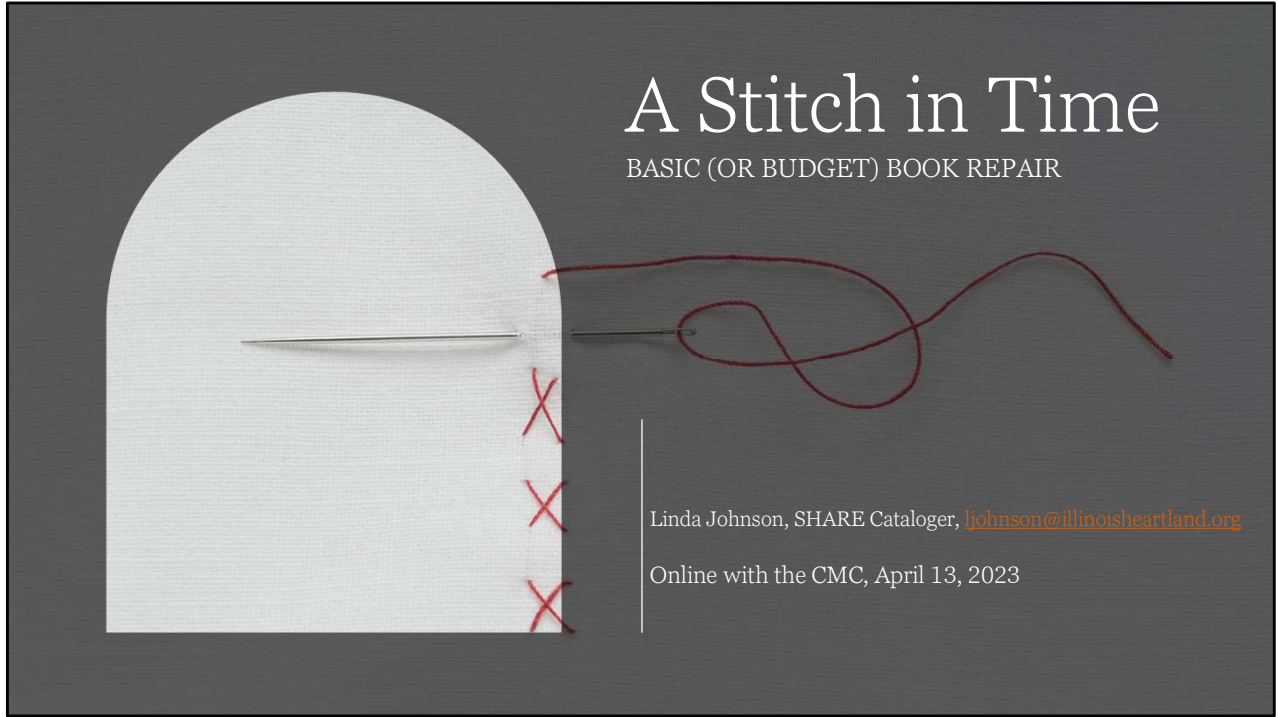


Online with the CMC



I want to thank Dr. Pamela Thomas and the CMC catalogers for allowing me to give this presentation.



Hi, I am Linda Johnson, SHARE cataloger, and today I am going to talk about my experience with book repairs in the public library setting.

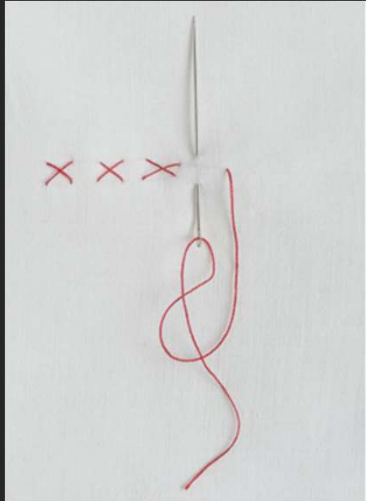


[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

Disclosure!

