BOOKCRAFT

Simple Techniques for the Maintenance and Repair of Books

For School and Public Libraries

Gaylord
The Trusted Source®

GAYLORD: A CONTINUUM OF CARE

Gaylord has offered training manuals for the repair of books since 1924. This edition of Bookcraft™ continues the tradition and presents updated techniques for the maintenance and repair of books in school and public libraries. The procedures are simple, cost-effective, and require few tools or pieces of equipment. Everything you need is available in the Gaylord General Reference Catalog.

The expanding field of book conservation and library preservation has given libraries more options for treating their collections. Experience has shown that it is not advisable to use book repair tapes on research collections with long-term value. For these more valuable items, we recommend that you consult the Gaylord Archival Storage Materials and Conservation Supplies Catalog and Pathfinder No. 4: An Introduction to Book Repair.

Gaylord recognizes that collections care and repair play an increasingly important role in library operations. Limited budgets and resource sharing mean that fewer volumes are expected to meet the demands of more users. Maintaining these materials in usable condition is a challenge for all libraries: school and public libraries must keep items in circulation as long as needed; academic and research libraries must preserve collections over the long term. No matter what your library's mission, Gaylord has the products and expertise to help you build an appropriate collections care program.

Catalogs, Bookcraft™ Manuals, and Pathfinders are available from:

GAYLORD BROS.
Box 4901
Syracuse, NY 13221-4901
1-800-448-6160

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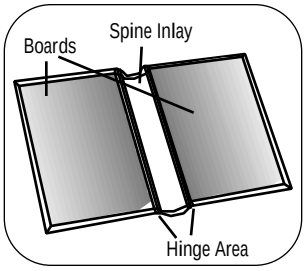
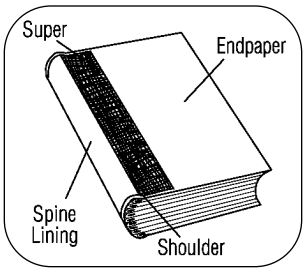
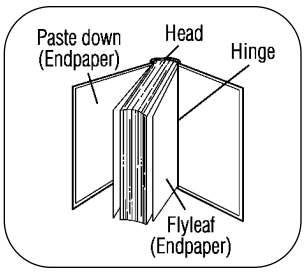
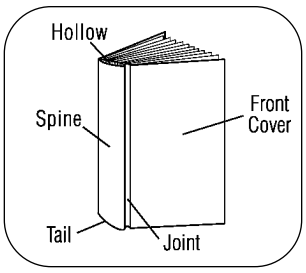
BOOK REPAIR

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.

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 endsheet
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.

BASIC SUPPLIES AND EQUIPMENT

It is important to have the supplies and equipment needed for book repair. These should be organized in a box or drawer where they will not be "borrowed." Scissors and knives become dull quickly if other staff use them to open boxes or do office tasks. Each treatment in Bookcraft™ includes a list of the specific supplies and tools needed to complete the procedure successfully. All are available in the Gaylord General Reference Catalog.

Small Tools

Bone folder, shears, erasers, knife, metal ruler.

Adhesives

Gaylord's Magic Mend and pH Neutral Adhesive are polyvinylacetate (PVA) adhesives that dry to a clear, flexible and strong film. They may be thinned with water. Be sure to keep brushes in water between operations and wash them at the end of the day to avoid their drying stiff and hard.

Tapes

Many of the repair procedures for circulating materials rely on tapes. The range of tapes has increased dramatically with the development of synthetic materials and more stable acrylic adhesives. Nonetheless, consider all tapes to be permanent. Once tape is applied, it is difficult or impossible to remove. Select a tape that is appropriate for your needs. Never use book repair tape to mend paper because it is too heavy and will cause paper to break against its sharp edge. Conversely, tapes designed to mend paper are too narrow and weak to repair heavy book cloth. Clear book tapes are more appropriate for paperbacks than hard cover books because they are stiff and do not mold as well into the joints of hardcover bindings. Bookcloth is substituted for book repair tape for research collections with long-term value.

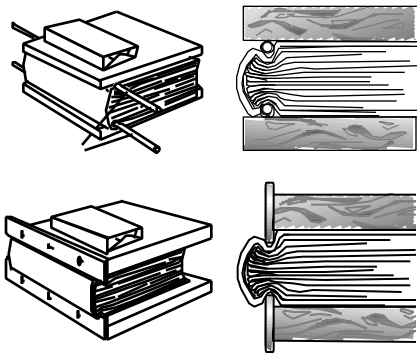
Other supplies to have on hand

- Gaylord paste cloths to keep books and tools clean.
- Gaylord wax paper, a special wax coated paper for book repair.
- Single-stitched and double-stitched binder cloth
- Folder stock for spine inlays
- Paper for spine linings and endpapers
- A pile of waste paper sheets
- Needle and linen thread

Presses

One of the most important tasks of book repair is to create a strong bond at the hinge between the case and the textblock. This is accomplished by applying pressure to the joint after adhesive and/or tape has been applied to the hinge. Several methods of pressing may be used:

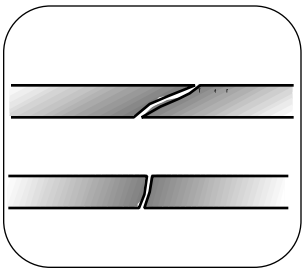
- Plexiglas or metal rods and boards with weights
- Brass edges boards and weights
- Gaylord book press (pages 8, 10, 19 & 21)
- Metal book press



REPAIRING THE TEXTBLOCK

MENDING TORN PAGES

Tears are of two types: bevel and clean cut. Beveled tears have overlapping surfaces that can be bonded together with adhesive. Clean cut tears require tape to hold the two sides together.



MENDING WITH ADHESIVE (BEVEL TEARS)

Materials Needed:
Magic-Mend™ or pH Neutral Adhesive, brush, scrap paper, wax paper, paste cloth, and weights.

1. Place a piece of scrap paper under the page being mended. Lift one side of the tear and brush a thin coat of adhesive onto the exposed edge of the tear.
2. Align the edges. Wipe away any excess with a paste cloth. Place a second sheet of wax paper on top. Close the book and leave under weight until the adhesive is dry.

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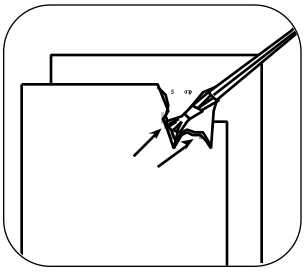

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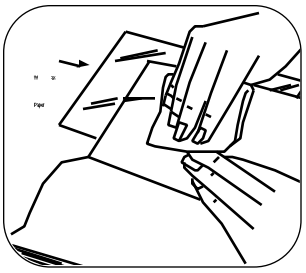

MENDING WITH TRANSPARENT TAPE (CLEAN CUT TEARS)

Materials Needed:
Transparent tape and bone folder. Tape options include: Magic Transparent Tape, Easy Bind Polyester Repair Tape, Filmoplast Tape and Document Repair Tape.

1. Cut a strip of tape about 1/4" longer than the cut or tear. Center tape over the tear.
2. Fold tape over edge of page and rub down with folder.

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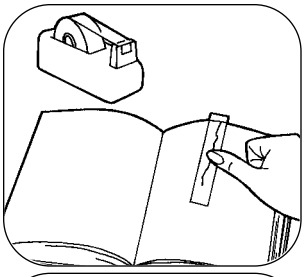

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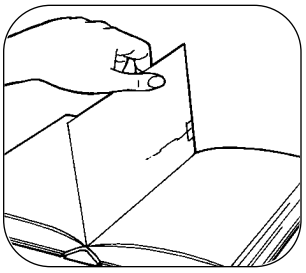
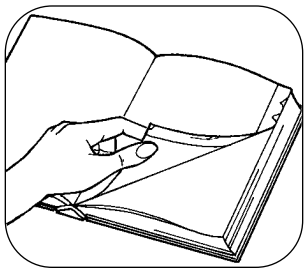


Preservation Tip: Filmoplast® and Document Repair Tape are made of a lightweight, acid-free paper with a stable adhesive that will not turn brittle, or fall off. However, even these tapes are not advisable for rare books, which should be repaired by a trained binder or conservator.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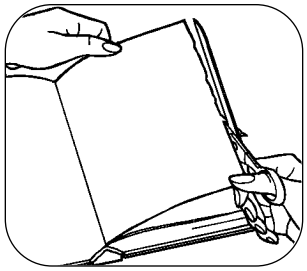
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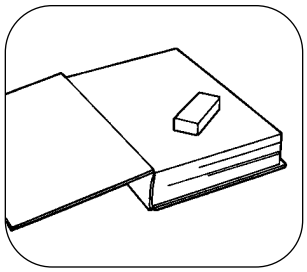
REPAIRING EDGE DAMAGE

Materials Needed:
Transparent tape and bone folder. Tape options include: 3M Magic Transparent Tape, Easy Bind® Polyester Repair Tape, Filmoplast® Tape and Document Repair Tape.

