

UBC Library Collections Care

UBC Library Preservation

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techserv.library.ubc.ca/divisions/preservation



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Why is Collections Care Important?

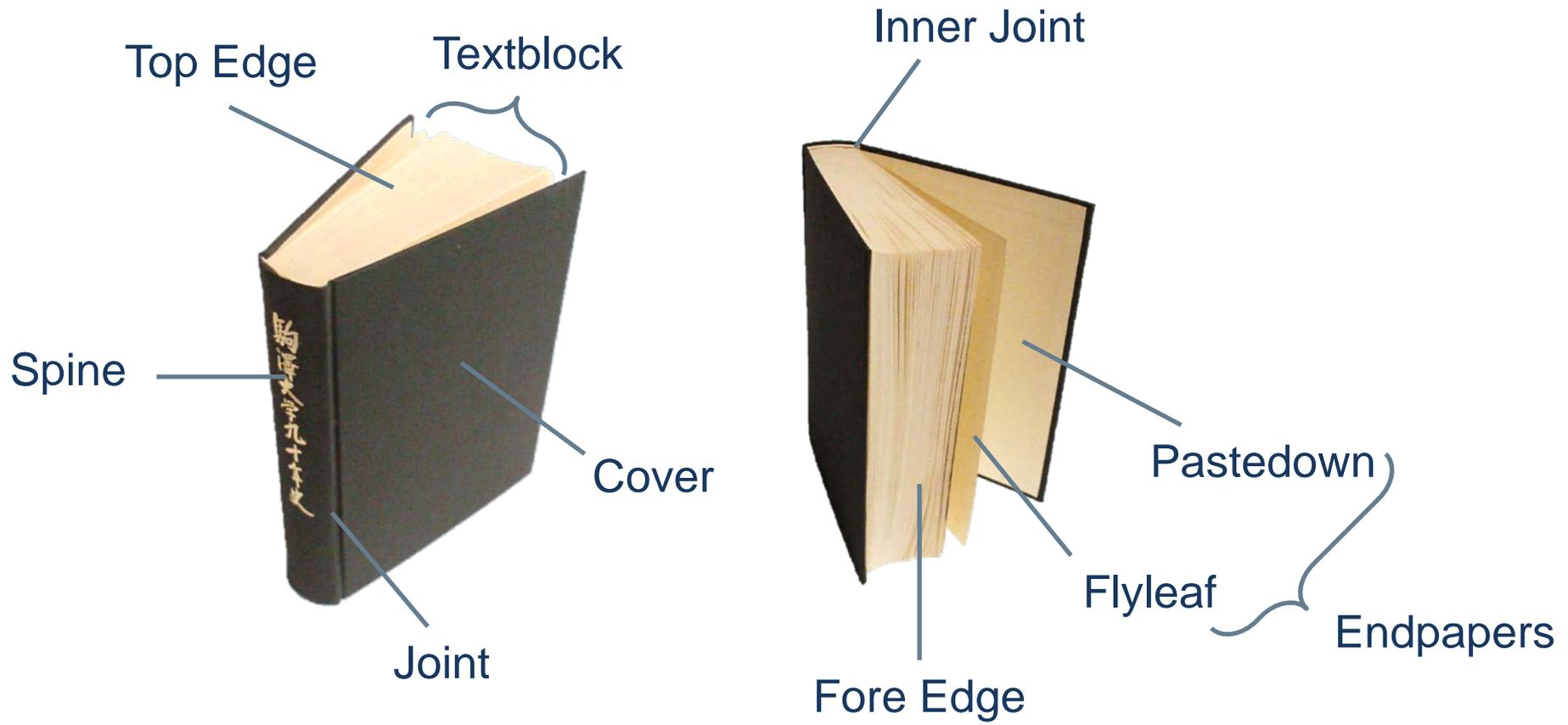
- We want our Library and materials to be in **good condition** and aesthetically pleasing.
- Damaged or defaced materials have a reduced life-span, may need to be removed from circulation, and may be impossible to repair or replace, reducing or eliminating the **access** to those materials.
- Untreated damage, no matter how minor, can lead to more damage, increasing the **time** and **money** needed to repair or replace those materials.



