

## Collections Care Section: General Manual

### A. Basic / Minor Treatment

#### 1. Quick & Easy Tip-in Guide

##### **Time Requirements:**

This treatment should take no more than 15 minutes to complete.

##### **Purpose and Background:**

A tip-in is most often used to reattach a single loose page, such as an errata sheet, to an item that has a textblock in good condition (i.e. not brittle). It takes its name from the application of adhesive (PVA, PVA/methyl cellulose mix, or wheat starch paste) to only the “tip” of the detached leaf and its placement back “in” the volume.

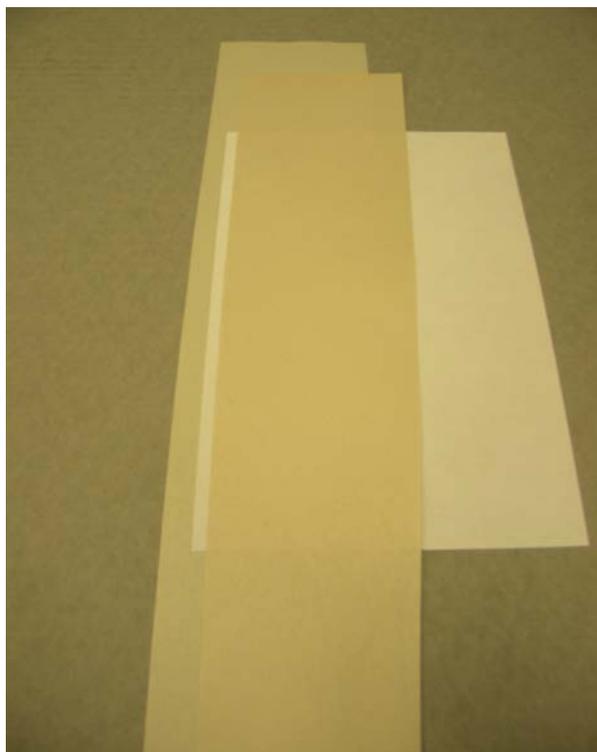
##### **Considerations:**

*How many pages can be tipped-in to a single volume?* Typically, a section of up to 10 pages can be successfully tipped-in to one location in a volume. Examine the space and flexibility offered by the binding to determine whether or not the item can accommodate more materials.

*Should the page be placed inside a pocket instead?* If the loose material is thick, brittle, damaged, slippery, or folded, place the item(s) in a pocket and adhere it to the back cover.

