

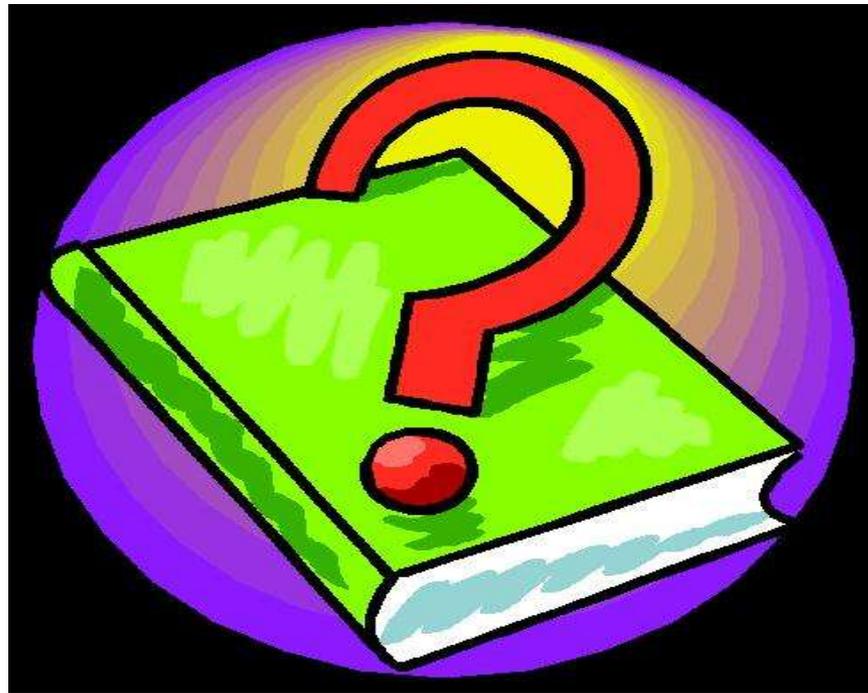
INTRODUCTION TO THE ART OF BASIC BOOK REPAIR

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Are you ready to jump into the pool of
basic book repair?



I think I might enjoy repairing books, but how can I get started?



Opportunities abound to learn about the process of basic book repair

- Read books or watch DVDs
- Enroll in a course (often a few hours or 1 day)
- Check online for videos using a search engine
- Ask a knowledgeable person at your library or one nearby to let you observe them making repairs
- Stay for the rest of this program

Guides and books are available

- DEMCO® Collection Care Guide (demco.com)
- Bookcraft and Guide to Collections Care (gaylord.com)
- Book Repair: A How-To-Do-It Manual by Kenneth Lavender. 2nd ed. Revised. New York: Neal-Schuman, 2011.
- And more (google.com), but trust only reliable sources

Workshops and classes as well

- DEMCO® Repair Workshops
- Other well-known suppliers may also offer workshops
- Archival Book and Paper Repair classes through the Midwest Collaborative for Library Services

But easy does it, at first

- Start with simple repairs
- Leave the rare, involved, or special cases to those with more training and experience
- Send out for professional re-binding any items that you want to keep indefinitely in your collection
- You can step up to more involved projects yourself when you feel that you're ready

You may hear of tension between archival and functional book repair



By all means . . .

- Always use the best repair methods you can
- Always purchase the best materials you can afford
- Always attempt to make the longest lasting, most stable repair you possibly can, but

. . . you probably already know that in
public library settings

- Circulating items have shorter life spans than rare books in archives
- Time to make repairs is often limited
- As are the funds for materials
- So you may need to adopt a more functional approach than you would in a perfect world

You might, however,

- Consider taking a more advanced course that teaches the best archival methods of book repair
- Check with the Midwest Collaborative for Library Services about courses such as “Archival Book and Paper Repair and Preservation for Circulating and Non-Rare Materials”
- See if those methods might be incorporated into your program of book repair

Check into the techniques available
and select those methods which
work best for you.



But wherever you come down
between archival and functional repair,
we should all be able to agree that . . .

Basic book repair is Beneficial

- To your library by limiting the funds used for re-purchasing damaged items
- To your patrons by keeping currently popular books in circulation longer
- To you because putting a book back in circulating condition is rewarding work

Basic book repair is Affordable

- Good quality materials aren't too expensive
- Properly repaired items can remain circulating for years
- And less time is required the more you practice and develop your proficiency (and, as some say, “time is money”)

Basic book repair is Doable

- You can learn to do it—you're intelligent library people
- You just need the desire to learn the skills
- And you need time to practice
- But even doctors don't start working on live patients, so start out with discarded books--it won't even matter if you make a mistake!

So, basic book repair is B. A. D.
But that's good!