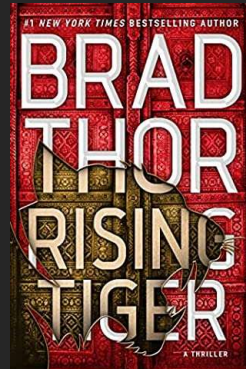
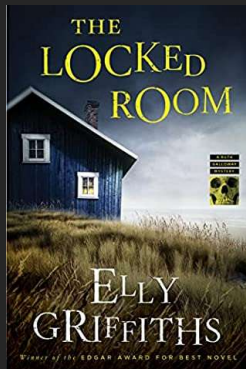
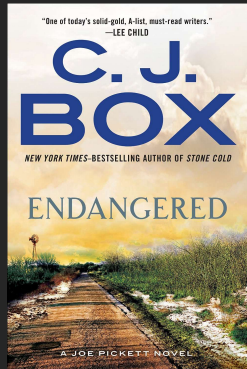
I am not an archivist! The repair recommendations in this presentation are from my experience working in a public library with materials meant for circulation.

If you have rare or valuable materials, please consult with a trained archivist.



- A stitch in time saves nine
- An ounce of prevention is worth a pound of cure

We have all heard these sayings and they certainly apply to book repairs. Being alert to the condition of your collections can extend their life, save money for your library, and provide access to your patrons.



SELECTING BOOKS

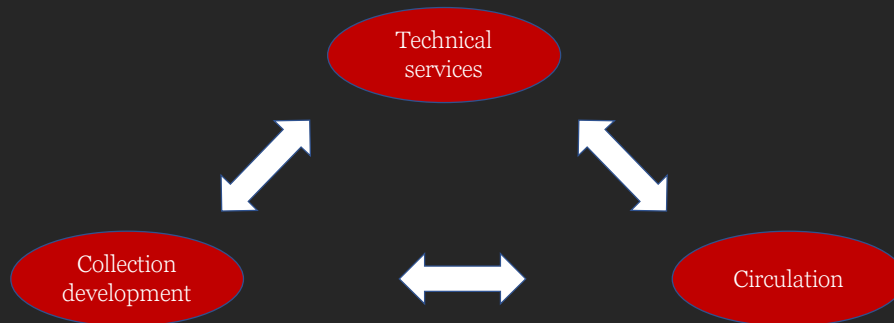
What does selecting books have to do with books repairs? Well, all books are not made equal, some are not up for the task of being heavily circulated.

Think of it this way!



If you are planning to go on a hike, which pair of shoes would you choose? I love everything pink, but I would choose the hiking boots over the flimsy foam flip flops. Now which pair of hiking boots I would choose would depend on my budget. The same goes for circulating books. Circulating books go on long treks and need to be able to withstand the journey. So, choose the best bindings that your library can afford. The sturdier the binding, the longer the book will last, and a good binding makes for easier repairs when it does wear.

Communicate: which bindings stand up and which don't



In a smaller library this will be an easier task. In a larger library you will need to be more deliberate in communicating.

Depending on your library's departmental structure, it could work like this: Technical services informs the circulation staff to be alert for damage to items and send them for repairs before the item becomes too bad. Technical services and circulation would let collection development know when a trend in certain bindings falling apart occurs. Collection development should let tech services know that there is no need to repair the

crumbling 1975 copy of a Reader's Digest condensed book.

Protecting books - Hardcover



There are numerous methods and products that you can use to protect your books. Your budget will factor into the decision of which ones to use, once again use the best that you can afford. Pictured here is the Demco paperfold book jacket cover for hardback books. You may also decide to reinforce the corners or the spine before you wrap the book. This can be done with regular binding tape or with specially pre-cut tape. Just a note to say that you will see a lot of pictures and products from Demco, not because I am endorsing them, but because these are the products that I am familiar with. Find a supplier or suppliers that work for your library and budget.

ROLL BOOK
WRAP
DISPENSER



If you have the space and the budget, and wrap many books, your technical services people will thank you for having a dispenser like this.