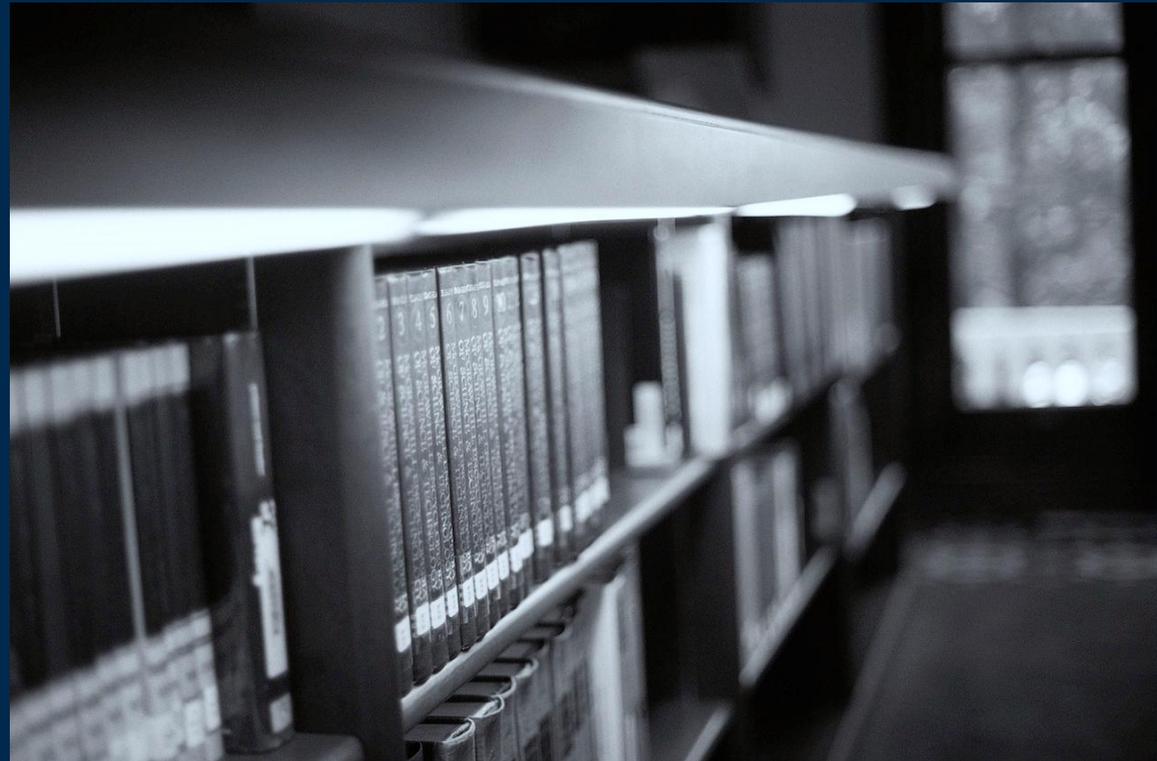
How can you help?

- **Learn** how to correctly shelve, retrieve, and handle books.
- Take time to **correct** shelving problems.
- Learn how to **identify** common types of damage.
- **Know** what to do in an emergency.
- Set a good **example** for others.

Book Vocabulary



Shelving Care



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Shelving Books

- Books should be **upright** on the shelf and not leaning.
- Always use **bookends**, every shelf should have a bookend.
- Ensure that the books are not packed tightly on the shelf; leave several centimeters of **free space** on each shelf.

Shelving Books

Incorrect



Correct



Shelving Oversized Books

- Consider any book oversized if it does not fit on the shelf or has less than 4 cm clearance between the top of the book and the shelf above.
- Place oversized books on their **spines**.
- **Do not** shelve books on their fore-edges. This will damage the book.