1. Torn margins of pages can be repaired by using transparent tape on both sides of the page.
2. To save time on some books, simply trim the ragged edges of the page with shears to make a straight edge.

Preservation Tip: If more than one page has edge tears or if damage is extensive,it may be preferable to replace the page with a photocopy and tip it in. See **page 7**, Attaching Loose Pages.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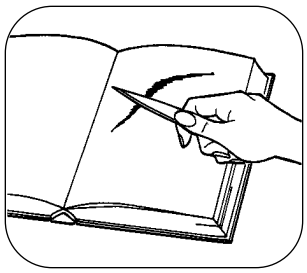
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CLEANING SOILED PAGES

Materials Needed:
Art gum eraser, plastic eraser and knife.

1. Remove pencil marks and other spots with eraser.
2. Crayon markings are very difficult to remove and in most cases impossible. The top layer can be removed with a knife. Some crayon marks can be removed with plastic eraser. Using chemicals or liquids will only wrinkle the paper, swell the fibers and remove the ink.

   Plastic book jacket covers and some heavily coated papers in children's books can be cleaned with Gaylord's White Wizard™ or a paper towel dampened with a household cleaner. However, using chemicals or liquids on uncoated paper in the text will swell paper fibers, cause wrinkling and spread stains. Marks from ballpoint pen and felt tipped markers are impossible to remove.

Preservation Tip: Gum and other sticky material can sometimes be removed by placing the book in the freezer within a plastic bag . The hardened substance can then be pried off with a knife.

ATTACHING LOOSE PAGES

Single pages sometimes come loose and need to be reattached. These techniques also apply to replacement photocopies and errata slips that need to be tipped back into a volume.

Materials Needed:
Magic-Mend™ or pH Neutral Adhesive, brush, bone folder and scrap paper.

1. Straighten any rolled edges or folded corners. Be sure to check the way the loose page fits into the book.

2. METHOD 1 - Apply a narrow strip of adhesive on the back side of the page with the side of brush

3. METHOD 2 - Place the page on scrap paper. Cover it with a second piece of scrap paper, leaving about 1/8" of the inner page margin exposed. Apply a thin coat of adhesive along this edge.

4. After using one of these methods, line up the page with the outer edge of book and force spine edge into book with folder. Close, place under weight.

5. If the page extends beyond the outer edge of the book, trim with scissors.

Preservation Tip: If more than 10-12 pages are detached, the book should be sent to the library binder.

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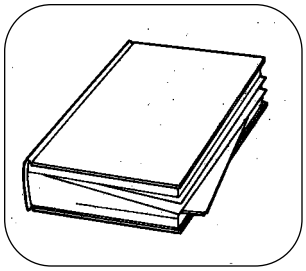

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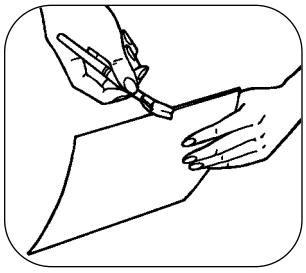

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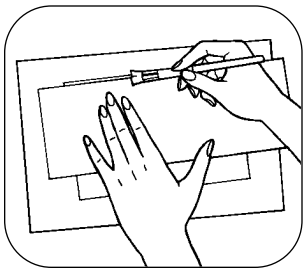

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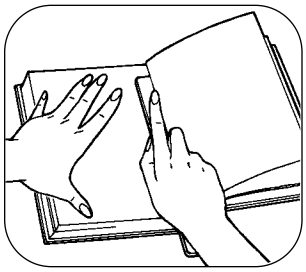

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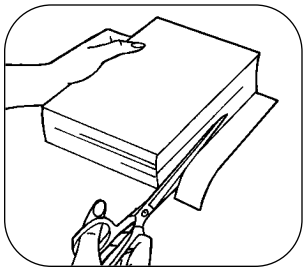

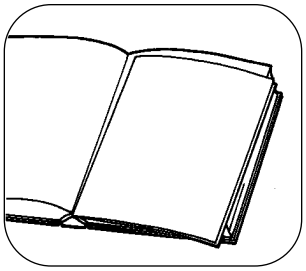

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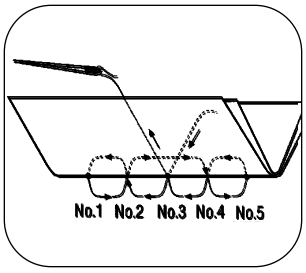

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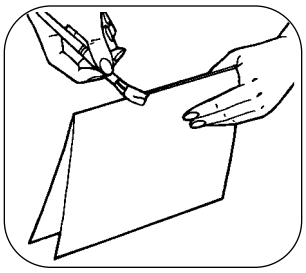

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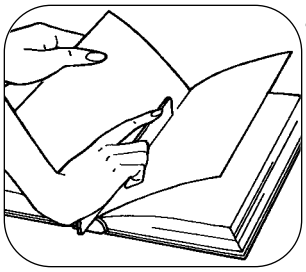

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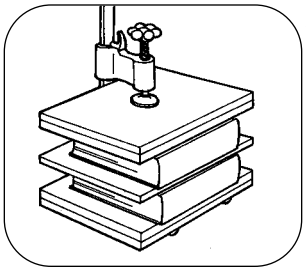

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ATTACHING LOOSE SIGNATURES

Materials Needed:
Magic-Mend™ or pH Neutral Adhesive, brush, bone folder, needle and thread.

1. A signature is a group of page sheets folded in the middle. A quantity of signatures sewn together makes up the textblock.

2. If the signature consists of more than one fold, sew them together using the pamphlet stitch shown left.

3. Apply a narrow strip of adhesive along the folded edge of the outer signature.

4. Force the signature into the spine with a folder.

5. Place under weight.

Preservation Tip: If more than one signature is detached, the book should be sent to the library binder.

TIPPING ON A NEW FLYLEAF

The flyleaf is the half of the endpaper that is attached to the first or last page of the book. Often it takes a great deal of wear and tear, especially if the date due slip or pocket is attached to it. Replacing the original flyleaf with a new piece of paper protects the textblock.

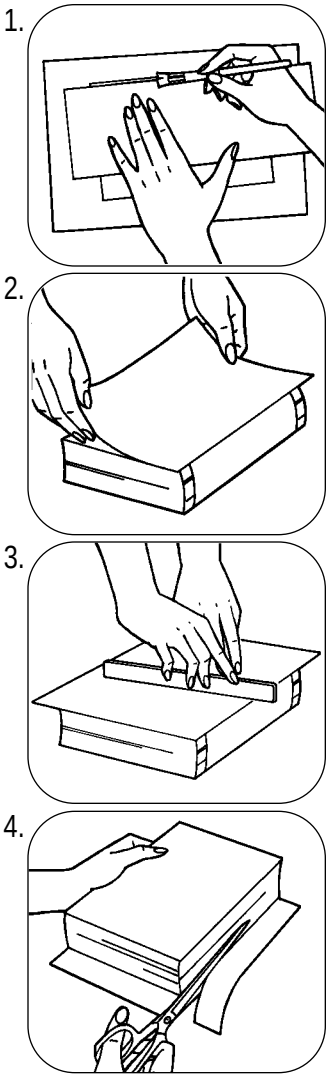
Materials Needed:
Endpaper, Magic-Mend™ or pH Neutral Adhesive, brush, bone folder, and shears.

1. Place a piece of endpaper on scrap paper and cover it with another piece of scrap so that the narrow line of the endpaper is visible. Apply a thin layer of adhesive on the exposed edge.

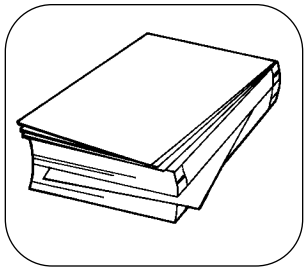
2. Place the pasted endpaper even with the spine edge and one end of the textblock.