The process of basic book repair begins as items are returned for discharge

- Examine each book for damage (mold & insects, too!)
- Visually inspect the outside first (front and back covers, spine, and page edges)
- Next check inside the front and back covers for loose hinges or text blocks
- Flip through the pages to find if any are loose or separated, or if any have stray marks

Ask yourself if you'd want to borrow
the book as you find it

- Then, either way, **DISCHARGE THE ITEM**
- If the book needs work, complete a bindery slip to accompany it through the process of repair and draw attention to the problem(s) noted

Sample bindery slip to accompany item needing repair

<u>Routing Item</u>	<u>Date</u>	<u>Initials</u>
Title _____		
___ Juv/Ya Bindery problem (Casey)		
___ Adult bindery issue		
___ Bindery Issue Page: _____		
Check off as you complete:		
___ Discharge item		
___ Change status to Bindery		

Supply helpful information regarding any damage needing repair

- Indicate any important information (such as date, damaged noticed, etc.)
- Be sure to include the location of the damage (e.g., “inside front cover” or “at foot of spine”)
- And include page number(s) whenever appropriate

Be sure to “Edit Item Attributes” to change the status to bindery

- Evergreen makes this procedure easy
- After discharging the item, just highlight the item on the screen
- Click on “Actions for Selected Items”
- Click “Edit Item Attributes”
- Change status to “Bindery” then click “Apply” and after that click “Modify”

Evergreen Menu

The screenshot displays the Evergreen Indiana library system interface. At the top, there is a navigation bar with menu items: Check Out, Check In, Search Catalog, Item Status, Patron Search, and Patron Registration. Below this is a secondary navigation bar with links for On Shelf Pull List, Item Check In, Item Check In, and Portal.

The main content area is titled "EVERGREEN INDIANA OPEN SOURCE INTEGRATED LIBRARY SYSTEM" and "Welcome to Evergreen, Mooresville PL". It is divided into three columns:

- Circulation and Patrons:** Includes links for Check Out Items (Retrieve Patron By Barcode), Check In Items, Register Patron(s), Search For Patron By Name, Pull List for Hold Requests, and Locate Address in Map.
- Item Search and Cataloging:** Includes a search bar, Advanced Search, Item Status / Display, MARC Batch Import / Export, z39.50 Import, Copy Buckets, and Record Buckets.
- Administration:** Includes links for Get Help with Evergreen, Reports, Edit Receipt Templates, Evergreen Member Directory, and Payment Reconciliation Reports.

At the bottom, there is a copyright notice: "Copyright 2006-2014 Georgia Public Library Service, and others. Powered by evergreen".

In the bottom right corner, a terminal window displays the following log:

Time	Message
7:31:04 PM	37323001070625 activation fail...
7:18:01 PM	37323005167450 activated
7:17:56 PM	37323005087864 activated
7:17:42 PM	37323005087864 activated
7:17:32 PM	37323005059129 activated
7:17:16 PM	37323005059129 activated

Evergreen Check In Screen

1: mvpl-circ1@MVPLM-discharge.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin Help

Check Out Check In Search Catalog Item Status Patron Search Patron Registration Toggle Hotkeys

On Shelf Pull List Item Check In Item Check In

Check In or Process Item

Auto-Print Hold and Transit Slips

Check In

Enter Barcode: Submit

Effective Date: 03/ 15/ 2016 Actions for Selected Items

37323001315640 was already checked in. Fine Tally: \$10.50

#	Balance Owed	Title	Barcode	Checkin D...	Family Name	Location	Route To	Call Number	Alert Message
1		Cam Jansen and the mystery of the stolen diamonds : [and] ...	37323001315640			JPBK	JPBK	J PAPERBK A	
2		Cam Jansen and the mystery of the stolen diamonds : [and] ...	37323001315640			JPBK	JPBK	J PAPERBK A	
3	0.00	Michael Vey Battle of the Ampere	31208911504753	2016-03-15...	LANCOUR	teen	PLFDP	T FIC Evans	
4	0.00	The legend of Spyro Dawn of the dragon	37323005167450	2016-03-15...	DEBAUN	YAMEDIA	YAMEDIA	PS2 LEG	
5		French kiss	37323005087864			MEDIA	MEDIA	DVD FIC FRE	
6	0.00	French kiss	37323005087864	2016-03-15...	Rowland	MEDIA	MEDIA	DVD FIC FRE	
7		Kingdom hearts	37323005059129			YAMEDIA	YAMEDIA	PS2 KN	
8	0.00	Kingdom hearts	37323005059129	2016-03-15...	DEBAUN	YAMEDIA	YAMEDIA	PS2 KN	
9		Swiss family Robinson	37323005115723			JMEDIA	JMEDIA	J DVD FIC SWI	
10	0.00	Swiss family Robinson	37323005115723	2016-03-15...	Rowland	JMEDIA	JMEDIA	J DVD FIC SWI	
11	0.00	Walt Disney's Dumbo	37323005126845	2016-03-15...	Rowland	JMEDIA	JMEDIA	J DVD FIC DUM	
12	0.00	Serena	37323005233179	2016-03-15...	Rowland	MEDIA	MEDIA	DVD FIC SER	
13	0.00	The fox and the hound : and, The fox and the hound II	37323005175032	2016-03-15...	Rowland	JMEDIA	JMEDIA	J DVD FIC FOX	
14	0.00	National Espionage, Rescue, and Defense Society	37323005163491	2016-03-15...	KEMP	CHILD_FIC	CHILD_FIC	J FIC BUC	
15	0.00	Lots of candles, plenty of cake	37323005008076	2016-03-15...	SWINT	NONFIC	NONFIC	921 QUI	
16	0.00	Sly the Sleuth and the pet mysteries	37323001532137	2016-03-15...	SZPUNAR	CHILD_FIC	CHILD_FIC	J FIC NAP	
17	0.00	Among the free	37323001645665	2016-03-15...	KEMP	CHILD_FIC	CHILD_FIC	J FIC HAD	
18	0.00	Maddie's dream	36804000219439	2016-03-15...	SZPUNAR	FIC-J	BEGPLE	JUV FIC HEN	
19	0.00	Moonlight mile	50577010999775	2016-03-15...	SZPUNAR	Juvenile Fiction	STCPLS	J HAP #4	
20	0.00	The target	31208911547893	2016-03-15...	SHULER	fiction			