Shelving Oversized Books

Incorrect



Correct



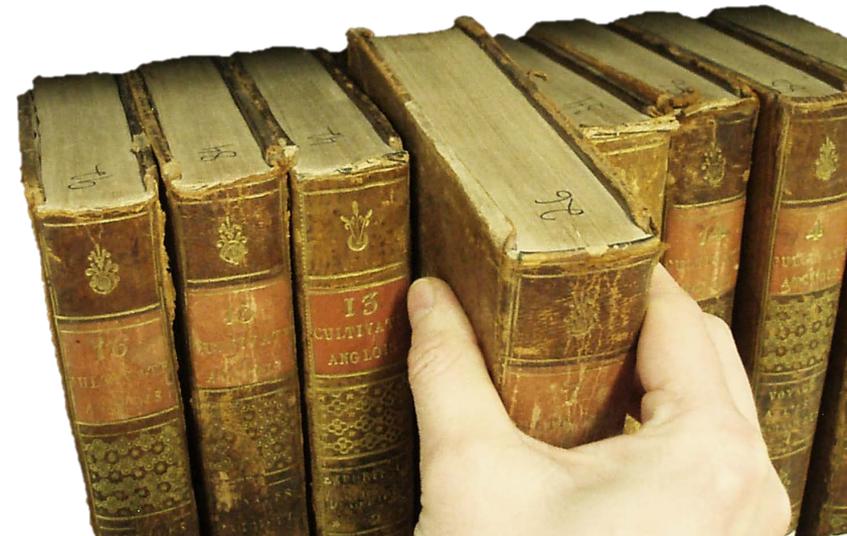
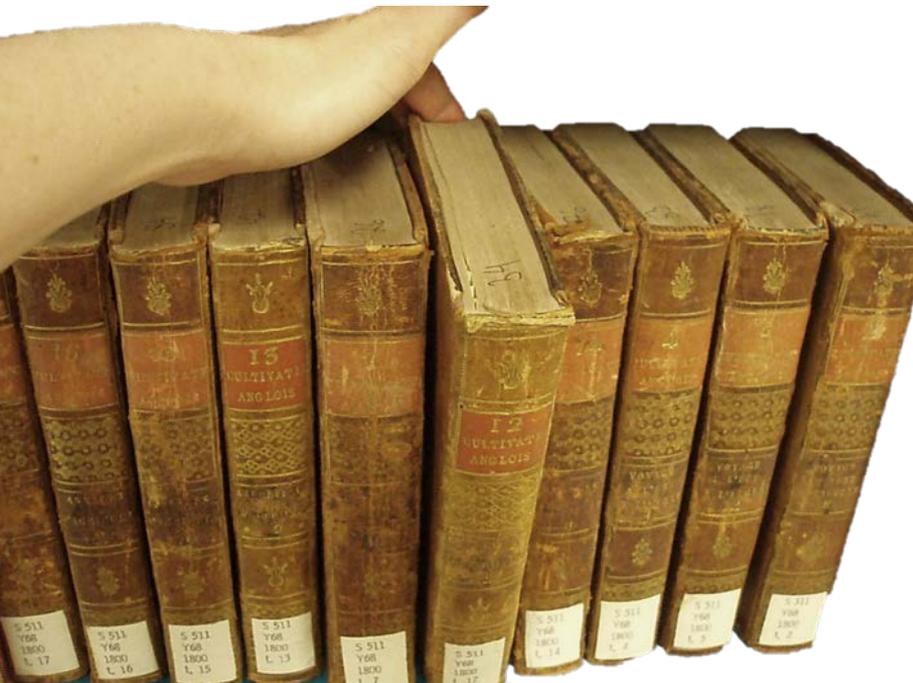
Removing a Book From a Shelf

- **Do not** pull a book by any part of its spine.
- Use one of the following three techniques to remove a book from the shelf.



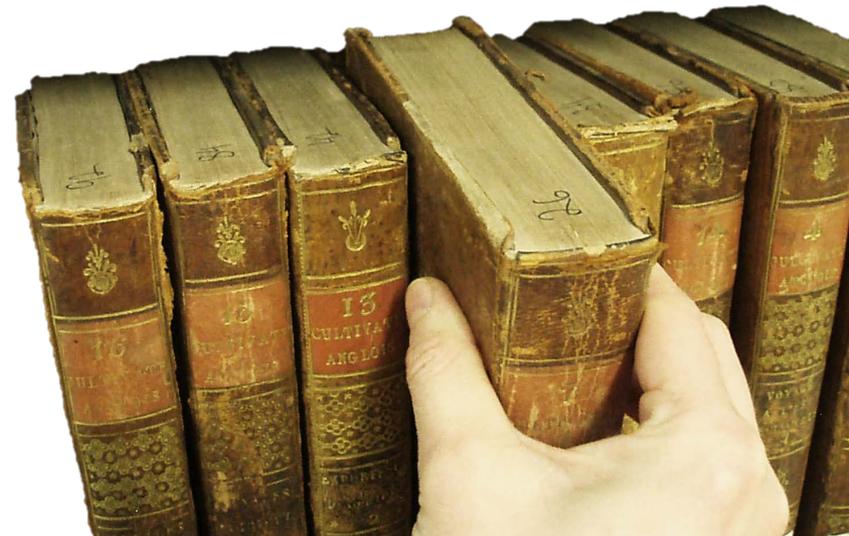
Removing a Book From a Shelf

- If you can, reach over and behind the book and **push** the book towards you.
- Then grasp the book by its **covers** to remove the book from the shelf.



