- BOOK WITH UNCUT PAGES TO BE OPENED.
- BOOK NEEDING BOXING or HOUSING (UNUSUAL, ETC.).
- PAPERBACK BOOK WITH UNCUT PAGES TO BE OPENED.

IF YOU HAVE REMAINING QUESTIONS,
CALL BINDING & FINISHING OR BOOK REPAIR FOR EVALUATION.

Laura Cameron at B&F: 3-3401

Dennis Blake at Book Repair: 3-9304