Send and activate Items found: 0

- 7:31:04 PM 37323001070625 activation fail...
- 7:18:03 PM 37323005167450 activated
- 7:17:56 PM 37323005087864 activated
- 7:17:42 PM 37323005087864 activated
- 7:17:32 PM 37323005059129 activated
- 7:17:16 PM 37323005059129 activated

List Actions - Print List Printer Prompt Trim List (20 rows) Fast Entry (Asynchronous) Strict Barcode Checkin Modifiers -

Windows Taskbar: 2016 NCAA Divisi... Evergreen Staff CL... 1: mvpl-circ1@M... 3/15/2016 7:41:59 ... 7:41 PM 3/15/2016

Actions for Selected Items

1: mvpl-circ1@MVPLM-discharge.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin Help

Check Out Check In Search Catalog Item Status Patron Search Patron Registration

On Shelf Pull List Item Check In Item Check In

Check In or Process Item

Auto-Print Hold and Transit Slips

Check In

Enter Barcode: Submit

Effective Date: 03/ 15/ 2016 Actions for Selected Items

37323001315640 was already checked in. Fine Tally: \$10.50

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1		Cam Jansen and the mystery of the stolen diamonds : [and] ...	37323001315640			JPBK	JPBK	J PAPE
2		Cam Jansen and the mystery of the stolen diamonds : [and] ...	37323001315640			JPBK	JPBK	J PAPE
3	0.00	Michael Vey Battle of the Ampere	31208911504753	2016-03-15...	LANCOUR	teen	PLFDP	T FIC E
4	0.00	The legend of Spyro Dawn of the dragon	37323005167450	2016-03-15...	DEBAUN	YAMEDIA	YAMEDIA	PS2 LE
5		French kiss	37323005087864			MEDIA	MEDIA	DVD FI
6	0.00	French kiss	37323005087864	2016-03-15...	Rowland	MEDIA	MEDIA	DVD FI
7		Kingdom hearts	37323005059129			YAMEDIA	YAMEDIA	PS2 KI
8	0.00	Kingdom hearts	37323005059129	2016-03-15...	DEBAUN	YAMEDIA	YAMEDIA	PS2 KI
9		Swiss family Robinson	37323005115723			JMEDIA	JMEDIA	J DVD
10	0.00	Swiss family Robinson	37323005115723	2016-03-15...	Rowland	JMEDIA	JMEDIA	J DVD
11	0.00	Walt Disney's Dumbo	37323005126845	2016-03-15...	Rowland	JMEDIA	JMEDIA	J DVD
12	0.00	Serena	37323005233179	2016-03-15...	Rowland	MEDIA	MEDIA	DVD FI
13	0.00	The fox and the hound : and, The fox and the hound II	37323005175032	2016-03-15...	Rowland	JMEDIA	JMEDIA	J DVD
14	0.00	National Espionage, Rescue, and Defense Society	37323005163491	2016-03-15...	KEMP	CHILD_FIC	CHILD_FIC	J FIC B
15	0.00	Lots of candles, plenty of cake	37323005008076	2016-03-15...	SWINT	NONFIC	NONFIC	921 Q
16	0.00	Sly the Sleuth and the pet mysteries	37323001532137	2016-03-15...	SZPUNAR	CHILD_FIC	CHILD_FIC	J FIC N
17	0.00	Among the free	37323001645665	2016-03-15...	KEMP	CHILD_FIC	CHILD_FIC	J FIC HAD
18	0.00	Maddie's dream	36804000219439	2016-03-15...	SZPUNAR	FIC-J	BEGPLE	JUV FIC HEN
19	0.00	Moonlight mile	50577010999775	2016-03-15...	SZPUNAR	Juvenile Fiction	STCPLS	J HAP #4
20	0.00	The target	31208911547893	2016-03-15...	SHULER	fiction		

Copy to Clipboard

Add to Item Bucket

Show in Catalog

Show Holds on Bib

Show Item Details

Show Last Few Circulations

Retrieve Last Patron who circulated item

Edit Item Attributes

Backdate Post-Checkin

Mark Item Damaged

Mark Item as Missing Pieces

Abort Transit

Print Spine Label

Save Columns

Send and activate Items found: 0

- 7:31:04 PM 37323001070625 activation fail...
- 7:18:03 PM 37323005167450 activated
- 7:17:56 PM 37323005087864 activated
- 7:17:42 PM 37323005087864 activated
- 7:17:32 PM 37323005059129 activated
- 7:17:16 PM 37323005059129 activated

List Actions - Print List Printer Prompt Trim List (20 rows) Fast Entry (Asynchronous) Strict Barcode Checkin Modifiers -

Windows Taskbar: 2016 NCAA Divisi... Evergreen Staff CL... 1: mvpl-circ1@M... 3/15/2016 7:44:06 ... 7:44 PM 3/15/2016

Edit Item Attributes

The screenshot displays the 'Copies' window in a library management system. The window is divided into several sections for editing item attributes:

