Frontline Preservation

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

Care and Handling of Books:

- 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.

In Case 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!
- “Fix” a book with a rubber band, scotch, packing, or duct tape.
- “Clean” a book with soap, water, or other cleaner.

NEVER SNIFF A MOLDY BOOK.

Signs of Mold:

- 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.

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.

Questions?

Contact Us:

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