

Post-Circulation Examination

After circulation, before re-shelving, all books should be examined by circulation staff so that damaged and/or deteriorated items may be sent to B31 Olin Library for daily inspection by staff of the Preservation Department. The following points should be covered during the examination, which, with a little experience, may be done fairly quickly.

1. Binding:

- a. Is spine loose, torn, or detached?
- b. Is classification label secure and legible?
- c. Is case, or are individual boards, loose or detached?
- d. If boxed, check condition of box (case, portfolio, etc.) and contents.
- e. Are there loose or damaged pages?
- f. Are there loose or damaged plates or maps?

2. Paper:

- a. Is paper badly embrittled (i.e. will not withstand double corner fold)?
- b. Is paper moldy (i.e. limp with dark colored surface spotting)?
- c. Is there evidence of insect infestation (i.e. small live insects, insect eggs, or worm-like larvae)?

In the case of 2b and 2c, the book should be immediately placed in a plastic bag and twist-sealed with a rubber band and, if possible, taken directly to the Preservation Department.