- Identification:** Includes fields for Status (Reshelving), Barcode (37323001315640), Creation Date (2003-11-26), Active Date (2003-11-26), Creator (admin), Last Edit Date (2016-03-15), and Last Editor (mvpl-circ1).
- Location (1):** Location/Collection (JPBK), Circulation Library (MVPLM), Owning Lib : Call Number (MVPLM : J PAPERBK A), and Copy Number (<Unset>).
- Circulation (2):** Circulate? (Yes), Holdable? (Yes), Age-based Hold Protection (<Unset>), Floating? (<Unset>), Loan Duration (Normal), Fine Level (Normal), Circulate as Type (<Unset>), and Circulation Modifier (book : book).
- Miscellaneous (3):** Alert Message (<Unset>), Deposit? (No), Deposit Amount (0.00), Price (3.99), OPAC Visible? (Yes), Reference? (No), and Quality (Good).
- Statistic:** Library Filter (EG-IN : Detailed Item, EG-IN : Legacy Item MYSTERY, EG-IN : Legacy Item JUVENILE, MVPL : <Unset>, MVPL : Kendrick Fo <Unset>, MVPL : Legacy Item JPBK_FIC, MVPL : Legacy Item JPBKHONOR).

Below the 'Copies' window, a list of items is visible:

ID	Quantity	Title	Barcode	Creation Date	Location
19	0.00	Moonlight mile	50577010999775	2016-03-15...	SZPUNAR
20	0.00	The target	31208911547893	2016-03-15...	SHULER

At the bottom of the window, there are buttons for 'List Actions', 'Print List', 'Printer Prompt', 'Trim List (20 rows)', 'Fast Entry (Asynchronous)', 'Strict Barcode', and 'Checkin Modifiers'.

Overlaid on the right side of the 'Copies' window is another window showing a 'Fine Tally' for \$10.50 as of 03/15/2016. It lists various routes and call numbers:

Route To	Call Number	Alert Message
JPBK	J PAPERBK A	
JPBK	J PAPERBK A	
PLFDP	T FIC Evans	
YAMEDIA	PS2 LEG	
MEDIA	DVD FIC FRE	
MEDIA	DVD FIC FRE	
YAMEDIA	PS2 KIN	
YAMEDIA	PS2 KIN	
JMEDIA	J DVD FIC SWI	
JMEDIA	J DVD FIC SWI	
JMEDIA	J DVD FIC DUM	
MEDIA	DVD FIC SER	
JMEDIA	J DVD FIC FOX	
CHILD_FIC	J FIC BUC	
NONFIC	921 QUI	
CHILD_FIC	J FIC NAP	
CHILD_FIC	J FIC HAD	
BEGPLE	JUV FIC HEN	
STCPLS	J HAP #4	

A small red notification box in the bottom right corner shows a log of activation events:

- 7:31:04 PM: 37323001070625 activation fail...
- 7:18:03 PM: 37323005167450 activated
- 7:17:56 PM: 37323005087864 activated
- 7:17:42 PM: 37323005087864 activated
- 7:17:32 PM: 37323005059129 activated
- 7:17:16 PM: 37323005059129 activated

Change Status to "Bindery"

The screenshot displays a library management system interface. The primary window is titled "Copies" and contains a "Copy Editor" with several tabs: Templates, Apply, Delete, Import, Export, Save, and Reset. The "Status" dropdown menu is open, showing a list of status options, with "Bindery" selected. The main area of the "Copies" window is divided into five columns: Identification, Location (L), Circulation (Z), Miscellaneous (3), and Status. The "Identification" column shows the current status as "Available". The "Location" column shows "JPBK" and "MVPLM". The "Circulation" column shows "Circulate?" as "Yes" and "Holdable?" as "Yes". The "Miscellaneous" column shows "Alert Message" as "<Unset>" and "Deposit?" as "No". The "Status" column shows "Library Filt" as "EG-IN : Detail" and "EG-IN : Legac" as "MYSTERY".

A secondary window is open in the background, displaying a list of items. The list has columns for "Route To", "Call Number", and "Alert Message". The "Route To" column lists various locations like "JPBK", "PLFDP", "YAMEDIA", "MEDIA", "JMEDIA", "JMEDIA", "MEDIA", "JMEDIA", "CHILD_FIC", "NONFIC", "CHILD_FIC", "CHILD_FIC", "BEGPLE", and "STCPLS". The "Call Number" column lists various call numbers like "J PAPERBK A", "J PAPERBK A", "T FIC Evans", "PS2 LEG", "DVD FIC FRE", "DVD FIC FRE", "PS2 KIN", "J DVD FIC SWI", "J DVD FIC SWI", "J DVD FIC DUM", "DVD FIC SER", "J DVD FIC FOX", "J FIC BUC", "921 QUI", "J FIC NAP", "J FIC HAD", "JUV FIC HEN", and "J HAP #4". The "Alert Message" column is empty.

A "Send and activate" dialog box is overlaid on the bottom right of the secondary window. It shows a list of items found and their activation status:

Time	Item ID	Status
7:31:04 PM	37323001070625	activation fail...
7:18:03 PM	37323005167450	activated
7:17:56 PM	37323005087864	activated
7:17:42 PM	37323005087864	activated
7:17:32 PM	37323005059129	activated
7:17:16 PM	37323005059129	activated

The taskbar at the bottom of the screen shows the system clock as 7:46 PM on 3/15/2016. The taskbar also contains several application icons, including "2016 NCAA Divisi...", "Evergreen Staff CL...", and "1: mvpl-circ1@M...".