Protecting books - Paperback

This is the product that I used to wrap paperbacks; it is a clear sticky backed contact paper. From my experience it works best on new books. Donated books have been handled and have dust and oils from the hands that make this product not stick as well as it does to the new ones. I have seen paperback books from other libraries that have a more rigid clear cover, called Kapco, and it is nice also.

Protecting books



This Photo by Unknown Author is licensed under CC BY-SA-NC

You will only be able to go so far in protecting your books. As much as we would love to send them out wrapped in bubble wrap, they are meant to be used, and we can only hope not abused.

Supplies

- Norbond adhesive from Demco is what I used; if you search online, you can find pH neutral PVA adhesive.
 - Filmoplast - won't dry out or turn yellow, for cuts or tears in pages, not to hold in pages
 - Binding tape
 - Single stitch binding tape
 - Double stitch binding tape
 - Wax paper
 - Goo Gone - can be greasy, use sparingly and NOT on paper, only slick covers, spray on towel, not item. Great for replacing crusty old call labels.
-

Remember acid free when you are purchasing. Just like with books, buy the best quality you can afford. A good rule of thumb is to only buy what you can use in a year. At a previous institution, I discovered glue that had dried into a solid block and a ton of binding tape in a variety of colors that had been around so many years that the adhesive had turned to dust. As you become more experienced with repairs, there are other items you may find you need. Hint: The Goo Gone is also good for cleaning the blade of the scissors that are used to cut the laminate book wrap.



I'm going to call these items the dirty half dozen.



No, nope, nyet, nein. Put down the duct tape and walk away! These supplies that are available on every desk are not the supplies that you should be using to repair your books. In the end they will do more harm than good. One of the biggest reasons to not use these common materials is that they are not acid free and over time that acid can damage your books. In addition, the glues dry hard, and books are not static objects, they are meant to move. Duct tape may have thousands of uses, but book repair is not one of them.

Tools

- Good scissors - like with a good pair of sewing scissors, don't use to cut anything else but book wrap
- If using the laminate wrap for paperbacks and the jacket wrap for the hardcover, have a pair of scissors for each one
- Heavy duty rubber bands
- Book press or clamps and bricks
- Bone folders
- Glue brushes
- Small container with lid for glue
- X-Acto knife
- Mending sticks
- Label peeler



Take care of your tools! Wash the brushes as soon as you are finished, if the glue dries on them, it will not come off. The picture shows two different styles of label peelers, these are great all-purpose tools and will save your fingernails. The one with the metal blade is about \$8 on Amazon, but you can find one like the plastic one at the Dollar Tree for \$1.25. I do like the one with the metal blade best and even bought one for myself to keep at home. It comes in handy with all sorts of craft projects. Be careful, it is sharp on the edges.

Improvise!