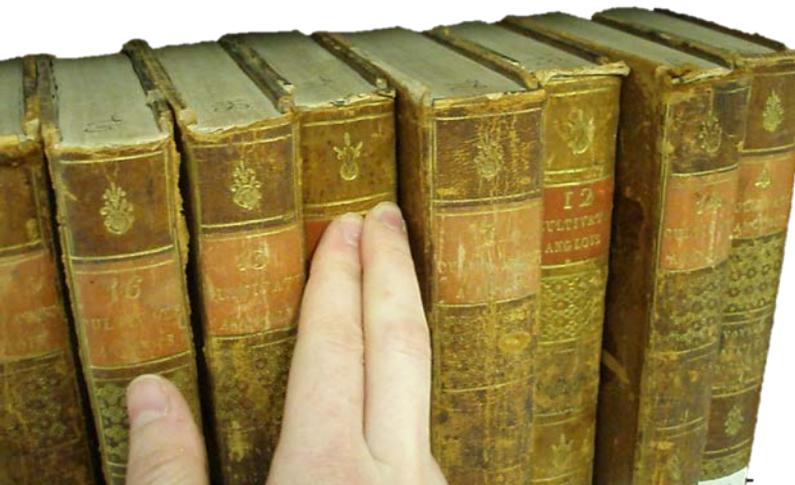
Removing a Book From a Shelf

- Or put your fingers on the top edge of the book and **lean** it towards you.
- Then grasp the book by its **covers** to remove the book from the shelf.



Removing a Book From a Shelf

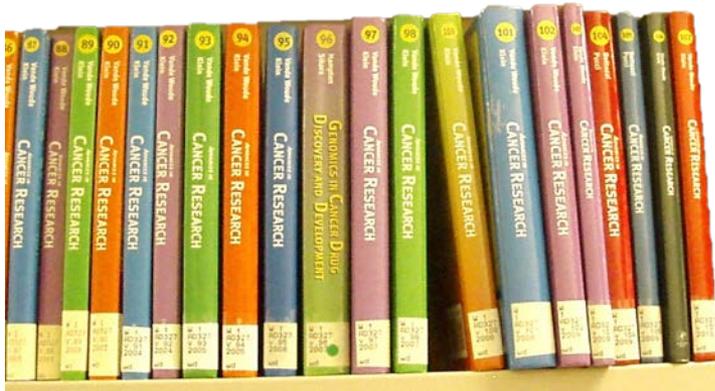
- Or gently **push back** the books on either side of the book you want.
- Then grasp the book by its **covers** to remove the book from the shelf.



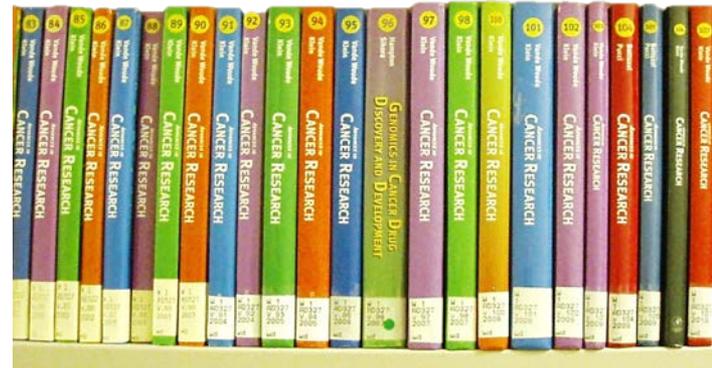
Removing a Book From a Shelf

- After removing books from the shelf, gently push the books together and **secure the bookend** so there is no space left behind.

Incorrect



Correct



Handling



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Clean Hands

- Ensure you are handling Library materials with clean hands.



Loading a Book Truck

- Load a book truck as you would a shelf.
- Use **bookends** when needed or use large books laid flat to support the upright books.