Click “Apply” then “Modify Copies”

The screenshot displays a library management software interface. The main window is titled "Copies" and contains a "Copy Editor" form. The form is divided into several sections: Identification, Location, Circulation, Miscellaneous, and Status. The "Apply" button is highlighted in the top left corner of the form. Below the form, a list of items is visible, showing columns for ID, price, title, barcode, date, and location. A "Send and activate" dialog box is open in the bottom right corner, displaying a list of items and their activation status. The dialog box shows a list of items with their call numbers and alert messages, and a "Send and activate" button. The list of items in the dialog box is as follows:

Time	Call Number	Alert Message
7:31:04 PM	37323001070625	activation fail...
7:18:03 PM	37323005167450	activated
7:17:56 PM	37323005087864	activated
7:17:42 PM	37323005087864	activated
7:17:32 PM	37323005059129	activated
7:17:16 PM	37323005059129	activated

Purpose of changing the item's record in this way

- Foremost, this process respects patrons
- It allows catalog searches to reflect the unavailability of the item while it is repaired (The status shows as “bindery” and no holds are allowed for it)
- In addition, it allows the item status to be changed back to “available” by simply discharging the repaired item when it is ready to be released from the bindery

Basic book repair is best done in conjunction with your library's weeding program

- At MPL we route items needing repair to a supervisor to make the final determination
- Sometimes they decide that due to its age or general condition the book should be weeded from the collection rather than being repaired
- Thanks to Evergreen, though, there are often copies available even after you've weeded one

If it needs repairs and you decide not to weed it from the collection, send the book to bindery



After repairing the book, discharge it like any normal return

- Evergreen will return a “Copy Bad Status” window
- Force the override to remove the item from the bindery and return it to circulating status

After repairing a group of items, release them from the bindery

The screenshot displays a library management system interface. A dialog box titled "Override Checkin Failure?" is open in the foreground. It contains the following text:

Exceptions
COPY_BAD_STATUS Bindery
The given copy is not in a standard circulation status.

Override
Force this action?

The background interface shows a table of items with columns: #, Balance Owed, Title, Barcode, Checkin D., Family Name, Location, Route To, Call Number, and Alert Message. The table lists 19 items, including titles like "The OP: and. Futureshock", "Finding Fortune", "Barbie in The pink shoes", "How the West was won", "Escape from planet Earth", "The Barbie diaries", "Hercules", "The guilt trip", "Double identity", "Persuasion", "The devil's rooming house: the true story of America's dead...", "Insurgent", "The help", "Lost and found", "Weight loss surgery cookbook for dummies", "The complete photo guide to cake decorating", and "The guilt trip".

At the bottom right, a red box displays the following information:

Send and activate Items found: 0,
6:07:22 PM 37323001681272 activated
6:05:07 PM 37323001681272 activated
6:03:43 PM 37323005210441 activated
6:03:16 PM 37323005213734 activated
6:02:46 PM 37323005213734 activated
5:57:54 PM 37323001903957 activated
5:57:32 PM 37323005143147 activated

Return the book to the collection so it can resume circulating



So far, easier said than done, right?
But what about actually fixing
books?



There are many common problems
you can easily learn to repair;
we'll consider 3 today

- Loose (= still attached) cover hinge
- Broken cover hinge
- Separated (= text block detached) book cover

Ready to get to work

- Read the notes on the repair slip to help focus your attention, but give the book another good close look to catch anything that might have been missed in the initial overview
- Group similarly damaged items together to help speed the process along
- Prepare your work area by laying out your tools and supplies so everything is at hand

Some helpful tools and supplies

- Scissors
- Box Knife
- Ruler
- Brushes (flat edged)
- Scotch® Magic™ Tape
- Mending stick
- Rubber bands
- Bowl for water
- Polymer eraser
- Waxed Paper (note the better quality of the commercial grade sample)
- PVA (polyvinyl acetate) adhesive—NOT Elmer's® (note the difference between the samples)
- Single- and Double-stitched Cloth Binder Tape (see samples)
- Bone folder