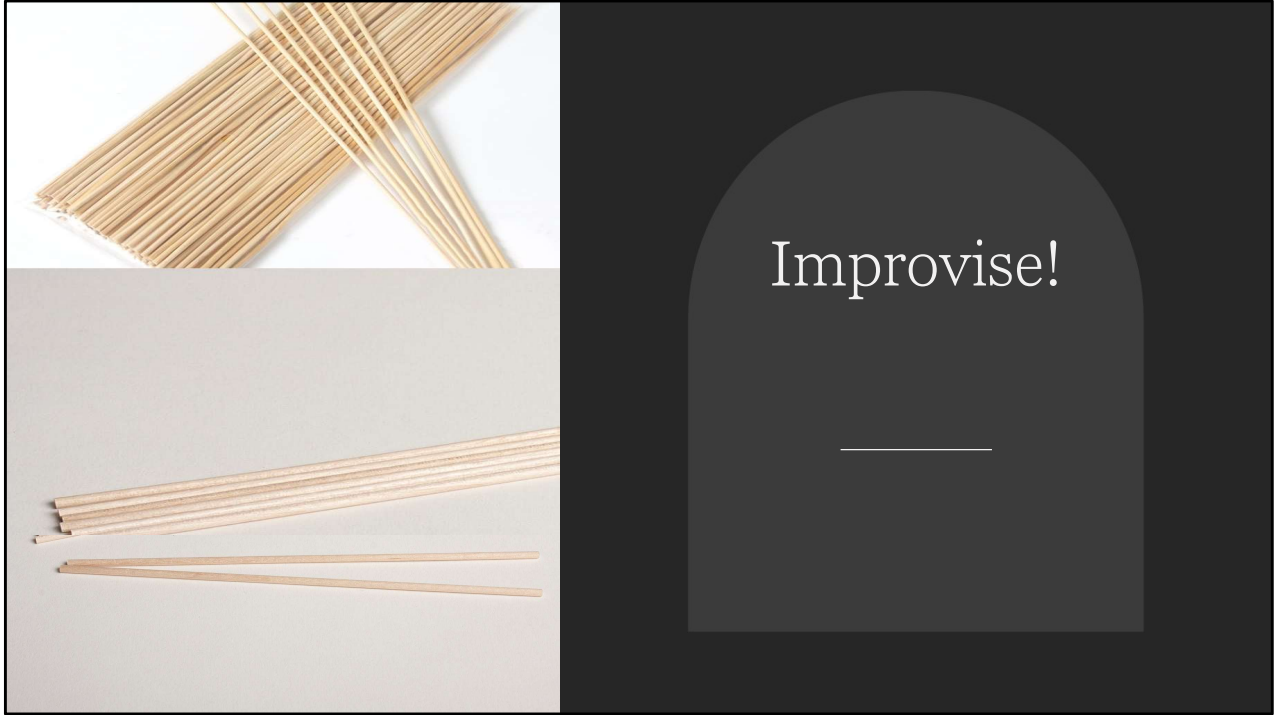


I want to take a moment to say thank you to Loretta Broomfield, Director, and Danielle Cornelius, Coordinator of Technical Services, at Marion Carnegie Library for letting me visit and take pictures of their equipment. The picture on the left is a book press, it holds pressure on a stack of books as the glue dries. It is ancient, but it still works. If you don't have one, try wrapping a couple of bricks in binding tape and placing those on top of the books. (Thanks to Dena Porter, this was her idea and is still used at MCL.)

Improvise!

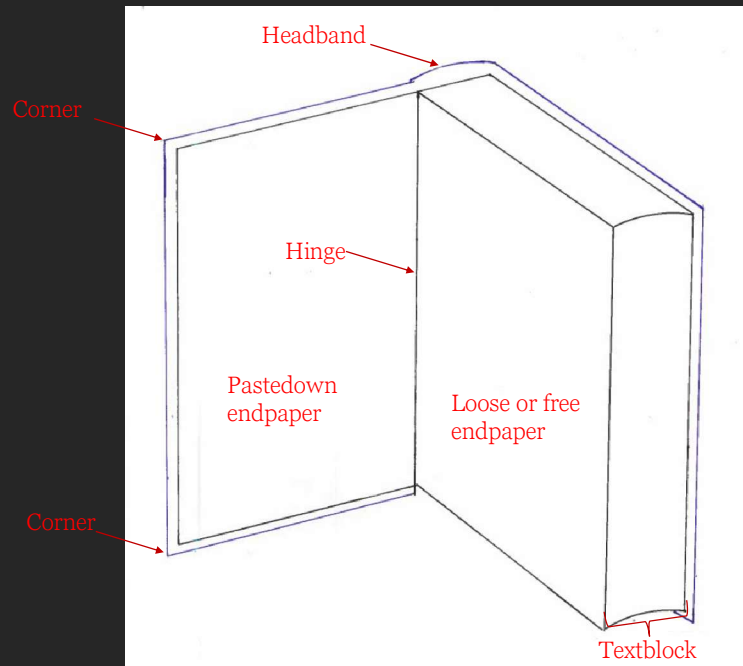


Glue brushes - you don't have to buy the expensive ones from a library supply store, check your local craft store for a less expensive, but decent quality brush. Clamps from the hardware store can be used to apply pressure as glue is drying or to hold a book in place as you are working with it. The backing from the laminate book wrap for paperbacks is wax paper on one side. Fold used pieces in half, wax side out and you will never have to buy wax paper.

