

Policy: 515
Subject: PRESERVATION FREEZER

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Approved by: LMAC
Contact: Preservation Services Librarian
Prepared by: Georgina Lewis

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Preamble

A small freezer is kept in the Collections Management work area to stabilize wet library materials pending treatment or a collection decision. Where it is clear that wet material is no longer wanted in the collection, it should be discarded immediately, rather than sent to the freezer.

Procedures

1. Materials to go into freezer

A. Books or loose paper with the following conditions:

- 1) wet books, even if slightly damp, which cannot be thoroughly dried immediately. Note: Books and journals with glossy paper should be interleaved with waxed paper. If the pages stick together, the volume will be ruined beyond repair.
- 2) books with evidence of insect activity - don't worry about whether they are dead or alive; freezing will render the question irrelevant.

B. Other media if wet

2. Sending materials to the freezer

A. Handling:

Wet paper is extremely fragile. Handle wet books and documents gently. Do not attempt to remove any dirt or contamination.

B. Preparation:

Remove any foreign materials such as bookmarks and do not put any instructions in the book itself. Any instructions, etc., should be written in permanent (i.e., not water soluble) ink and attached to the wrapping of the book.

C. Wrapping:

Wrap the material in a plastic bag, plastic-lined mailing bag, or waxed or freezer paper. Do not secure the wrapper with elastic bands; use cloth strips or tape.

D. Charge out:

Charge the book out to special ID: PRESERVATION FREEZER.

E. Delivery:

1) Alert Collections Management that the material is coming. If no one is available in Collections Management, contact Libraries Administration. Indicate how much material is coming and describe the problem.

2) Fort Garry Campus: Deliver material to Preservation Services by hand if possible. Wet materials should be given priority and should be wrapped and sent to the freezer immediately upon discovery.

3) Health Sciences Campus: Do not send wet materials if they will be in transit for much more than one hour. If immediate delivery cannot take place, prepare wet items as instructed above, and hold them in a local freezer until they can be hand delivered. Other items may be sent through campus mail.

3. Placing materials in freezer

A. Confirm that above procedures have been followed and make any adjustments.

B. Note date and unit on wrapper of book.

C. Place material as close to bottom and side of freezer as possible.

4. Drying material

Consult with Preservation Services Librarian on best procedures to dry and restore material.