3. Rub down along the spine edge.

4. Turn the textblock over and repeat the process. Trim the endpapers even with the pages. Proceed to page 20, Reattaching the Textblock.



Preservation Tip: Both the spine lining and the endpapers should have their grain parallel to the spine. If you are uncertain about grain direction, moisten a piece of paper. It will curl to the grain.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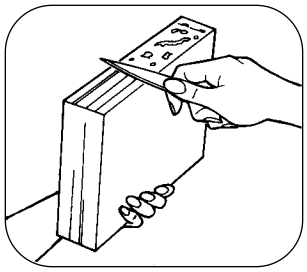
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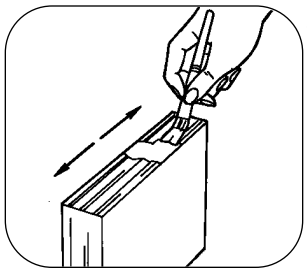
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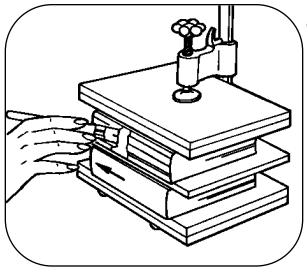
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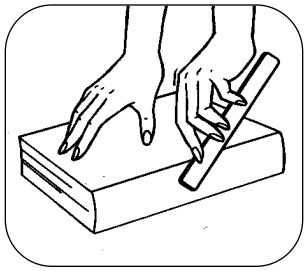
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CONSOLIDATING THE TEXTBLOCK

When signatures are loose but not detached or the spine of an adhesive binding has split, it is sometimes possible to consolidate the textblock with adhesive and a new spine lining. The adhesive forms a flexible bond, keeping the pages together, while the spine lining provides support.

Materials Needed:
Knife, Magic-Mend™ or pH Neutral Adhesive, brush, and book press.

1. Reattach any loose pages following the directions on pages 7-8. Tip on a new flyleaf if necessary (page 9).

2. Using the knife, be sure to scrape loose paper and dried glue from the back of the textblock.

3. Hold the textblock in one hand or place in a book press and tighten.

4. Brushing from the center towards either end, apply a thin coat of adhesive over the spine of the textblock.

5. Apply a spine lining of paper the width and height of the spine. Endpaper stock is the appropriate weight. Let dry overnight and proceed to page 20, Reattaching the Textblock.

REATTACHING LOOSE PAPERBACK COVERS

Unlike the hollow backs of hardcover books, paperback covers are glued directly to the spines of the textblock. If they become detached, they can be reglued to the textblock. Adhesive may also be used to reattach a partially detached cover.

Materials Needed:
Magic-Mend™ or pH Neutral Adhesive, brush, wax paper, and weight.

1. Hold the textblock in one hand and gently pull the cover away from the spine.

2. Brush adhesive onto the spine of the textblock and let it dry for ten minutes.

3. Apply a thin coat of adhesive to the spine area of the inside cover.

4. Insert the textblock back into the cover and align it properly. Place a piece of wax paper between the covers and the first and last pages. Rub the spine with a folder for good adhesion.

5. Place a weight on top and allow it to dry overnight.

If the paper is flexible and strong, you may reinforce the inner hinge with hinge tape.

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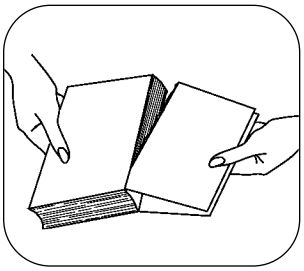

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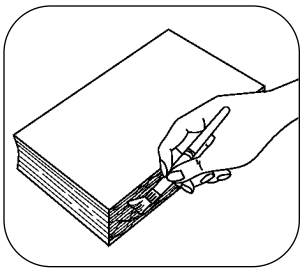

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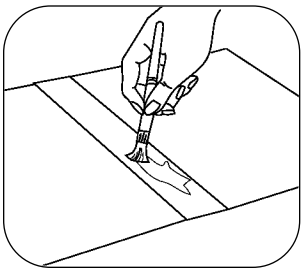

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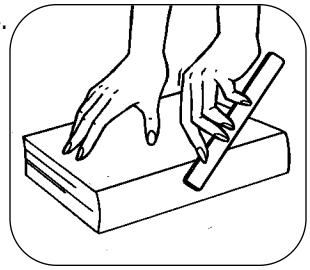

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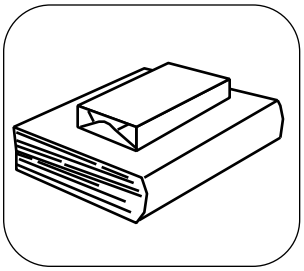
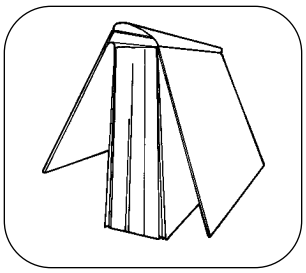


REPAIRING HINGES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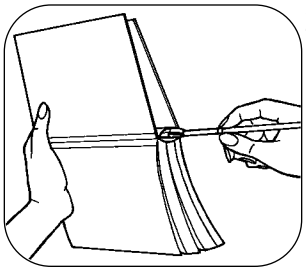
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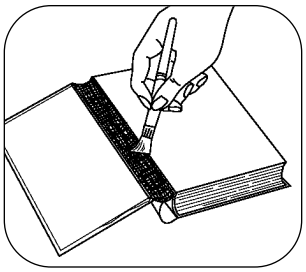
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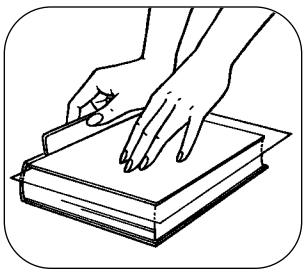
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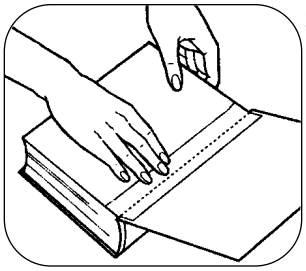
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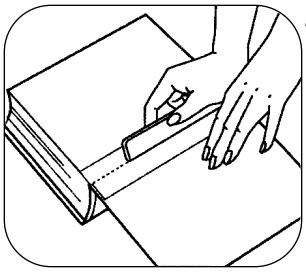
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TIGHTENING HINGES

One of the most common types of damage is loose hinges. If caught at this early stage, more serious damage such as split endpapers and detached covers can be prevented.

Materials Needed:
Plexiglas rod or No. 4 or 5 knitting needle, Magic-Mend™ or pH Neutral Adhesive, wax paper, book press or brass edged boards and weight.

1. Example of a book with loose hinges.
2. Apply a thin coat of adhesive along the loose hinge inside the case using a rod or knitting needle. Do one end, turn the book around and do the other end. Place wax paper between the flyleaves and the covers and put in a press.

REINFORCING HINGES

Hinges can be reinforced if the super is still intact. Hinge tape can be used to strengthen the hinge even further.

Materials Needed:
Magic-Mend™ or pH Neutral Adhesive, brush, wax paper and hinge tape.

1. Pull back the endpaper, exposing the super. Apply adhesive along the exposed hinge and 1/8" on the text block shoulder.
2. Close the cover, aligning the endpaper back into its original position. Rub the joint with a folder. Put wax paper between the flyleaf and the cover and put in a press.
3. For reinforcement, cut a strip of hinge tape the height of the textblock. Apply to the cover and the flyleaf.
4. Smooth down the hinge with a folder.

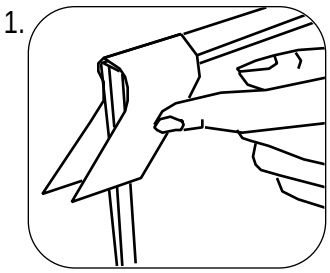
REPAIRING THE CASE (COVERS)

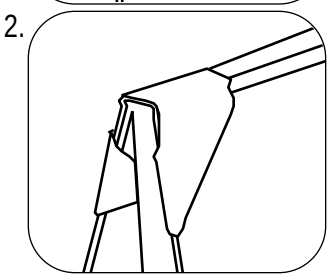
REPAIRING HEADCAPS

Headcaps take the brunt of wear and tear as books are pulled from the shelves and put in the bookdrop. Book Repair Wings give strength to this vulnerable part of the cover.