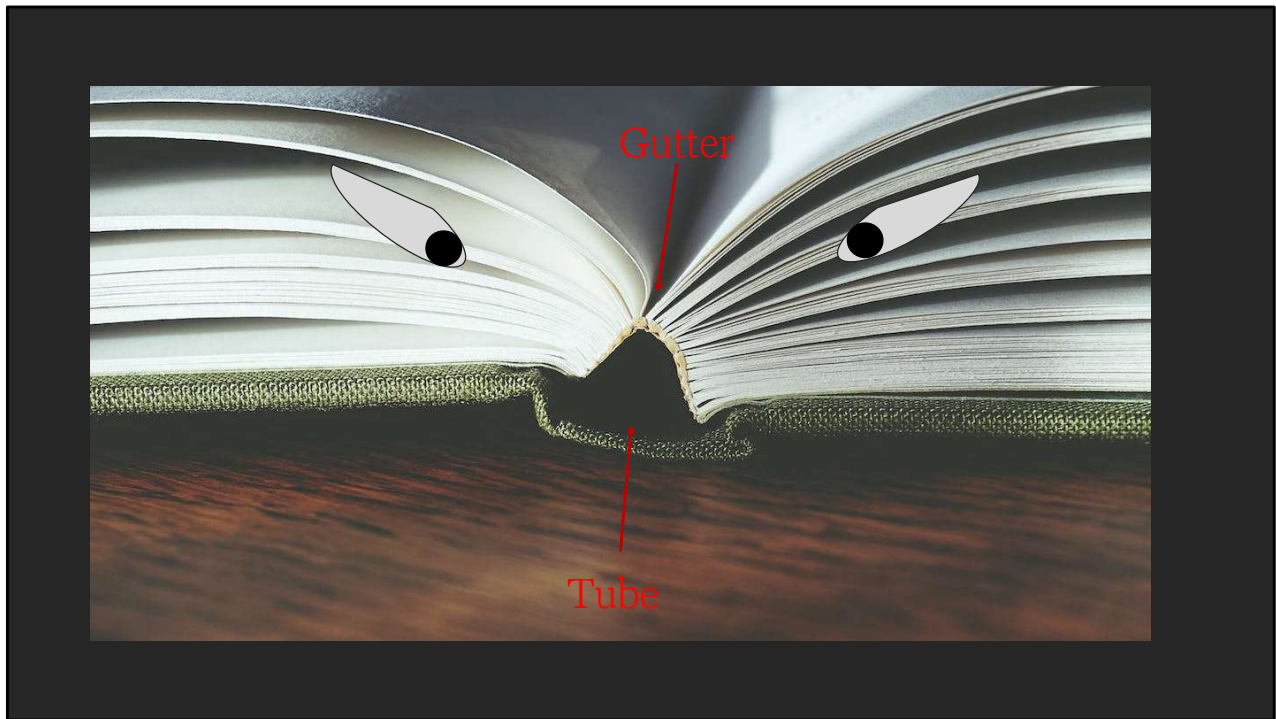


The mending sticks from Demco are almost six inches and cost \$3.99 for a pack of 50. Sometimes with a taller book that is not long enough to reach into the hinge to repair it. Pick up a pack of inexpensive BBQ skewers from a local store, most are twelve inches long.

Book Anatomy



In the upcoming videos we will hear terms used for the parts of a book, I just wanted to give you a moment to look at a basic diagram.



This little guy looked like an angry book, so I gave him some angry eyes. The part that looks like his open mouth is called the tube. When doing repairs, avoid getting glue in this area as it will not allow the book to open properly. The furrow in his brow is called the gutter. You have done your best to select sturdy bindings and protect your book. It has been a popular title, has circulated frequently, and now has seen better days. On to repairs! I won't be able to cover every situation that will arise for repairs, because patrons have produced some truly unique ways to damage books, but I will cover some of the most common repairs.



