

Policy: 510
Subject: MENDING

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Approved by: LMAC

Contact: Preservation Services Librarian

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Revised:

Policy

All units are responsible for minor mending procedures to repair material damaged due to over-use, improper handling, damage by patrons, and general wear and deterioration. Such repairs typically involve repairing end sheets, spines, loose signatures, torn sheets, as well as tipping-in loose pages, and removing inappropriate tape.

The decision to mend an item should be weighed against the time and costs involved to mend the item properly, the costs of binding, the costs to purchase a replacement copy and the anticipated future use of the item.

Some items may be too brittle or damaged to mend or bind and, if retained, will need to be placed in a phase box with limited access (at unit discretion or in consultation with Preservation Services Librarian).

"Preservation treatment statistics" are currently maintained in each unit and submitted monthly to the Preservation Services Librarian. (Attachment 1) These statistics are presently under review by ARL.

Procedures

1. Unit staff should receive training in mending procedures through the Preservation Services Librarian.
2. Copies of missing pages which are requested through Document Delivery are not charged against any budget. "Library work" should be noted in the space designated for "UM budget/Grant No." on the Document Delivery form.
3. Mending supplies must be requested through the Storekeeper, E. Dafoe Library. Mending supplies are paid for out of each unit's operating supplies budget, allocated annually by Libraries Administration. Extraordinary supply needs should be directed to the attention of Associate Director, Collections.
4. General guidelines for mending printed materials are provided in Attachment 2. Questions regarding mending should be directed to the Preservation Services Librarian.

