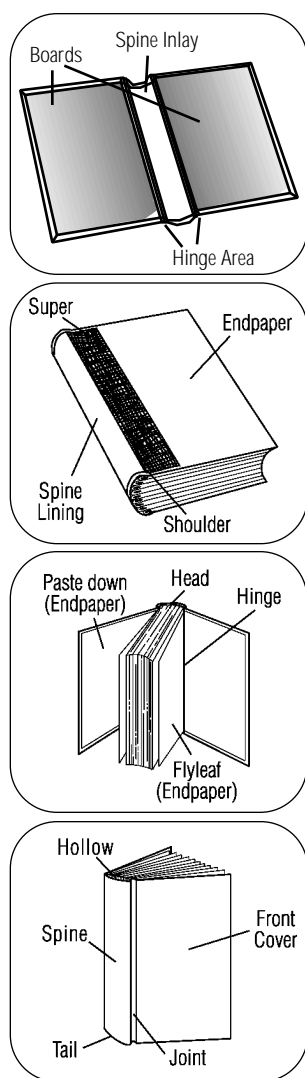


## BOOK REPAIR

The repair procedures in **Bookcraft™** are intended for circulating collections in school and public libraries. It assumes that these volumes will eventually be weeded or replaced, and that both budgets and staff are limited. Libraries that have collections with long-term research value will want to consult Gaylord's **Pathfinder No.4: Introduction to Book Repair** for guidelines in developing a book repair program based on conservation principles. No matter what the collection, however, effective book repair begins with an understanding of book structure, principles of repair, and appropriate supplies and equipment.



### PARTS OF A BOOK

Most modern hardcover books are case bound. As you can see by the diagrams (left), they consist of two parts:

- **the case**, made up of front and back boards (covers) and a stiff spine liner (spine inlay), covered by cloth or sturdy paper.
- **the textblock** (contents), made up of pages sewn or glued together. A folded sheet of paper (endpaper) is glued to the shoulder of the first and last page of the textblock. The spine is lined with an openweave cloth (super) that extends onto the endpapers. The spine is strengthened further with a paper lining.

The textblock is attached to the case by gluing the endpaper and reinforcing cloth (super) to the boards. The spine inlay is not glued to the spine lining of the textblock. This creates a hollow that allows the binding to flex and open easily. The hinge area (called the joint on the outside of the case) takes most of the strain of use and is typically the first area to show signs of damage.

The repair procedures in **Bookcraft™** describe how to repair the textblock, the case, and the attachment of the textblock to the case.

## *Book Repair*

### **PRINCIPLES OF REPAIR**

#### **Incorporate preventive maintenance into processing procedures for new acquisitions.**

The second half of **Bookcraft™** describes techniques that will extend the life of new books. Book jacket covers, paperback reinforcement, and pamphlet bindings all provide protection against heavy use.

**Catch damage early.** Work with circulation staff to identify volumes with minor damage such as loose pages or loose hinges before they become major problems. It takes less time and money to do a minor repair than a more extensive repair. Encourage patrons to note damage when an item is returned rather than do it themselves. “Home-made” repairs are rarely good for the book.

#### **Sort damaged books into categories:**

##### **Books to be repaired**

Volumes with torn or loose pages, worn spines and covers, loose hinges, detached covers, or other minor damage. The paper should be flexible and not brittle.

##### **Books to be rebound by the library binder**

Volumes with a larger number of detached pages, badly damaged covers, and major damage that cannot be repaired in the library. The selection of books for rebinding depends upon local factors such as budget and the importance of the book to the collection.

##### **Books to be discarded**

Volumes that do not warrant the time or expense to repair or rebind. These may include books with yellow, crumbling paper, missing pages, out-of-date information, or lack of relevance to the collection.

#### **Books to be reviewed for conservation**

If a volume has historic, monetary, or artifactual value, set it aside for treatment by a conservator or hand bookbinder.

*Remember that the techniques demonstrated in this manual are for circulating materials and most are irreversible.* It is better to box or wrap a valuable volume than treat it incorrectly.

**Batch books for repair.** Once damaged books have been identified, sort them into the types of repair described in this manual. It is more efficient and cost-effective to repair 5-10 items with similar damage (loose hinges, detached boards, loose pages).

**Work systematically.** Books should be repaired in the following order. If the first task is not necessary, proceed to the next.

1. Remove the book jacket cover. Good repair cannot be done to a book while the jacket is attached.
2. Repair the text block. Mend torn pages, reattach loose pages, replace the end-sheet
3. Repair the case.
4. Reattach the textblock to the case.
5. Clean the book jacket cover or insert the jacket into a new cover.

**Maintain quality control.** Work should be neat, accurate, and sound. Book repair is no place for sloppy craftsmanship. When new staff are assigned to repair, they should be trained by an experienced person and given a copy of **Bookcraft™** for reference. Their work should be reviewed periodically to be certain they understand both principles and techniques of book repair.