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.