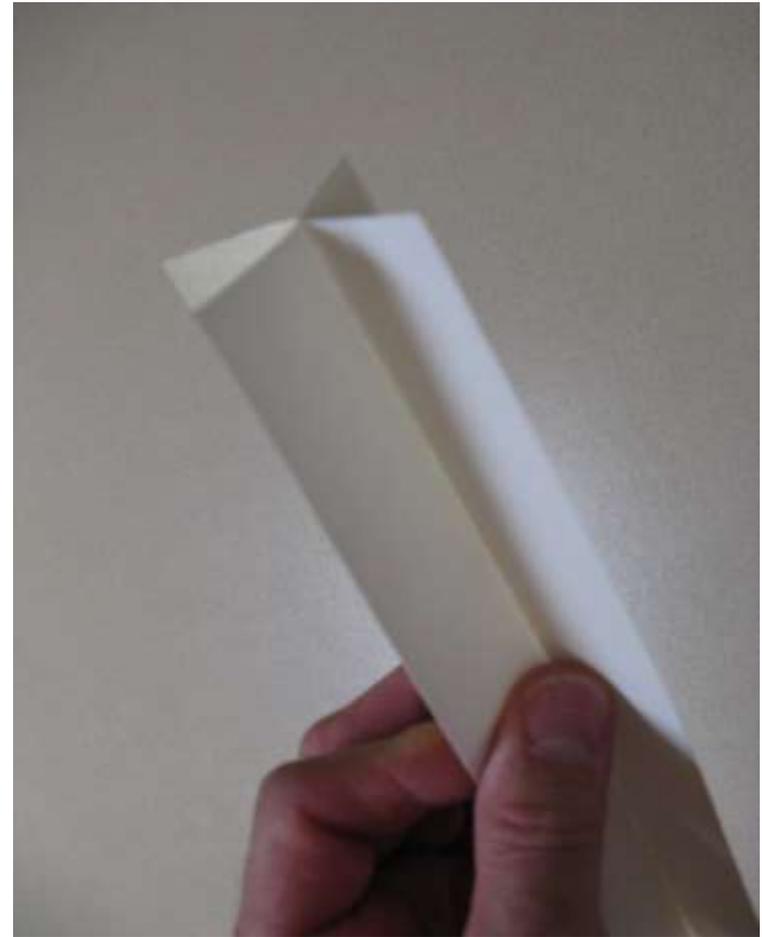
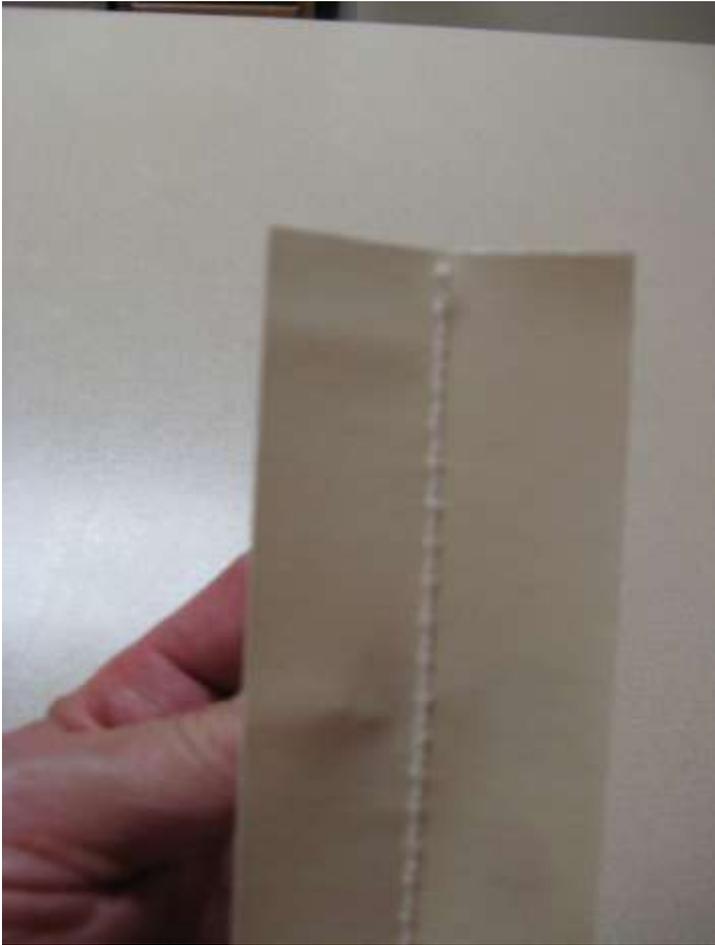
Helpful tools