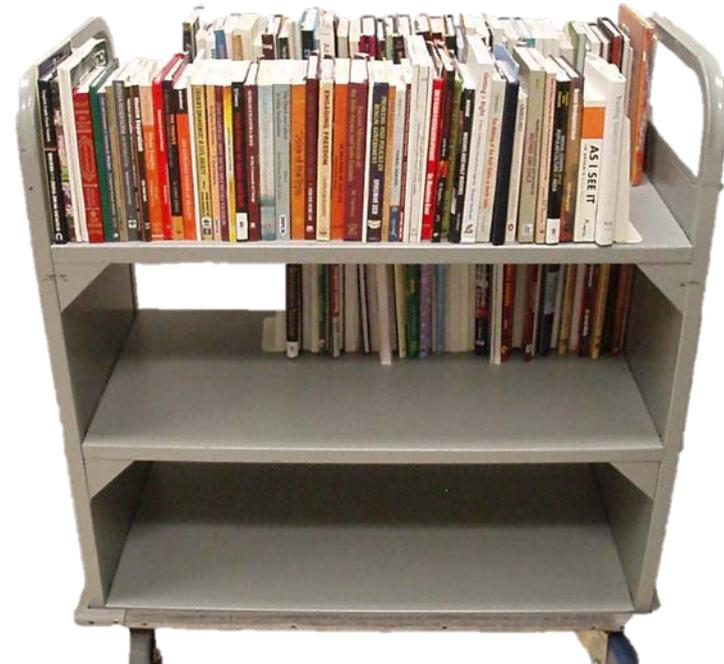


Loading a Book Truck

Incorrect



Correct



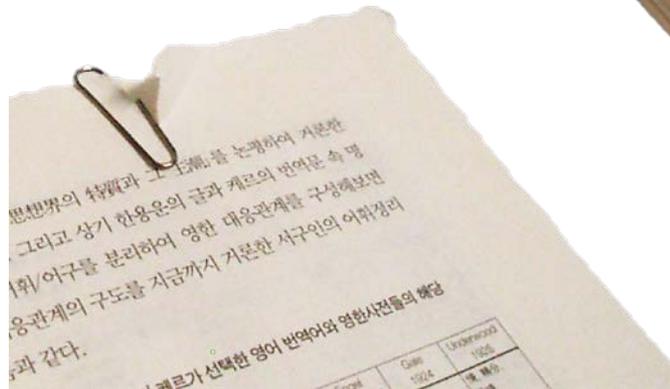
Stacking Books

- When stacking books ensure that the stack is away from table edges.
- Keep stacks of books **small** to avoid toppling.



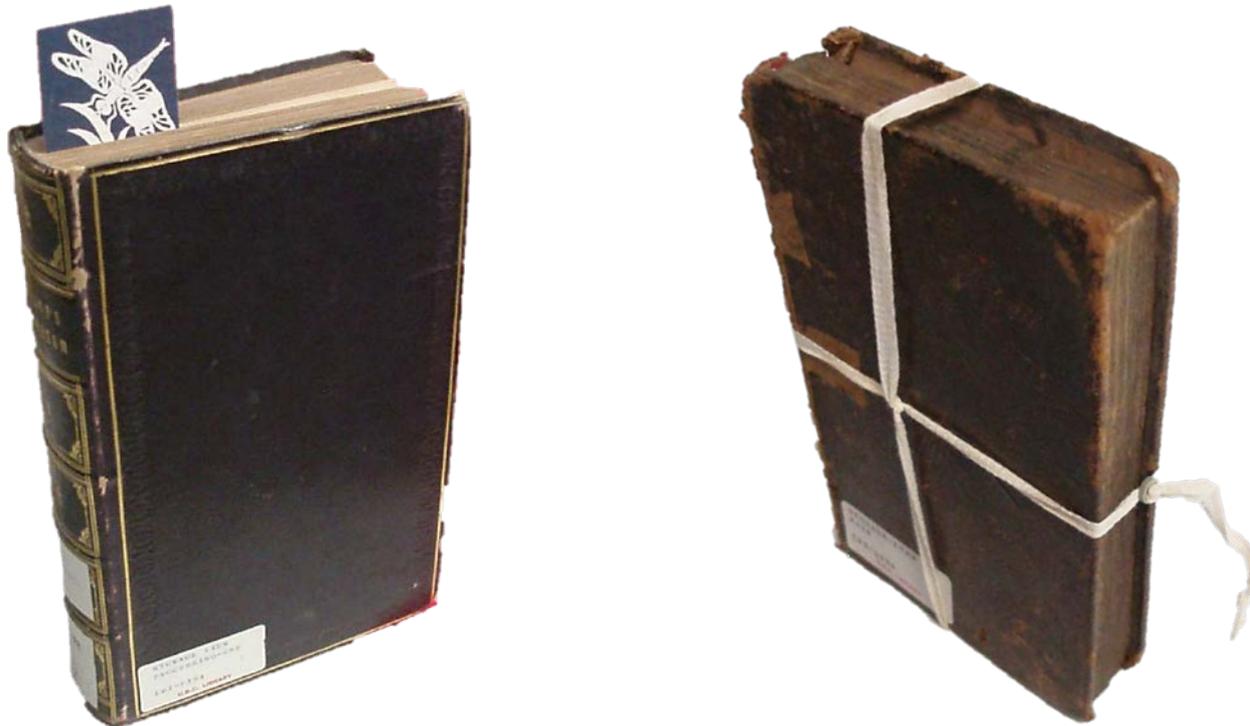
Office Supplies

- **Do not** use general office supplies to attach, mend, mark, or enclose books.
- Paperclips, post-its, rubber bands, tape, and other non-archival items can all severely damage material



Preservation Supplies

- Use proper supplies such as archival folders, bookmarks, and cloth grip-tites to secure materials.



