CARE AND HANDLING OF LIBRARY MATERIALS

How you can help preserve our collections

Parts of a Book

Agenda

- Shelving
- Marking
- Repair
- Pests
- Water

Shelving
Broken Hinges

Unsupported Books

Proper Shelving

Fore Edge Shelving
Proper Shelving

Overcrowded Shelves

Temporary Storage

Marking
Paperclips

Binder Clips

Post-it Notes
Cotton Tie

Other Tips
- Photocopy and scan gently
- Don't write in books
- Handle materials with clean hands
- Use rain bags
- Careful security strip placement

What to do with damaged books
- General Collections Circulating materials:
  - Preservation shelf
  - Note damage if it's not obvious
  - Only items that have circulated
Repair

Damaging Repairs

Tape

Tape
Definitions of preservation and conservation from the American Institute for Conservation of Art and Historical Artifacts (AIC):

- **Preservation**: The protection of cultural property through activities that minimize chemical and physical deterioration and damage and that prevent loss of informational content. The primary goal of preservation is to prolong the existence of cultural property.

- **Conservation**: The profession devoted to the preservation of cultural property for the future. Conservation activities include examination, documentation, treatment, and preventive care, supported by research and education.
Conservation

Pests

Silverfish
Cockroaches

Dermestids

Pest Prevention

- Integrated Pest Management
  - Monitor
  - Control temperature and relative humidity
- Keep food in sealed containers
- Eat in designated areas
Mold

This time lapse movie was made over a 23 day period with images made at 30 minute intervals during slow growth periods and 20 minute intervals during growth spurts.

http://www.plantpath.cornell.edu/PhotoLab/TimeLapse2/NovelRot1_credits_FC.html

Moldy or Wet Books returned by a patron

- Use Gloves
- Place the moldy item in a Ziploc bag
- Write the date on a slip of paper, put it in the bag
- Place the item in the freezer
- Email Preservation
  - Number of books

Mold Staining

Foxing
Environmental Monitoring

Hobo
Data logger

Environmental Monitoring Data

Water
Water
- Follow procedures for your particular building
  - Facilities: 865-5445
- Call Preservation Librarian for assistance with handling wet collections materials
- If preservation assistance is not required during the emergency, notify Preservation afterwards

Emergency Supplies

Emergency Response App

Recap
- Shelve books upright, supported by bookends
- Shelve oversized books on their spine, not fore edge
- Use cotton ties instead of rubber bands
- Use acid-free flags instead of clips or post-its
- Keep food in sealed containers and designated spaces
- Put moldy or wet books in the freezer
- No tape!
- Call preservation for assistance in emergencies
Thank you!

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