Other necessary supplies



Single-stitched binder's tape



Double-stitched binder tape



Loose cover hinge



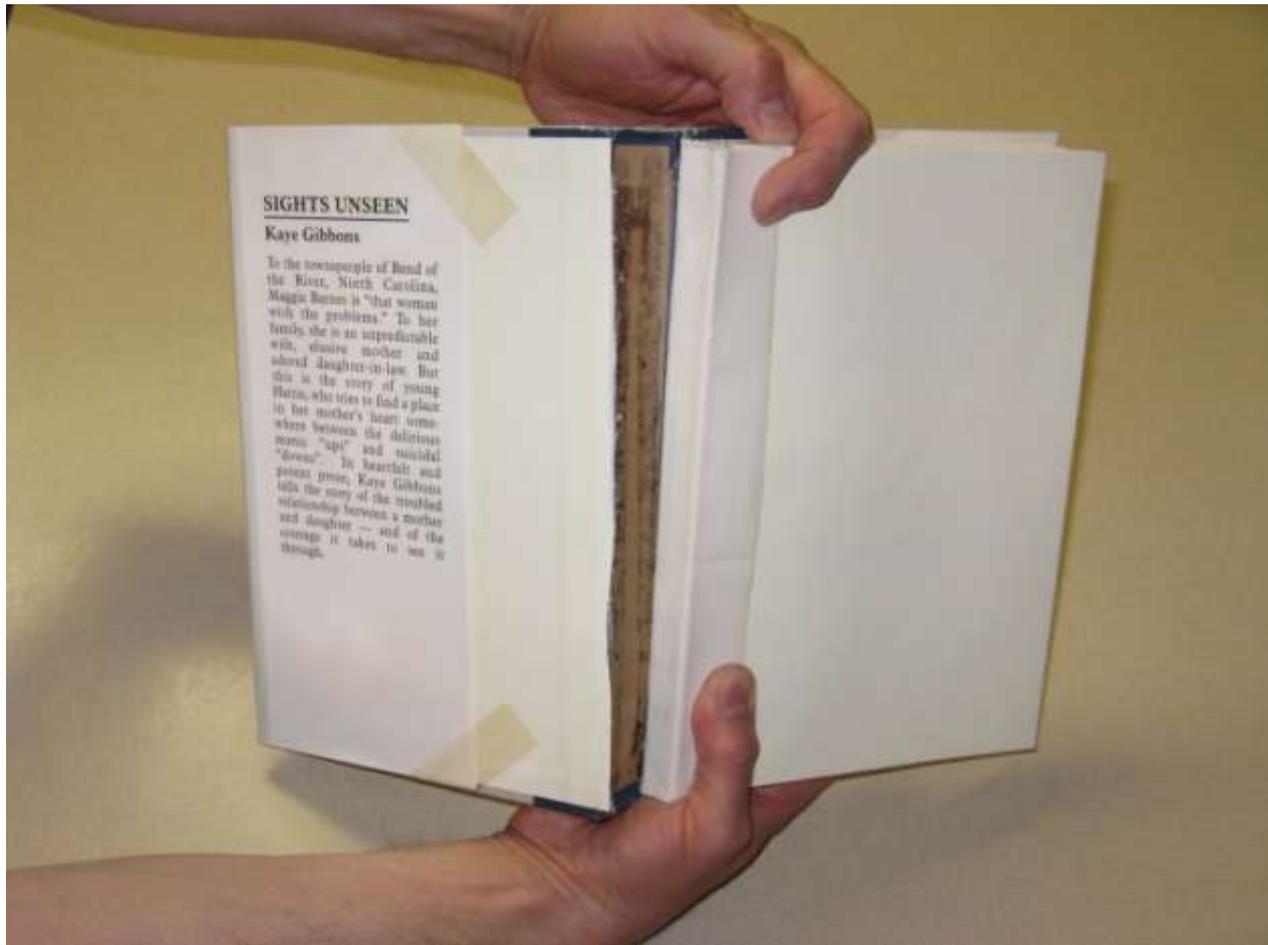
Loose cover hinge

- Repair with PVA adhesive
- Hold book at angle with hollow tube in spine open
- Apply PVA adhesive to a mending stick (Think “Goldilocks and the Three Bears”)
- Keep PVA between cover and end sheet (not out in area over spine) and use the a mending stick to twirl it into the entire length of the hinge

Loose cover hinge (continued)

- Use a bone folder to gently smooth the end sheet onto the cover
- Place waxed paper between cover and the end sheet
- Close the cover and secure with rubber bands
- Allow to dry completely

Broken cover hinge



Broken cover hinge

- Repair with PVA and Single-Stitched Binder Cloth Tape
- Clean edges with scissors or box knife
- Measure, cut, and dry fit the binder tape to ensure that it will work; trim tape if it is too wide
- Apply PVA to one pre-gummed surface (Again, think “Goldilocks”)
- Attach $\frac{1}{2}$ this glued surface along text block spine and $\frac{1}{2}$ along first (or last, as required) page and smooth each with bone folder

Broken cover hinge (continued)

- Use waxed paper to protect flyleaf
- Apply PVA to other pre-gummed surface
- Attach $\frac{1}{2}$ this glued surface along length of inside spine and $\frac{1}{2}$ along inside front (or back, as required) cover and smooth with bone folder
- Ensure waxed paper in place to prevent cloth tape from binding to itself or to flyleaf
- Secure with pressure and allow to dry

Separated Book Cover



Separated book cover

- Repair with PVA and double-stitched cloth binder tape (with inserted strip of waxed paper)
- Clean edges with scissors or box knife
- Apply PVA to one pre-gummed surface (Always think “Goldilocks”)
- Attach this glued surface along the length of the text block spine and along the first and last page and smooth each with bone folder
- Apply PVA to other pre-gummed surface (“Goldilocks”)

Separated Book Cover (continued)

- Be certain that top edge of text block and top edge of cover are both up!
- Attach this glued surface along the length of the inside of the cover spine and along the inside of the front and back cover hinge edge and smooth each with bone folder
- Insert waxed paper sheets between the text block and cover (both front and back) to prevent cloth tape from adhering to itself
- Secure with pressure and allow to dry

Conclusion

- Thanks for attending; I hope this was helpful
- Now that you've been introduced to basic book repair, I hope you have enough information to think about jumping in—and that you will
- If you do, I hope you'll enjoy repairing books as much as I do and that you'll enjoy returning many to circulating condition
- Time for that drawing, so get out your library cards . . .

Bonus material—no extra charge!