Materials Needed:
Bookcraft™ Book Repair Wings and bone folder.

1. Select an appropriate color or clear Book Repair Wing. Remove it from its backing paper and place on the spine with tabs protecting over the edge of the cover.
2. Fold tabs onto the inside of the front and back covers. Use the folder to smooth the wing into the joint and onto the covers.





REPAIRING CORNERS

If the amount of fraying is minor, the corners can be consolidated with adhesive. If the damage is major, use Bookcraft™ Quick Corners and folder.

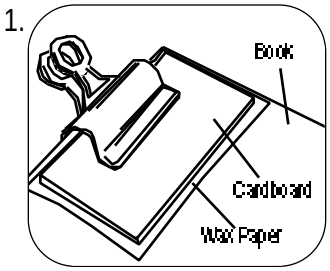
Materials Needed:
Magic-Mend™ or pH Neutral Adhesive, binder clips, wax paper, cardboard; or Bookcraft™ Quick Corners and bone folder.

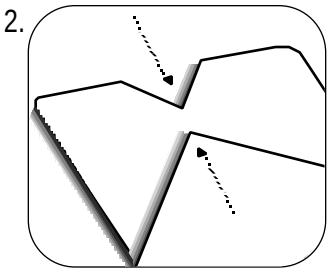
Method1

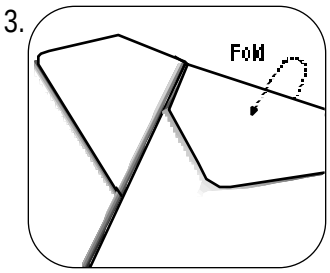
1. If the fraying is minor, work adhesive into the layers of the cover board and smooth the frayed cloth. Place a piece of wax paper and cardboard on either side and clamp together with a binder clip. Raw board can be colored with permanent markers.

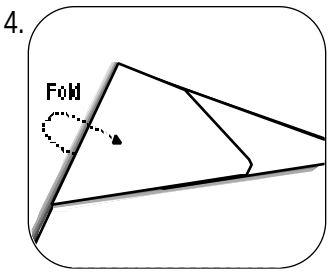
Method 2

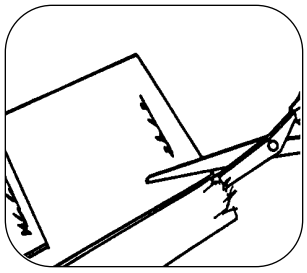
2. If the damage is more extensive, place a Quick Corner on the front of the cover.
3. Fold over one side. Rub smooth with a folder.
4. Fold over the second side so that it overlaps. Rub smooth with a folder.











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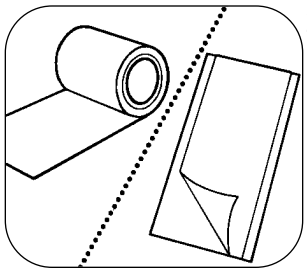

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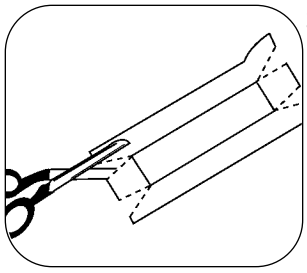

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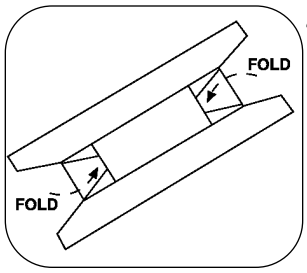

4.

REPLACING THE SPINE WHEN THE COVERS ARE ATTACHED

When the spine is missing or badly worn and the covers are attached, a new cloth tape spine can be reattached. Select the width and color of cloth tape or tape strip you wish to use. Keep your fingers moistened when using tape so that the adhesive does not stick to them. Be sure the tape will cover the spine and extend at least 1/2" on each board and is 2" longer than the height of the book.

Materials Needed:
Cloth tape or tape strips, folder stock for book repair, shears, and bone folder.

1. Place the shears into the hollow and cut the old spine off the book close to the boards without cutting through the hinges. Remove any loose material from the back of the spine.

2. Cut cloth tape to length desired or strip backing sheet off tape strip.

3. Cut a piece of folder stock the width of the spine and the height of the boards. Center the spine inlay on the piece of tape. Make two v-shaped slits 1/8" in from the end of the inlay parallel to the end of the inlay.

4. Fold and adhere the central flaps and rub them smooth with a folder.

5. Center the spine of the book on the spine inlay.

6. Roll to right, smooth with folder. Roll to the left.

7. Open the book, holding the text block inside of the covers. Bring the flaps over the boards and onto inside of covers.

8. Close book, crease the hinge with a folder, rub down thoroughly.

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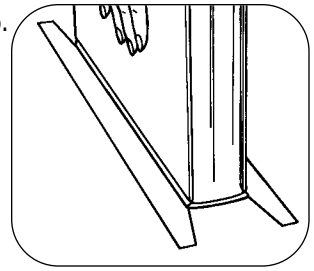

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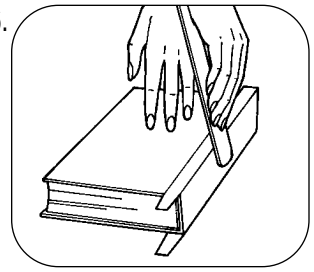

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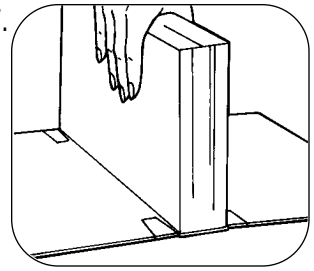

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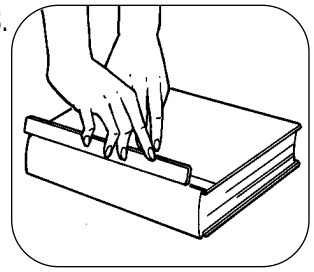
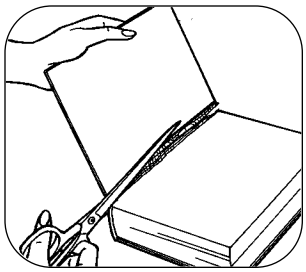


Preservation Tip: Bookcloth and adhesive can be substituted for tape when doing this type of repair. For descriptions of the procedure, see the manuals listed in **Pathfinder 4**, available from Gaylord.



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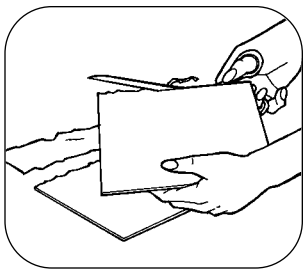

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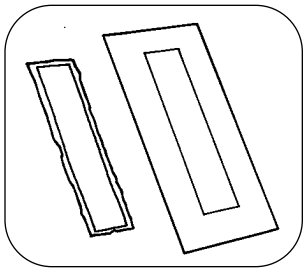

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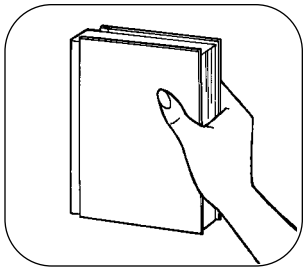


4.

REPLACING THE SPINE WHEN THE COVERS ARE DETACHED

When the spine is missing or badly worn, it can be replaced with a new strip of tape. When selecting tape, be certain that it will fit around the back of the spine and overlap at least ½" onto the boards. The height of the strip should be 2" more than the boards.

Materials Needed:
Repair tape or tape strips, book repair cord, bone folder, shears, folder stock for book repair.

1. Open the book and cut the textblock from the case. Cut along the hinge as shown. Separate cover boards.

2. Trim cloth and paper off the board but don't cut the board.

3. Cut a piece of folder stock the same size as the old spine inlay (the height of the boards and the width of the spine). Place in the center of a tape strip. Set aside.

4. Hold the textblock vertically, resting it on the table, with cover boards in position. Jog to bring covers and textblock even at the bottom.

5. Center carefully over the new spine inlay. Have edges line up evenly on all sides. Roll to the left and right to adhere the tape to the boards.

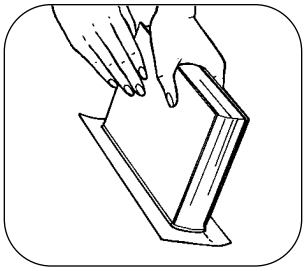
6. Rest the spine on the table and open both covers carefully. Remove the textblock.

