

BOOK MAINTENANCE AND REPAIR

Library Monitoring Rubric - Section 1
Librarian Growth Rubric - Standard 9
School Library Guide - Section 4.8



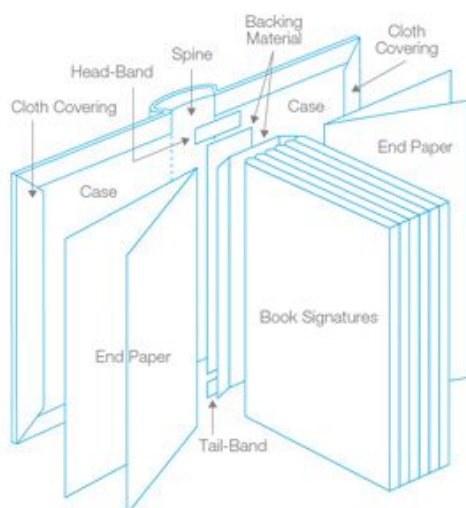
BOOK REPAIR SUGGESTED TOOLS

- Transparent Repair Corners and Wings
- Insertion Strip
- 2" and 3" Book Tape, Cloth Repair Tape, Mending Tape
- Transparent Acid-Free Mending Tissue
- Perforated Hinge Tape, Paper Hinge Tape
- Book Repair Glue with Syringe, 1/2" and 3/4" Glue Brush
- Tape and Adhesive Remover, Book Cleaner
- H-Band Assortment
- Plastic Bone Folder, Book Squeegee
- Non-stick Scissors, Razor Blade Knife
- Aluminum Edge Ruler

BOOK REPAIR AREA GUIDELINES

1. Keep your repair tools in good repair, clean and well-sharpened.
2. Keep the work area clean. After completing repairs put tools and supplies in their proper storage location.
3. Some of the tools you will be working with are extremely sharp. Please exercise caution.
4. Wash your hands frequently.
5. Batch similar repairs.
6. Do not eat or drink in the repair area.
7. Treatments should not be visible.

PARTS OF A BOOK



REPAIR PRINCIPLES

- Books to be Repaired: Books that contain torn or loose pages, worn spines and covers, loose hinges, or detached covers.
- Books to be Discarded: Books that do not warrant the time or expense to repair. These may include books with yellow, crumbling pages, missing pages, out-of-date information, or lack of relevance to the collection.
- Catch damage early as students check books into the library. Teach student workers or volunteers how to repair minor damage.
- Sort books by type of damage or batch books. It is more efficient and cost-effective to repair similar damage.
- Work systematically to make sure that books are repaired correctly.
 - ◆ Remove the book jacket
 - ◆ Mend torn pages or reattach loose pages
 - ◆ Repair the cover
 - ◆ Clean the book jacket cover or insert jacket into a new cover

REPAIRS

- Mending Torn Pages
 - ◆ Materials: transpaper book tape and a bone folder
 - ◆ Directions: cut a strip of tape $\frac{1}{4}$ " longer than the cut or tear. Center tape over the tear. Fold tape over edge of page and rub down with folder.
- Repairing Edge Damage
 - ◆ Materials: transparent book tape and bone folder
 - ◆ Directions: Torn margins of pages can be repaired by using transparent tape on both sides of the page.
- Cleaning Soiled Pages
 - ◆ Materials: book cleaner, plastic eraser, razor blade knife
 - ◆ Directions: remove pencil marks and other spots with eraser. Crayon marks are difficult to remove completely. The top layer of the crayon can be removed using razor blade knife.
- Attaching Loose Pages
 - ◆ Materials: book glue, brush, bone folder, H bands

- ◆ Directions: straighten any rolled edges or folded corners and check the way the page fits in the book. Apply a narrow strip of book glue on the back side of the page with the side of the brush. Line up the page with the outer edge of the book and force spine edge into the book with the bone folder. Close, and secure with H bands. If the page extends beyond the outer edge, trim the page with scissors.

→ Repairing Corners

- ◆ Materials: transparent corner repairs and bone folder
- ◆ Directions: place transparent corner repair on the front of the cover. Fold over one side and rub smooth with a folder. Fold over the second side so that it overlaps and rub smooth with a folder.

MAINTENANCE

→ Opening a New Hardcover Book: not opening properly can split the binding of the book

- ◆ Hold the textblock (group of pages) at a right angle to the work surface with covers flat. Run thumb gently along the hinge. Continue pressing along the inner margins about every 10 to 15 pages, alternating from front to back of the book. When the middle of the book is reached, the spine should arch gently and the page should lie flat.

→ Book Jacket Covers: to keep dust jackets protected from dirt and damage, book jacket covers can be placed on books by most book vendors or after books arrive at the library.

- ◆ Materials: book jacket cover, bone folder, tape
- ◆ Directions: remove dust jacket and attach all spine labels and barcodes. Select an appropriate size jacket cover. Slide bottom of the book cover into the folded edge of the book jacket. Crease smooth with folder. Fold the top of the dust jacket cover down and secure with tape. Crease smooth with folder. Place front of the book on the jacket, fold and secure with tape. Smooth cover around to back of the book, fold and secure with tape.

→ Paperbacks: a large portion of any school library collection consists of paperback books because they are inexpensive.

- ◆ Paperback books can be reinforced before the books are used to help them withstand constant use. There are two options self-adhesive or non-adhesive book covers that can help reduce the damage to paperback books.