

Bound Volumes and Pamphlets

If this section is not applicable to the collection(s) being surveyed, note that here and move to the next section.

Bound Volumes

1. Describe the types of books found in the collection being surveyed; specifically mention any materials that are considered rare, special or valuable, as well as bound manuscripts.
2. What type of book supports (bookends) are used?
3. Are books shelved by size to provide support (e.g. are books separated into regular, folio, and flat folio)?
4. If the collection contains oversized books, are they shelved horizontally in stacks of no more than two or three volumes? If they are shelved vertically, are they spine up or spine down?
5. Do any books extend beyond the shelf that holds them?
6. Do any books contain newspaper clippings, place markers, pressed flowers, or other potentially damaging inserts?

If yes, can these be removed, or are they part of the provenance of the volume and need to be retained?

7. Are damaged bindings held together by rubber bands or other potentially damaging techniques?

8. Please describe the type and stability of any bookplates, pockets, labels, or identifying marks used with the collections.

9. What preservation actions are priorities for the bound volumes in the collection(s)?
 - Move collection or modify environment
 - Improve shelving practices (e.g. shelves books by size, adjust books upright, etc.)
 - Rehouse volumes into archival boxes, clamshell boxes, wrappers, etc.
 - Reformat and/or digitize volumes
 - Seek conservation treatment
 - Other:

Pamphlets

10. Describe the types of pamphlets found in the collection being surveyed.

11. How are pamphlets stored (e.g. pamphlet binders, four-flap enclosures, folders, boxes, directly on shelves with books)?

12. If binders are used to store pamphlets, are they archival quality? How are the pamphlets attached?

Condition

13. Is there damage to book covers or bindings (e.g. red rot, damaged spines, abraded edges or corners, detached boards, loose or broken hinges, damaged stitching or other attachment structure, deteriorated adhesive, etc.)?
14. What is the general condition of text blocks and pamphlets? Note damage such as surface dirt and soiling, water stains, yellowing, embrittlement, deteriorated ink, evidence of mold or insects, or evidence of poor handling.

Are there any specific items or groups of items that appear to be particularly fragile and/or damaged?

15. Is there damage to pamphlets from poor-quality binders used in the past (e.g., adhesives, acidic covers)?
16. What is the current and projected future use of these materials?
- Heavy (frequent exhibits, research, or education use)
 - Medium (occasional exhibit or research use)
 - Low (permanent storage, handled infrequently)
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