Before you begin

Before you try to repair a circulating book, I would suggest you find a few donated books that are in bad shape to practice on first.

Less is more when it comes to glue. If you use too much glue, when you close the book and weight or rubber band it, the glue will ooze out. It not only makes a mess, but it can glue pages together.

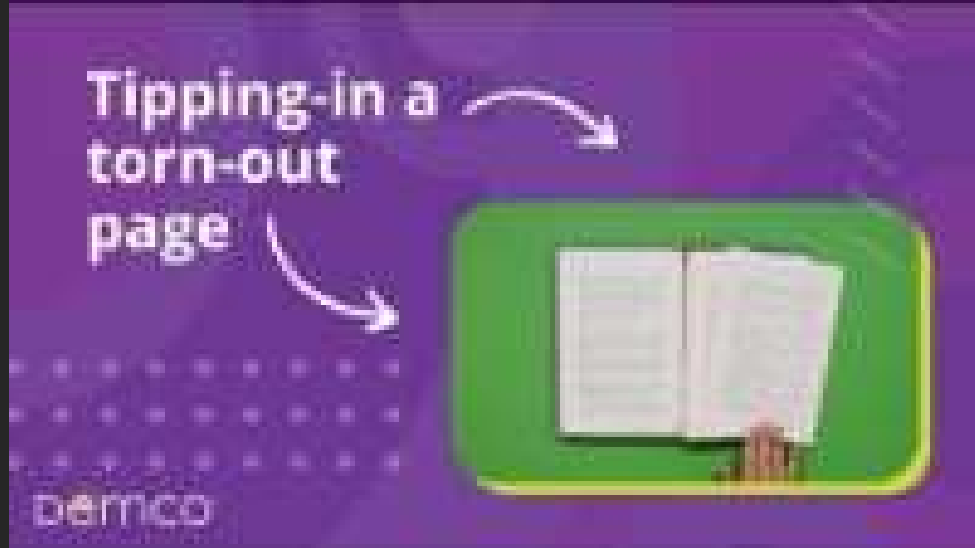
This photo by Unknown Author is licensed under CC BY-SA-NC

Torn page



The next five slides are videos from Demco demonstrating repairs. The technique in this first video is for use when the page is torn and has overlapping edges to allow the glue to adhere. If the page is cut, you will need a good quality, acid-free, mending tape like Filmoplast. Cut the tape about a half inch longer than the tear and fold it over the edge of the page. Do not cut the tape flush with the edge makes it easy to tear again.

Tipping in a page



Loose hinge



This one simple repair, if done when it is first noticed that the hinge is loose, will save you both time and money. Please notice that the glue is only applied in the hinge, not in the tube.

Broken Hinge



This is what happens when a loose hinge is not repaired in time. The single stitch and double stitch binding tape come in different sizes. You want to use the closest in size, without being bigger than, your text block.

Reinforcing a worn hinge





Smelly books

- Place a few scented dryer sheets between pages and let it set for a few days
- Place in a sealed container with baking soda or activated charcoal inside. Don't cover the book just place it in the container. Let it set for a few days

One young lady that I worked with was always happy when the new books were released. She would open them up and sniff all of them proclaiming her love of that new book smell! In a public library, it is a very short time when the books smell good. So, what do you do when a stack is returned smelling like they spent the night in a cheap tavern?



This Photo by Unknown Author is licensed under CC BY



This Photo by Unknown Author is licensed under CC BY-NC-ND

Every Librarian's Nightmare

WET BOOKS

I have had some experience with many wet books. During my time at a public library, an air conditioner leaked and caused a mess. We used the fan method to dry as many books as we could but could not save them all.