7. Cut two pieces of book repair cord slightly narrower than spine width. Place on both ends of the spine inlay. Fold over and rub down with folder.

8. Turn the case over and crease the hinge on each side with the folder. If desired, the flat spine may now be lettered with the title, author and call number.

Proceed to page 20, Reattaching the Textblock.

5.



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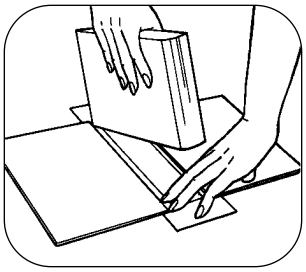

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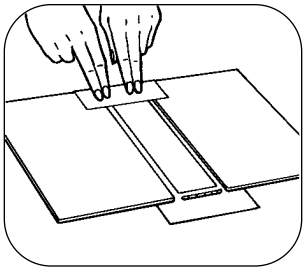

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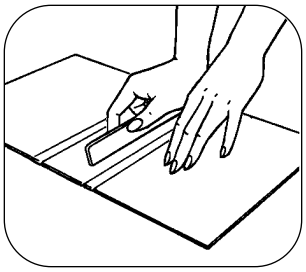
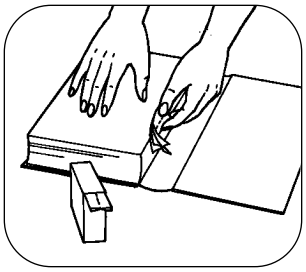


Preservation Tip: Bookcloth and adhesive can be substituted for tape when doing this type of repair. For descriptions of this procedure, see the manuals listed in **Pathfinder 4**, available from Gaylord.

REATTACHING THE TEXTBLOCK TO THE CASE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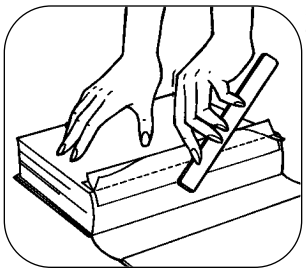
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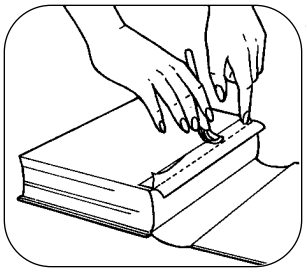
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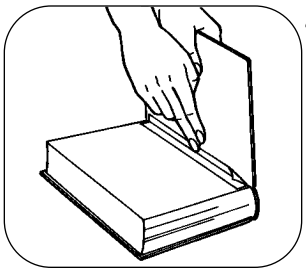

4.

REATTACHING THE TEXTBLOCK WHEN ONE COVER IS DETACHED

The front cover sometimes becomes detached because it takes more strain from repeated openings. If the back cover remains secure and the case is in good condition, it is possible to repair the book quickly by reattaching one cover.

Materials Needed:
Single-stitched binder cloth, brush, adhesive, wax paper, bone folder, book press and shears.

1. Cut a piece of single-stitched binder cloth 1/8" shorter than the contents of the book. Brush adhesive on one side of the cloth.

2. When adhesive is tacky, lay onto flyleaf and spine. Smooth down with folder.

3. Moisten the other side of single stitched binder cloth and the hinge of the cover with adhesive.

4. Join together, straighten flap on cover.

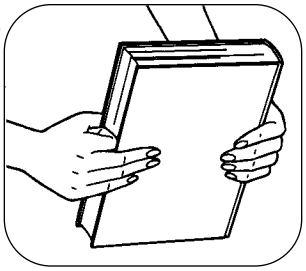
5. With the forefinger doubled, push the textblock into the case.

6. Force cover into hinge as shown.

7. Place wax paper between cover and flyleaf, close, score with folder.

8. Place in book press, or between boards under weight.

5.



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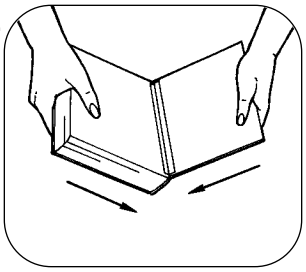

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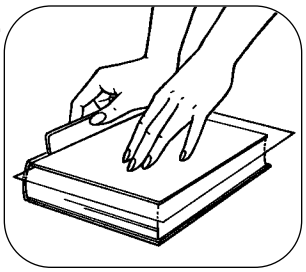

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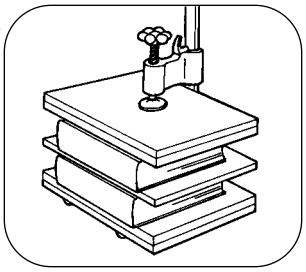
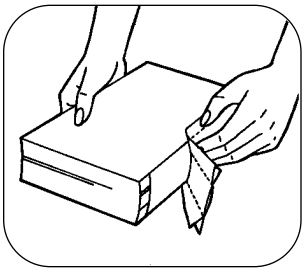


Preservation Tip: Do not use single-stitched binder cloth on books with brittle paper as fragile paper will break against the hard edge of the cloth.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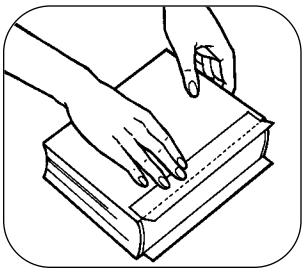
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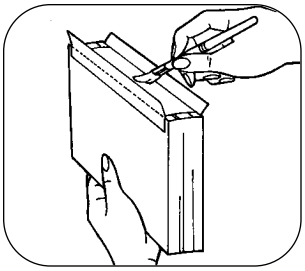
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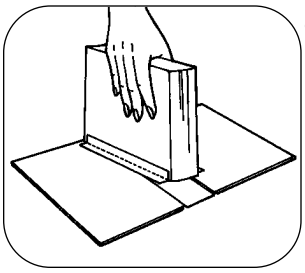
4.

REATTACHING THE TEXTBLOCK WHEN THE CASE IS DETACHED

After the case has been repaired, it must be reattached to the textblock. This is also called "recasing."

Materials Needed:
Double-stitched binder cloth, Magic-Mend™ or pH Neutral Adhesive, brush, wax paper and bone folder.

Method 1: To reattach the textblock to its case, use double-stitched binder cloth. This material is made of two strips of strong, gummed cloth connected by two rows of stitching. It is available with the space between the stitching ranging from 1/4" to 3". Select double-stitched binder cloth with the space between stitching exactly equal to the width of the spine. Cut the binder cloth 1/8" shorter than the textblock.

1. Coat double-stitched binder cloth and the spine of the textblock with adhesive. Attach as shown.

2. Lay textblock on the table. Pull the flap over on to the endpaper until the stitching lines up with the edge of the shoulder. Repeat on the other side. Smooth with bone folder.

3. Hold textblock with double-stitched binder cloth on top, flaps up. Apply adhesive over the entire surface.

4. Have the case flat on the table and fit the textblock into the spine. Check to be sure that the textblock is right side up.

5. Close the book and press the textblock well into the spine with index finger doubled.

6. Lay the book on table and open one cover. Force cover towards the textblock as illustrated. This is essential for the book to open freely after the adhesive dries.

7. Place sheets of wax paper between the covers and the textblock. Score the hinges with a folder.

8. Place in a book press to dry overnight. If you do not have a press, pile up books with spines alternating and place a weight on them.

Method 2: If you do not have double-stitched binder cloth that is the appropriate width or if you don't want to invest in a large number of widths, you may apply single-stitched binder cloth to one side at a time, following the directions on page 18. Another option is to cut 1" double-stitched binder cloth in half and substitute it for single-stitched binder cloth, again following directions on page 18.

