

**BASIC RULE:**  
IF YOU CAN'T  
USE A BOOK,  
NEITHER CAN  
A PATRON.

# Frontline Preservation

## Questions?

## Contact Us:

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## Send an Item to Preservation If:

### Covers / Spine

Falling Off, Torn,  
Crushed, or Missing

### Pages

Single or Many Torn,  
Loose, or Missing

### Water Damaged

Pages Warped or  
Rippled, Wet/Damp

### Text Block

Detached from Cover,  
Loose, or Missing

### Sticky/Stained

Unknown Substances,  
Tacky Feeling

### NEVER!

- "Fix" a book with a rubber band, scotch, packing, or duct tape.  
- "Clean" a book with soap, water, or other cleaner.

**Notice damage? Alert a full-timer before you discharge!**

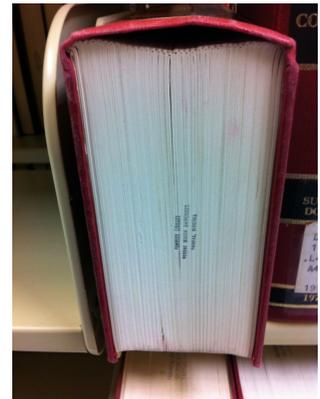
## Care and Handling of Books:

Books become damaged through everyday use and abuse. As a frontline staff member, you will come across damaged items during your work. These items should be sent to the Preservation Unit to prolong their life. You can, however, treat books kindly to prevent damage in the first place.

- Always remove the bookmarks (post-its, paperclips, tissues, prayer cards, etc.)
- Undo dog-eared, folded, or creased pages.
- Never pull or tug a book from the top of the spine.
- Do not shelve books with the spine up.
- Do not shelve books too tightly.
- Do not shelve books on top of other books in the stacks.
- Never force a book onto the shelf.
- Always use bookends when shelving to keep books from falling over.
- "Edge" books to the front of the shelf.
- Do not toss, throw, or dump books.
- Always handle books with clean, dry hands.
- Keep books away from all food and beverages.



Do not pull from the top of the spine.



Bad! Do not shelve spine up.

## In Case of Mold: Signs of Mold:

If you suspect a book may have mold, place the item in a sealable, plastic bag, WASH YOUR HANDS, and deliver the item immediately to Preservation. If Preservation is closed, placed the sealed item in the freezer on the 4th floor and email the Head of Preservation.

**NEVER SNIFF A MOLDY BOOK.**

- Strange Spots
- Strange Stains
- Fuzzy/Dusty Growth
- String-Like Filaments
- Musty/Dank Odor

Previous water damage (warped/rippled pages) can also indicate the possibility of mold.

