

Structural Concerns: Not all structural concerns should keep materials from circulating. In some cases, a message in the item record to route to Physical Processing after patron use would suffice. We acknowledge that circulating damaged items may increase the damage before the item is routed to us for repair. As long as the patron is aware they should handle the item with care, upon the item's return we can repair any additional damage done or send the item for commercial binding.

Common Damage:

- Extremely loose or broken hinges
- Excessively torn spine that exposes the security strip
- Weakened sewing or adhesive that cause breaks between the pages
- Torn, loose, or missing pages
- Fragile paper or cover materials
- Water damage/stamping/pen, pencil, highlighter

Hurdles to book repair and binding:

Items that have narrow inner margins and/or extremely brittle paper cannot be commercially bound. In some cases they can be recased in-house but often these are candidates for enclosures.

Paper Strength: Over 30% of our print collection contains brittle paper. Paper deterioration is caused by acids inherent in wood pulp papermaking and ongoing environmental factors.

A simple 3-fold test on the top corner of a page, (page 99 or the last page of a book under 99 pages) can help determine if paper is too brittle to tolerate circulation or commercial binding without additional protection.

In many cases, the test isn't needed as it is obvious the paper has lost stability and is extremely brittle. Materials printed on extremely brittle paper, where the paper is cracking at the binding and edges, shouldn't circulate without a protective enclosure. It is too easy to lose pieces or entire pages when the paper is extremely brittle. There isn't much we can do once paper has deteriorated to the point of cracking but we can put the materials in a protective enclosure. The board we use is coated with a buffering agent that will slow down the deterioration of brittle paper. In addition, the enclosures provide additional protection during circulation.

Extreme Situations: some situations require that we consider purchasing a replacement copy, withdrawing the item, or making materials "library use only", usually changing them to a non-circulating location.

Indications of bed bug or mold infestation require immediate isolation and treatment. These items should be bagged immediately and shouldn't circulate. In some cases, we will withdraw the items immediately and notify the selectors that the items have been withdrawn.