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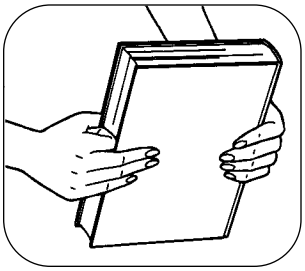

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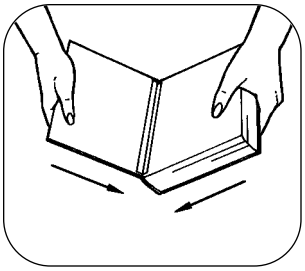

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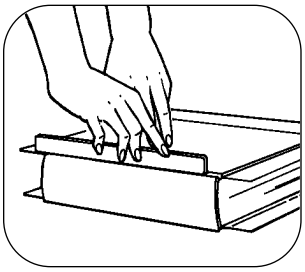

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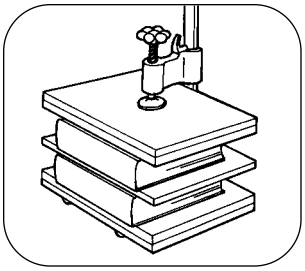
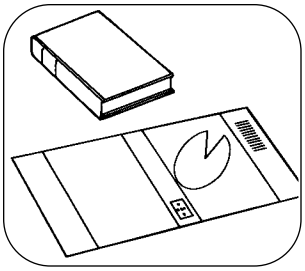


Preservation Tip: Double-stitched binder cloth is not strong enough to support the weight of oversized or thick volumes with heavy coated paper. These should be bound by the library binder. If this is not an option, set the textblock so the bottom pages are flush with the bottom of the case. This will prevent the textblock from pulling out of the case when it is shelved Do not use double-stitched binder cloth if the paper is brittle or fragile.

PREVENTIVE MAINTENANCE

Cost effective steps to maintain your collections in good condition can be taken even before books circulate. The following pages describe ways to protect hard-cover books, paperbacks, and pamphlet material. By incorporating these routines into the processing workflow for new acquisitions, a library can prevent or postpone more costly repair.

PROTECTING DUST JACKETS IN BOOK JACKET COVERS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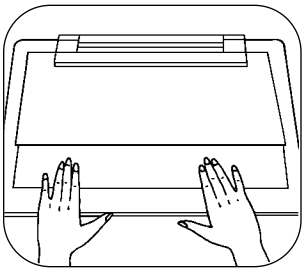
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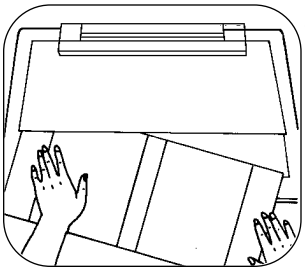
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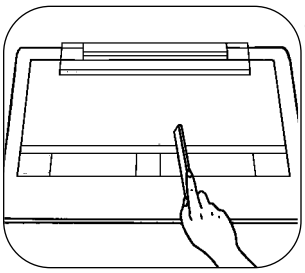

4.

Book jacket covers keep your attractive dust jackets looking like new. They also protect the covers inside from soil and abrasion so your books last longer

Materials needed:
Gaylord book jacket covers, bone folder, and clear attaching tape, acetate fibre tape or filament tape.

Steps 2-5 show how to use the Gaylord book jacket cover board. These steps can be done manually as well.

1. Remove dust jacket from book. Attach call number label to the spine of the jacket. Select an appropriate size jacket cover.
2. Slide book jacket cover under plastic gripper bar at top of cover board.
3. Insert dust jacket face down between the paper liner sheet and clear plastic cover.
4. Fold remainder of plastic cover up over edge of dust jacket. Crease smooth with folder.

Preservation Tip: Do not use glue to attach the jacket cover to your book. Glue makes it impossible to remove the jacket cover without damaging the endpapers.

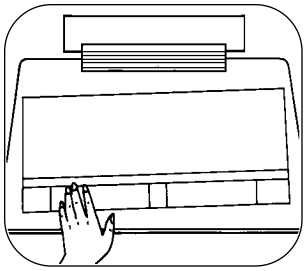
5. Lift plastic gripper bar to release the cover. Remove newly covered jacket.

6. Position book inside jacket cover. Be sure the book is not upside down. Fold in end flaps. The cover should be snug, but not so tight that it strains the spine.

7. Fasten end flaps with tape. Apply one end of the tape diagonally to the inside flap. Wrap the tape over the edge and attach the other end to the front of the book itself.

8. When using center slit jacket covers, simply measure book height and select same size jacket cover. Insert the dust jacket between polyester and paper flaps. Repeat steps 5, 6 and 7.

5.



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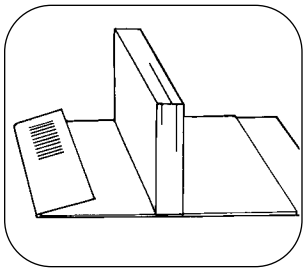

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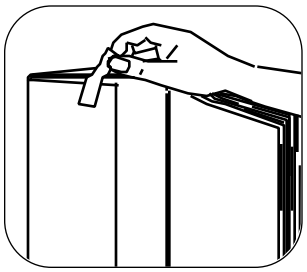

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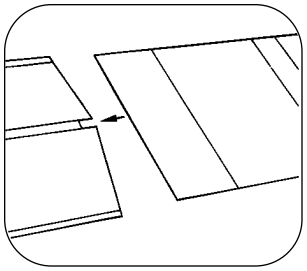
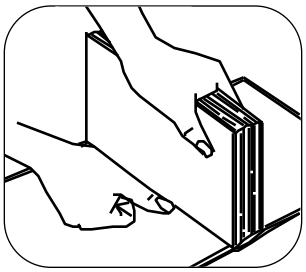


Preservation Tip: If you do not want to damage the original binding, apply the attaching tape to the front of the jacket cover rather than the binding.

OPENING A NEW HARDCOVER BOOK



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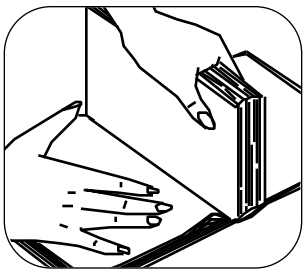

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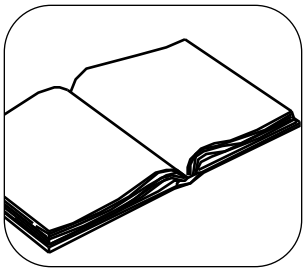


3.

New books are often stiff and difficult to open. If not opened properly, the binding can split when jammed on a photocopy machine or left upside down by a careless reader. The following procedures show how to break in a new book to prevent this type of damage.

1. Hold the textblock at a right angle to the work surface with covers flat. Run your thumb or index figure gently along the hinge.

2. Continue pressing along the inner margins about every ten pages, alternating from front to back.

3. When the middle of the book is reached, the spine should arch gently and the pages should lie flat.

Preventive Maintenance

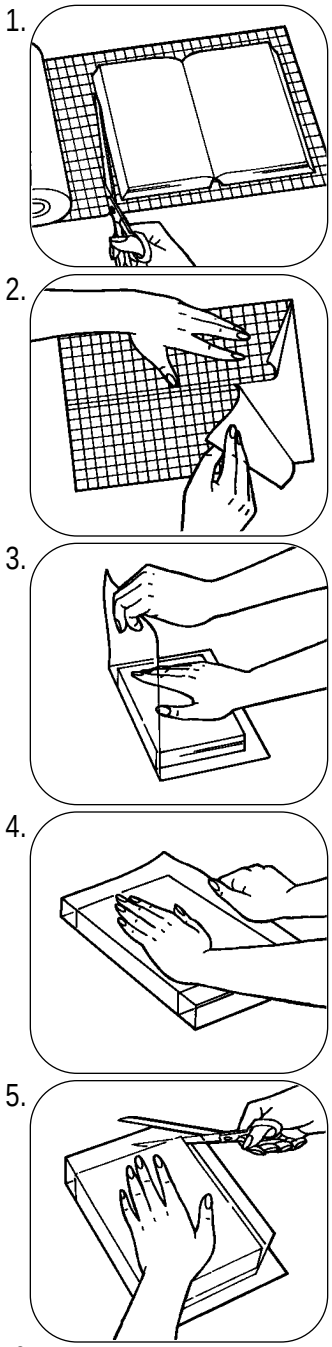
REINFORCING PAPERBACKS

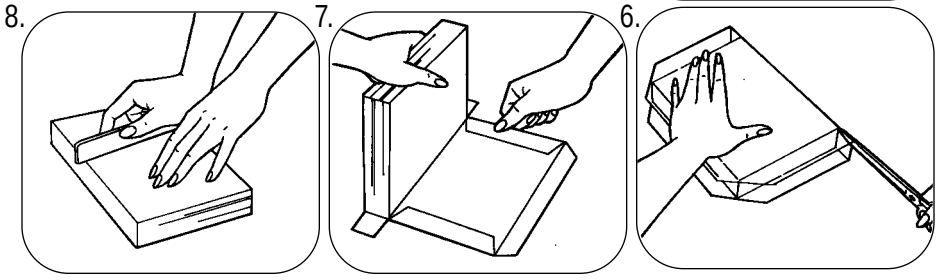
Paperbacks represent an increasingly large portion of library collections. Reinforcing the covers *before* books are used will help them withstand the rigors of circulation. Gaylord offers many alternatives.

