Guidelines for Selecting New Acquisitions for Preservation and Commercial Binding

This Guide is intended to assist Technical Services staff in identifying new acquisitions in need of preservation or binding. Listed below are the most commonly encountered problems. However, unusual items will always be a part of our work, so when in doubt, feel free to consult with Preservation staff, or send materials to Preservation for evaluation.

These guidelines apply to the research collections in Wells, ALF, and the branch libraries, acquired and cataloged in Wells Technical Services.

Monographs

Send to the Preservation Department new acquisitions (purchases and gifts) with any of the following characteristics --

1. Items designated by the fund manager for binding, enclosure, or other preservation treatment
2. Items with loose accompanying parts, e.g., folded maps or charts, CDs
3. Single-signature items, such as center- or side-stapled pamphlets and reports
4. Items consisting of loose pages
5. An item consisting of more than one physical piece, but assigned only one barcode/item record
6. Damaged items, such as:
   a. detached pages, covers, or spines
   b. failing adhesive
   c. torn cover or pages
7. Volumes with “unopened” pages, i.e., folds at the top, bottom, or fore edge have not been trimmed or slit
8. Softcover items that do not have adequate support from the cover material to stand on the shelf. These may be:
   a. Spiral bindings
   b. Paperbacks with cover material not sturdy/stiff enough to support the volume
   c. Very tall items (> 11”)
   d. Thick text blocks (> 3”)

   Note: Softcover items that are sturdy, intact, and can stand on the shelf are not bound on receipt, except those designated by the fund manager.

9. Information or design elements on covers that may be damaged easily if the item is not bound
10. Very short (< 4”) volumes

11. Items designated ALF Restrict that may need protective enclosures or other stabilization because of their design or condition

12. Alert the Preservation Department immediately about items with suspected mold or other potentially hazardous substance. Segregate such items (in a box or plastic bag) and keep away from people and work areas to the extent possible until Preservation staff can respond. Please do not send via Library Mail Services.

**Serials**

Send for commercial binding:

1. Periodicals consisting of multiple issues

2. Softcover items consisting of a single piece, such as an annual, with any of the physical characteristics listed above under monographs

Do not send for binding:

1. Serials that are not cataloged

2. Serials for which only the latest edition is retained

3. Serials not kept in paper format because of subscriptions to other permanently retained formats, e.g., electronic or microform

**How do I know whether to send materials to General Collections Conservation (GCC) or Bindery Prep?**

**Monographs**

You may route items directly to Bindery Prep if you think that it needs to be bound commercially. If you are not sure, don’t worry! You can send items either to Bindery Prep or Preservation/General Collections Conservation. Preservation and Bindery Prep staff will make sure they end up in the right workflow.

**Serials**

Route serials to Bindery Prep. If an item is not appropriate for commercial binding, Preservation and Bindery Prep staff will make sure it gets the appropriate in-house treatment or enclosure. Routing these materials through Bindery Prep helps ensure that they are returned to the Serials Cataloging Unit when finished, for discharging and other steps.