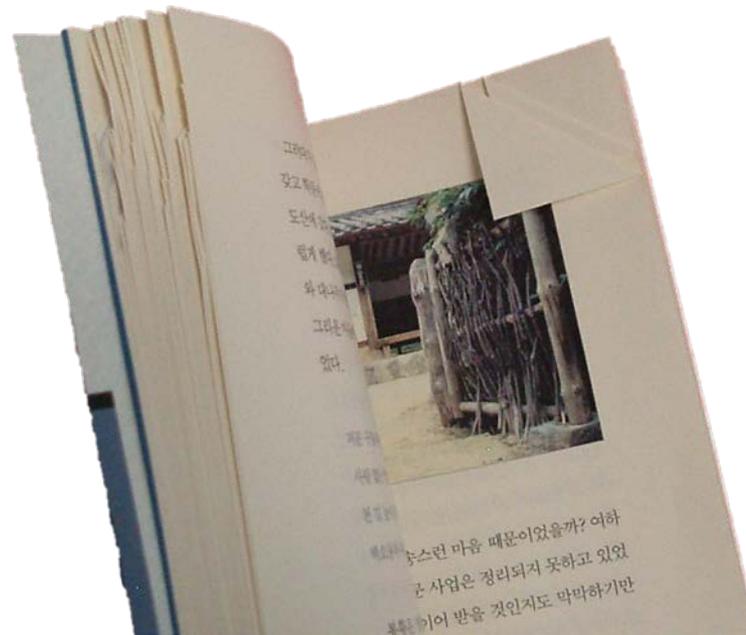
Marking Books

- **Do not** mark or write in books.
- Either add notations on a bookmark or copy the page to add notations.



Dog-eared Pages

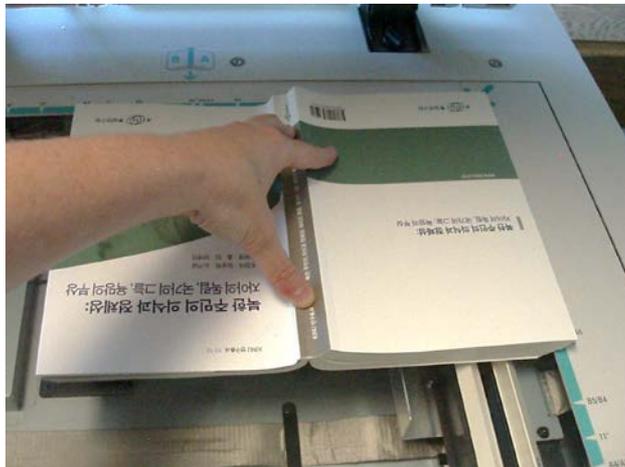
- **Do not** fold the corners of pages over. Dog-eared pages, especially in older books, can cause pages to tear and break.
- Use a bookmark to mark the page.



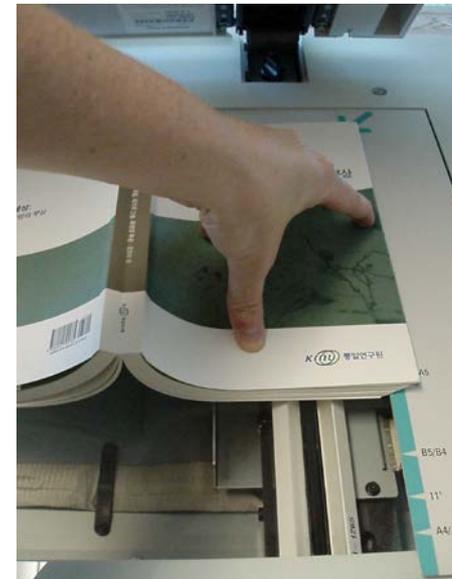
Making Photocopies

- **Do not** press down on the spine of a book or use the copier lid when photocopying pages of a book.