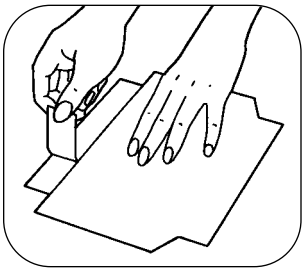
LAMINATES

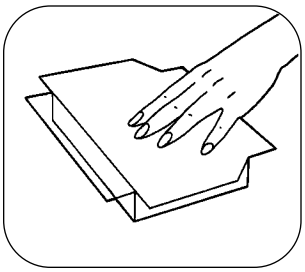
Materials Needed:
Self-adhesive Repositionable Laminate, Durashield Laminate, shears, bone folder.

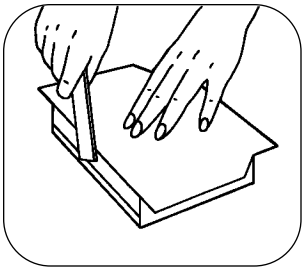
1. Position book on laminate and trim, leaving 1" at edges.
2. Remove protective backing.
3. Place on flat surface, adhesive side up. Center closed book on laminate. Cover one side, then smooth over spine.
4. Rub down with a folder. Laminate may be removed and readjusted if necessary.
5. Snip off corners allowing for thickness of cover.
6. Slit Laminate at spine.
7. Fold the overlapping edges around cover. Trim off spine ends.
8. Smooth with folder.

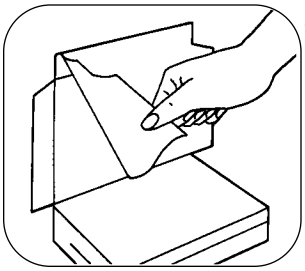


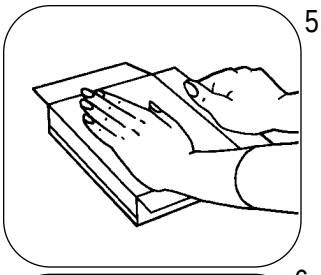










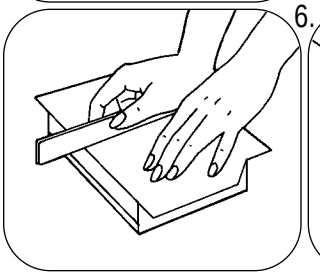


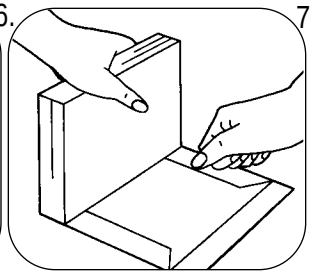
PRECUT COVERS

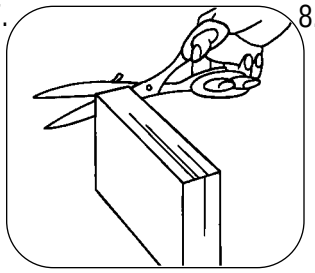
Materials Needed:
Precut paperback book covers (two per book), shears, and bone folder.

1. Strip spine backing sheet from Precut Cover.
2. Position flap on spine being sure to align spine with Precut Cover.
3. Press spine flap in place. Smooth with folder.
4. Lift cover and strip backing from Precut Cover.
5. Lay laminate down on cover. Laminate may be removed and readjusted if necessary. Work from spine across middle to cover edge.
6. For best results, smooth out from center to each end. Rub down with folder.
7. Fold in the precut laminate flaps around cover edges.
8. Trim cover where necessary. Repeat process for second cover

Preservation Tip: After applying plastic coverings to new paperbacks, the inner hinge may be reinforced with hinge tape. If the paper is thin, weak, or brittle, do not use hinge tape.







CLEAR BOOK TAPES - APPLICATOR METHOD

Materials Needed:
Taping system applicator, Clear Economy Book Tape or transparent book tape, and bone folder.

1. Applicator holds book in place. Simply pull tape to edge of book and cut for front.
2. Line up book with tape edge for spine. Pull down tape. Cut.
3. Roll tape over spine to back. Smooth down with folder.
4. Line up book with tape edge for back. Cut. Smooth down with folder.

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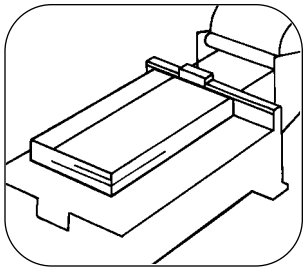

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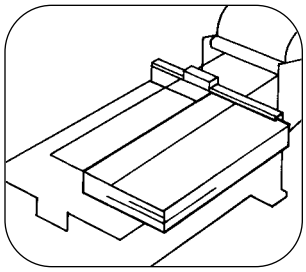

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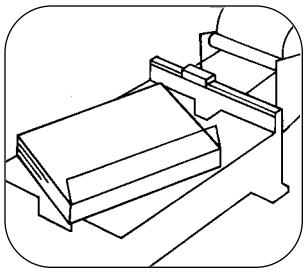

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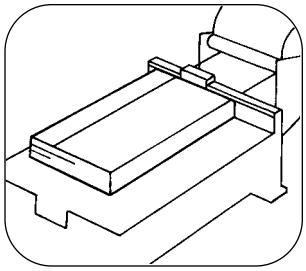

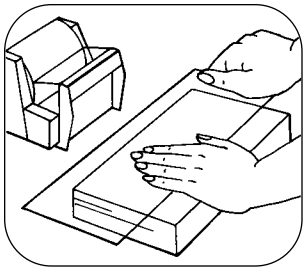
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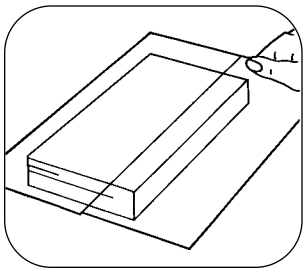
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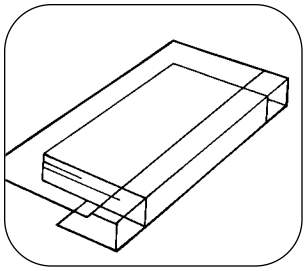
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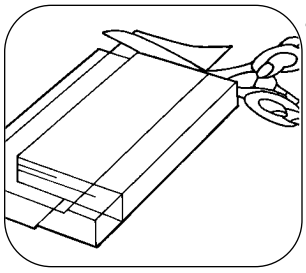

4.

CLEAR BOOK TAPES - MANUAL METHOD

Materials Needed:
Dispenser, Clear Economy Book Tape or transparent book tape, shears and bone folder.

1. Starting with the opening edge of paperback, apply strip of book tape.
2. Position next strip of tape to line up with first strip.
3. Fold remainder of strip over spine and back. Smooth down.
4. Apply strip to back in the same manner. Trim excess tape. Smooth down with folder.

CLEAR BOOK TAPES - STURDIER COVERS

Some paperbacks require sturdier support and protection because of their larger size, heavier use, or greater value. Paperback reference books also fall into this category. While the covers need stiffer support, the spines must stay flexible so the book can open freely for reading and photocopying.

Gaylord offers four heavier laminates that can be applied manually and trimmed with shears. These are:

- Coverups® Paperback Protectors of 10 mil vinyl
- Visi-Covers™ Paperback Protectors of 5 mil vinyl
- Adjustable Lyfguard® Protectors of 12 mil vinyl
- Heavy Duty 10 mil Laminate

TRANSPARENT VINYL COVERS

Materials Needed:
Transparent Vinyl Paperback Covers and folder.