A few words about cloth binder tape

- Generally, cloth tape is for cloth books
- **Always** apply cloth binder tape with added PVA—don't let the pre-gummed surface fool you into thinking you don't need PVA
- You can separate single-stitched binder tape to give you two pieces which can each be used to strengthen a weak hinge

More on cloth binder tape

- Always use waxed paper between any layer of cloth binder tape that you don't want to adhere to an adjacent surface
- Always insert a length of doubled waxed paper—extending out the top and bottom, so you can pull it out later—in the hollow of double-stitched cloth binder tape before applying PVA (this will keep the hollow from being obstructed after the PVA dries)

A few words about PVA

- A polyvinyl acetate (such as Demco's® Norbond®) is a good liquid adhesive for a variety of book repairs
- It's water soluble so it can easily be thinned as you're working with it
- It dries clear and remains pliable
- It won't crack or discolor
- It's available in a number of quantities—from 2 oz. up to a gallon

A few more words about PVA

- Look for plastic bottles that seal tightly (e.g., plastic mustard or ketchup bottles with lids). Check the kitchen utensil section at a local store
- Try to find some with different sized nozzles
- Apply PVA from the bottle; then spread with a comfortable flat-edged paint brush
- Keep an open container of water at hand so you can keep the bristles from drying out

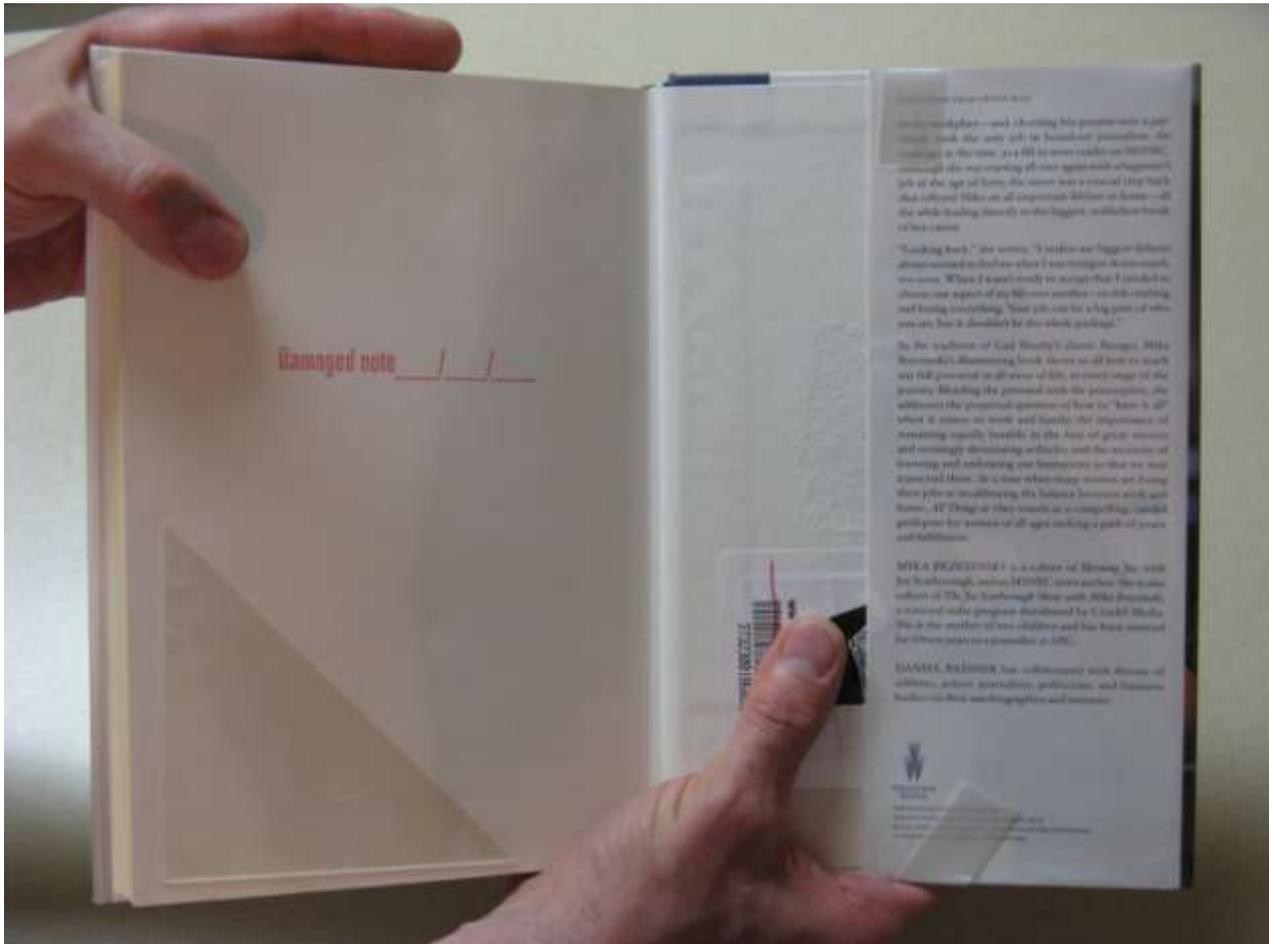
Last words about PVA

- PVA will start to dry if you are too slow in spreading it, so plan to work quickly once you apply PVA and begin spreading it
- If it should start to dry, you can wet your brush and re-moisten the area or add a little more PVA (or both)
- Don't use PVA to attach cloth tape to very shiny or slick endpapers without sanding them or scoring and removing the surface sections of the shiny paper first

Use a “damage” stamp to note damage that you cannot repair

- Always stamp in the same location inside a damaged book (perhaps inside the back cover) so staff members can check for note easily
- Write in the date and a few words about the damage
- This is very important because it will keep a future borrower from being falsely accused of causing the damage

Damage stamp example



A suggestion about weeding

- Consider weeding items from your collection before they reach the point of total dilapidation
- You may wish to repair items with minor damage to make them more appealing for a library sale even if they are to be culled from the collection
- This seems a considerate way to treat your patrons and your books