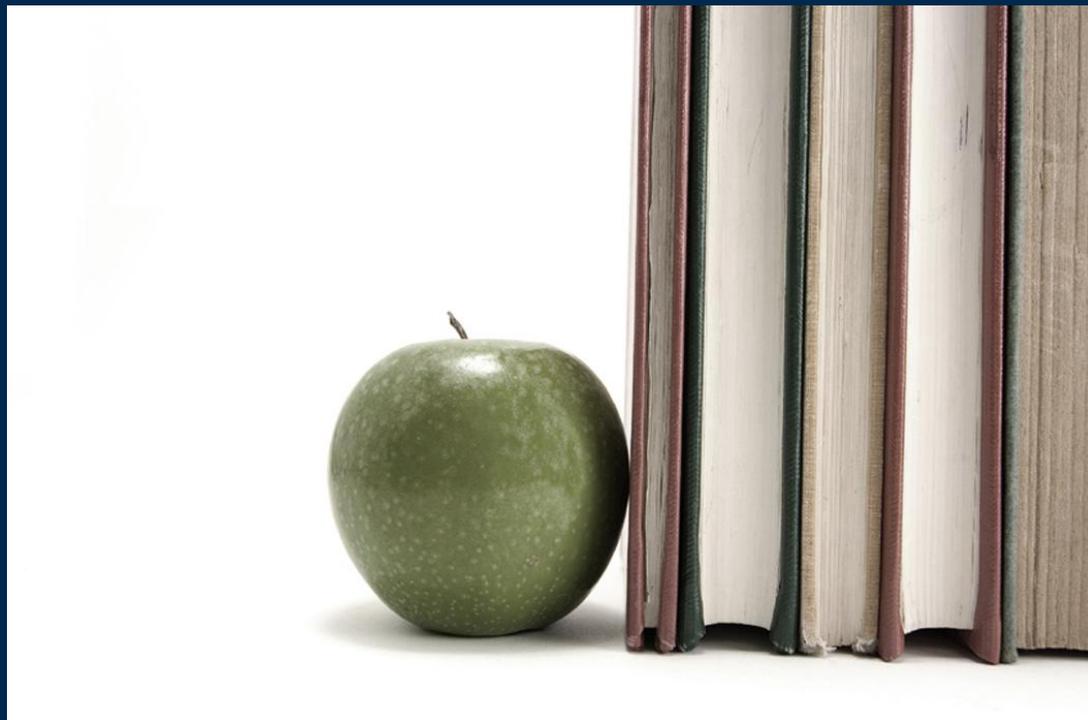
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Food & Drinks



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Food & Drink

- **Keep food and drinks away** from Library materials to avoid spills and unwanted critters.
- Ensure beverages are in a container with a **lid**.

Incorrect



Correct



Food & Drink

Food & Drink Policy

**PLEASE HELP PRESERVE
YOUR LIBRARY & COLLECTIONS**

✓ YES! Drinks that are in
spill-proof containers



✓ YES! Snack foods that don't
disturb those around you



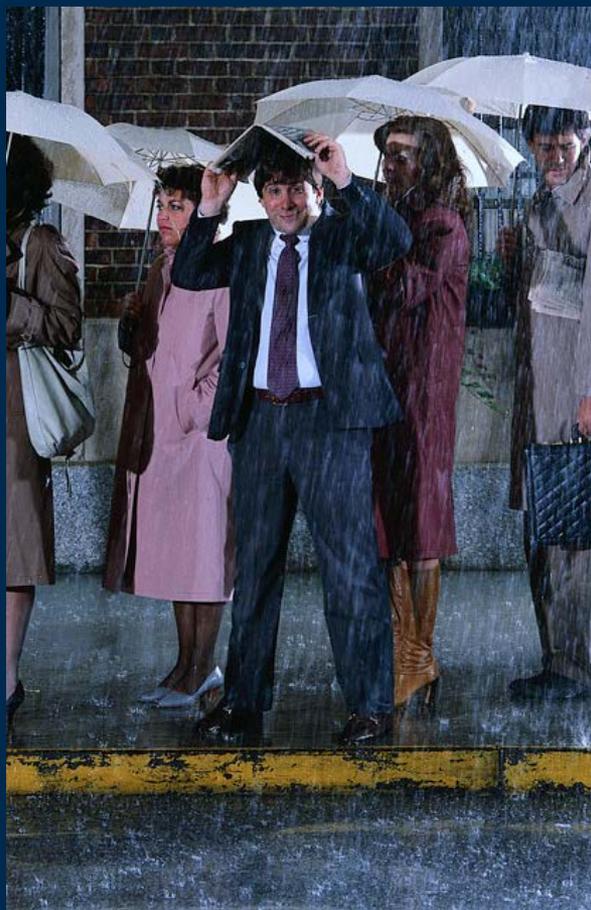
✗ NO Open drink
containers



✗ NO Foods that may disturb
others around you (hot meals,
messy, loud, or known to cause
severe allergic reactions)