1. Slide front cover of paperback into sealed left side pocket a vinyl cover.

2. Wrap vinyl cover around book. Open back cover.

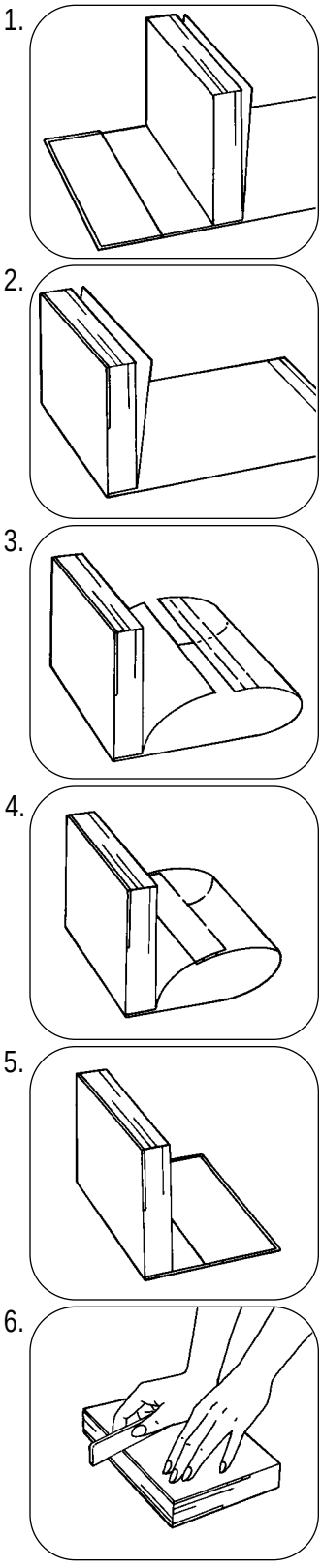
3. Fold over end of vinyl cover.

4. Slide open strap at tight end of vinyl cover over back cover of the paperback.

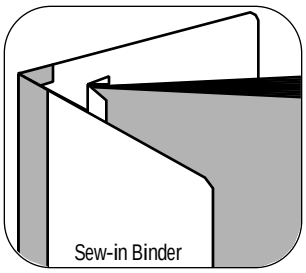
5. Close paperback and slide vinyl cover down enclosed paperback cover until slack has been taken up.

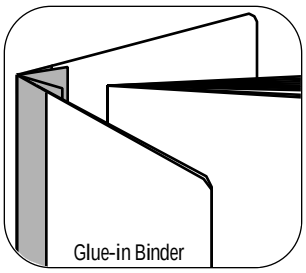
6. Crease edge flat with folder.

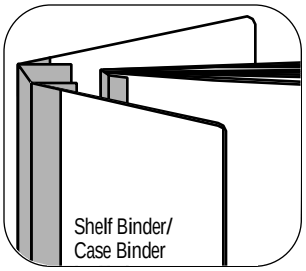
Crystal Shield® Book Saver™ Covers
are another type of adjustable vinyl cover.

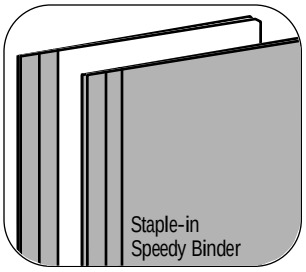


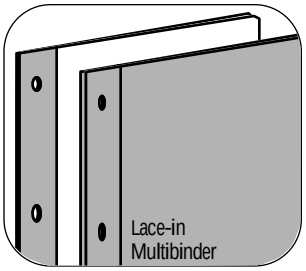
BINDING PAMPHLETS & LOOSE MATERIAL

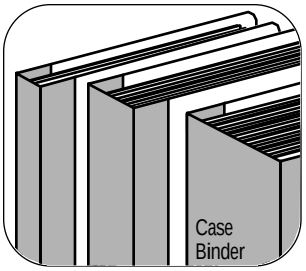












Loose Papers and pamphlets often contain valuable information, but their flimsy formats leave them vulnerable to damage on the shelves and during circulation. Gaylord offers several methods for binding these materials.

PAMPHLET BINDINGS

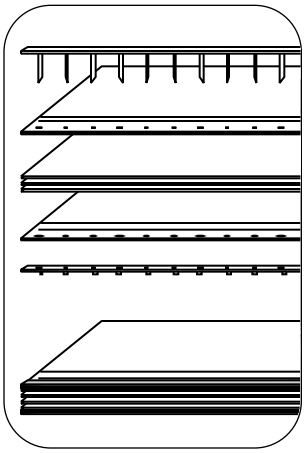
Gaylord pamphlet binders are available in a range of materials and styles. For archival quality choose acid-free blue grey board and the LifeGuard sew-in method of binding. Other options are the glue-in or staple-in method and classic archival quality blue grey board, pressboard or photomount lines. Gaylord Reference and Archival Catalogs contain a full description of methods and materials.

Materials Needed: Binders, Magic-Mend™ or pH Neutral Adhesive. LifeGuard binders require needles, thread and awl.

VELOBIND® BINDING SYSTEM

VeloBinding provides a strong binding with sturdy covers attached to pages with plastic combs. The covers can be made of archival quality blue-grey, photomount, pressboard, or clear vinyl and Mylar®.

Materials Needed: VeloBind® machine, strip sets, and covers.



VeloBind® System

Preservation Tip: LifeGuard binders come with illustrated instructions for sewing in pamphlets. Gaylord also sells archival quality pamphlet enclosures for brittle or rare pamphlets that cannot be glued, stapled, or sewn.

GAYLORD BOOKCRAFT™ 380 BINDING MACHINE

The Bookcraft™ 380 Machine allows you to make your own adhesive bindings. The heating element melts glue strips, which bond to the edges of the pages, providing a strong attachment.

Materials Needed:
Bookcraft™ 380 Binding Machine, thermal binders and glue strips.

1. Gather loose materials, jog left hand margin flush. Position squarely in spine of Bookcraft™ 380 folder.
2. Place materials in Bookcraft™ 380 binding machine. Machine will accept up to 2" of materials. Press button. Heating element will melt glue strips. Pages will sink into the strong adhesive and become permanently embedded. When cycle is complete, place items in cooling stand for three minutes.
3. When cool, the binding is strong and ready to circulate.

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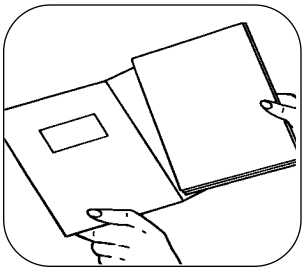

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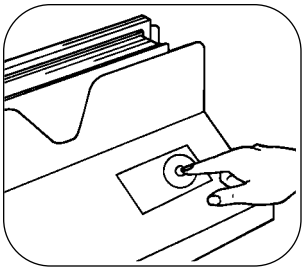

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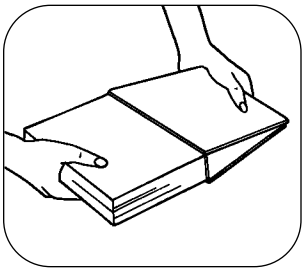
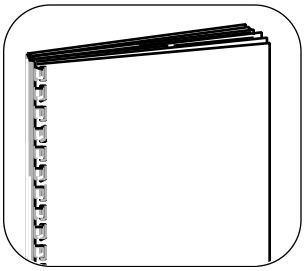


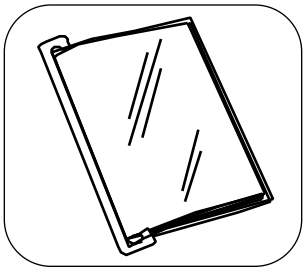
IBICO® PLASTIC BINDING SYSTEM

The Ibico® System produces spiral bindings for loose sheets of paper. Two machines are available: the Economy Binder and the Punch & Bind Machine. Both units punch sheets and attach them with plastic spiral combs.

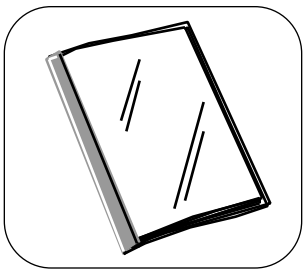
1.



PROTECTING MAGAZINES



1.



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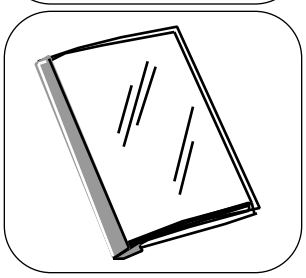

3.

Gaylord offers a range of clear magazine protectors to help magazines withstand the rigors of hard use:

1. Crystal Shield Magazine Savers
2. Magazine Protectors
3. Gaylord Magazine Binders, Rigid and Flexible

Repair magazine spines with magazine reinforcing tape. If you want the covers to be visible, reinforce spines with 3M 845 Transparent Book Tape, Gaylord Clear Tape, or J-Lar® Ultra Clear Tape. Strengthen inner hinge with Easy Hold™ magazine reinforcement strips. Perfect for signatures with Easy Guard™ reinforcements.