Wet books

- Place absorbent sheets (paper towels, rags, etc.) between each page of the book and wrap the book in a towel. Set a heavy weight on top to squeeze out the moisture. You will need to replace the absorbent materials frequently. Repeat until the book is damp, not sopping
- Air circulation is very helpful in drying your book. You can use fans or hair dryers to speed the drying process, but air directed at the books for an extended amount of time can cause warping of the cover, boards, and pages
- If your weather is cooperative, place the books into the sunlight, as exposure to the sun's UV rays can help to kill mold spores. Remember; however, that light can cause damage and bleaching, so bring in your books after an hour in the sun
- You can dry a damp book completely by sprinkling cornstarch between the pages and letting it sit in a plastic bag or box for a couple of hours. The cornstarch will absorb the excess moisture. When you remove the book, use a soft brush to clean up the cornstarch and repeat as needed

<https://www.biblio.com/book-collecting/care-preservation/prevent-remove-mold-mildew/>

The drying methods on this slide come from biblio.com, the link is at the bottom of the slide.



Mold

- If you are in a building that has issues with dampness, you should consider investing in dehumidifiers.

We all know what wet or damp books can lead to, mold! My experience with moldy books could be summed up as, "If in doubt, throw it out." It can be a nightmare to deal with, so once again, "An ounce of prevention is worth a pound of cure."

Mold & mildew

- If identified on any of your books, magazines, or paper ephemera, remove them from your collection and either treat or discard
- Can be a health risk, so if working with an affected item protective gear is advised
- If your item is a rare, historically important, or sentimental favorite in your personal collection, it may be worth it to you to contact a professional archivist to preserve or restore a damaged item
- ALCTS - the Association for Library Collections & Technical Services, a division of the American Library Association, has great information on dealing with mold and collection preservation <https://www.ala.org/alcts/>

Society of American Archivists,

<https://www2.archivists.org/consultants>

If you find yourself in need of an archivist a place to start is the Society of American Archivists. The link will take you to their Directory of Archival Consultants.

Some things just can't be repaired



To me, the following situations are automatically disposed of:

- Cat urine
- Bodily fluids
- Insect infestation
- Basically, anything that could be a health hazard to staff or other patrons
- Heavily stained, e.g., salsa, motor oil
- Missing pages
- Missing covers
- Heavily marked in (think a toddler with a marker)

As much as we hate to do it, there are times we must admit that some things just can't be repaired! The items in the first five points on the list should be disposed of properly as they are potentially hazardous. In the case of missing pages, covers, or being colored in, they can be recycled.

Resources

- Demco book repair videos link:
<https://www.youtube.com/playlist?list=PLcPuPwIOy9Tv3DemhA1-QeAx0vd79XNR>
 - [Book Repair Supplies for Book and Document Preservation \(demco.com\)](https://www.demco.com/book-repair-supplies)
 - ALCTS - the Association for Library Collections & Technical Services, a division of the American Library Association has great information on dealing with mold and collection preservation. <https://www.ala.org/alcts/>
 - <https://www.biblio.com/book-collecting/care-preservation/prevent-remove-mold-mildew/>
 - YouTube - search for “book repair”
-

Demco and Brodart have some excellent instructional videos on their websites. Youtube has a variety of tutorials from universities and individuals. ALCTS, a division of ALA, has great information.

Suppliers

- Demco
 - Brodart
 - The Library Store
 - Amazon
 - Your neighborhood hardware or discount store
-

ON THE CALL TODAY
Questions? Contact the CMC:
cmc@illinoisheartland.org



Linda Johnson,
SHARE Cataloger



Dr. Pamela
Thomas
Bibliographic
Grant Manager



Barbera Scoby
CMC Cataloger



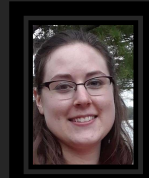
Eric McKinney
CMC Cataloger



Kat Anderberg
Metadata Cataloger



Blake Walter
Special Project Cataloger



Katie Roberts
Special Project Cataloger



Andrea Giosta
Special Project Cataloger

Thank you to everyone for joining us today. On the call with me are Dr. Pamela Thomas, Bibliographic Grant Manager; Barbera Scoby, and Eric McKinney, CMC Catalogers; Kat Anderberg, Metadata Cataloger; and Blake Walter, Katie Roberts, and Andrea Giosta, Special Project Catalogers. We will be happy to answer questions.