Water



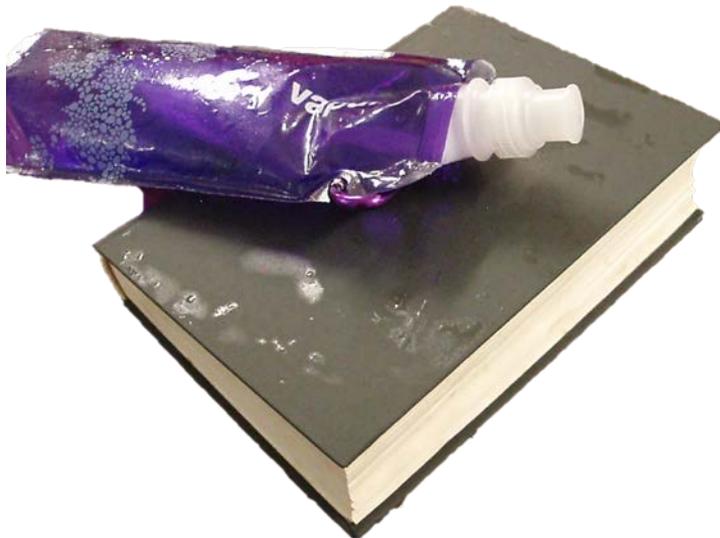
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Water

- Keep books **covered** when taken outside, especially when it is raining.
- Make sure water bottles are properly sealed especially when placed in bags with books.



Other Types of Damage



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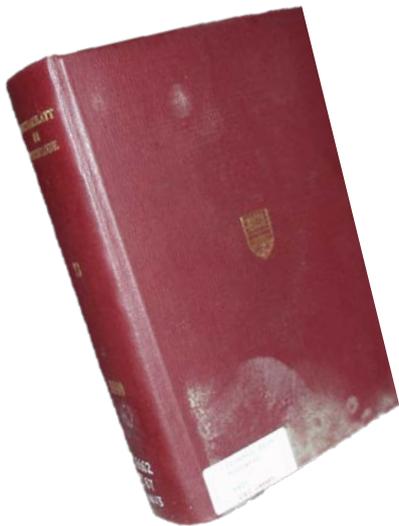
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Active Mould

- Active mould will be **fuzzy** and three-dimensional. (Mould is unlikely to be inactive if conditions are dry.)
- **Do not** handle unless wearing personal protective equipment: gloves, masks and smock.
- **Bag** mouldy materials to isolate them.
- If you find or suspect active mould, alert your supervisor and the Preservation Librarian.

Inactive Mould

- Inactive mould will be **dry** and powdery.
- **Do not** handle unless wearing personal protective equipment: gloves, masks and smock.



- **Bag** mouldy materials to isolate them.
- If you find or suspect inactive mould, alert your supervisor and the Preservation Librarian.

Insects

- Not all insects are harmful to book collections, but any insect can be an indication of **environmental issues** in the Library that can attract other insects.
- If you find an insect try to capture it for identification.
- If you find a book with insect damage put the book in a Ziploc bag and send to the Preservation Librarian.



Common Library Insects

Cockroach



Beetle



Silverfish



[Silverfish](#) by Cygnus78 via Flickr Attribution-ShareAlike 2.0 Generic (CC BY-SA 2.0)

Termite



[Termite Soldier](#) by Bill Bouton via Flickr Attribution-Share Alike 2.0 Generic (CC BY-SA 2.0)

Animals

- Animal damage to books can occur both inside and outside the Library.



- The most common animal damage to books are from dogs and rodents.
- Keep library materials out of the reach of pets.



Identifying Damaged Books



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Make Damage Inspection Part of Your Routine

- Anytime you handle library materials **inspect** the item for damage.
- Taking a quick look at the **covers** and the **edges** of the textblock can reveal most types of damage.
- A good indicator of damage is if the item feels **loose**. Undamaged materials will feel tight and solid.

What should you do when you find a damaged book?

- If the item is **mouldy**, substantially **wet**, or has live **insects** wrap the item in a plastic or Ziploc bag and bring the item to the attention of the Preservation Librarian.
- All other damaged materials can be placed on your unit's damaged book shelf for evaluation by the Preservation liaison of your unit.