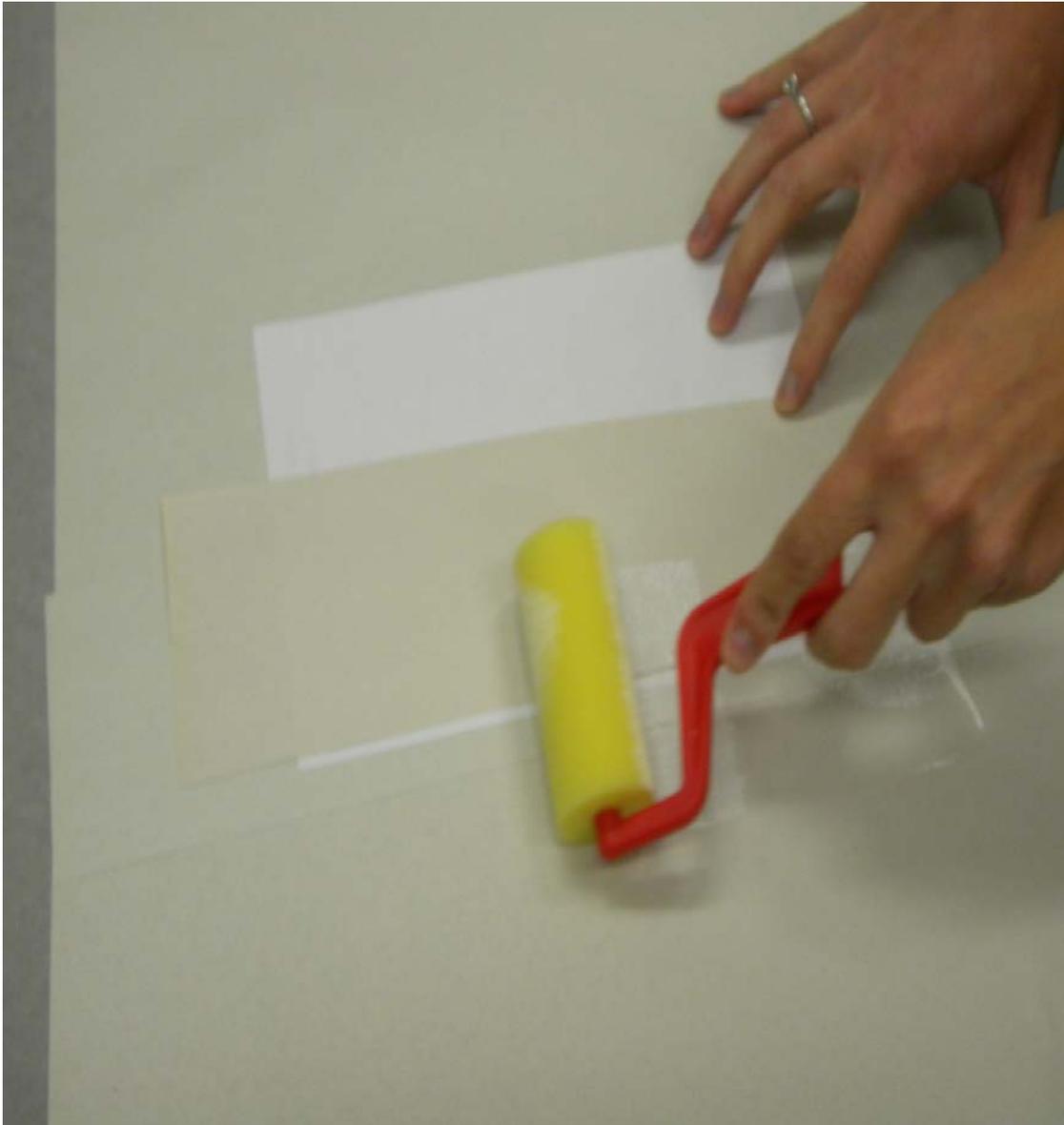
##### **Procedures:**

1. Sandwich the page, reverse side up, between two pieces of scrap paper, leaving 1/8-inch visible along the binding edge of the page. The top strip of scrap paper will protect the area that should not be glued.



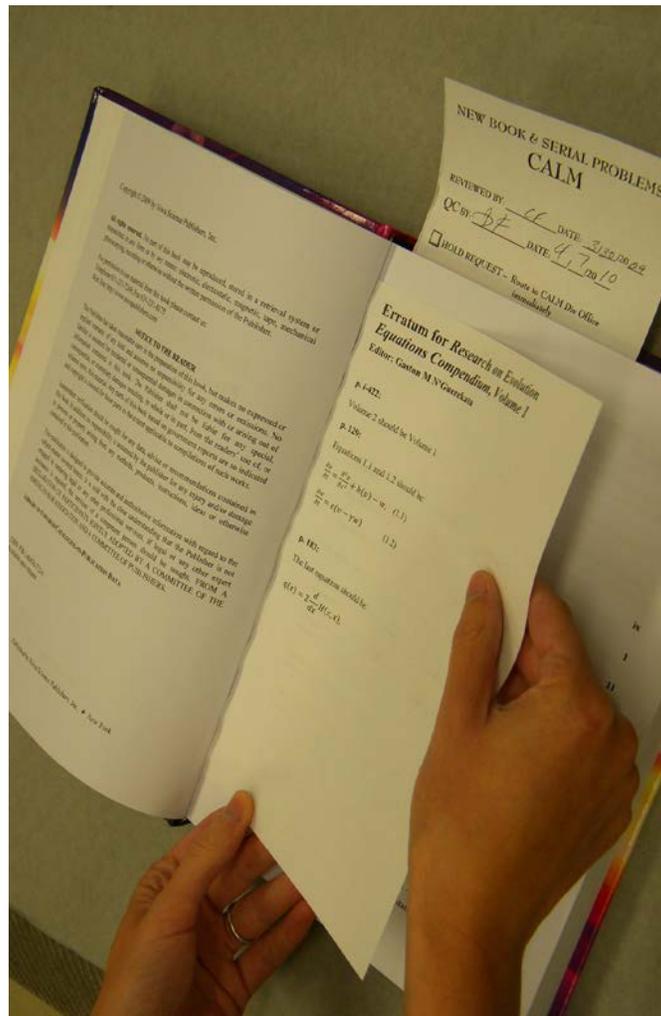
## Collections Care Section: General Manual

2. Using a roller or brush, apply a thin, even layer of PVA to the exposed 1/8-inch edge of the sheet.



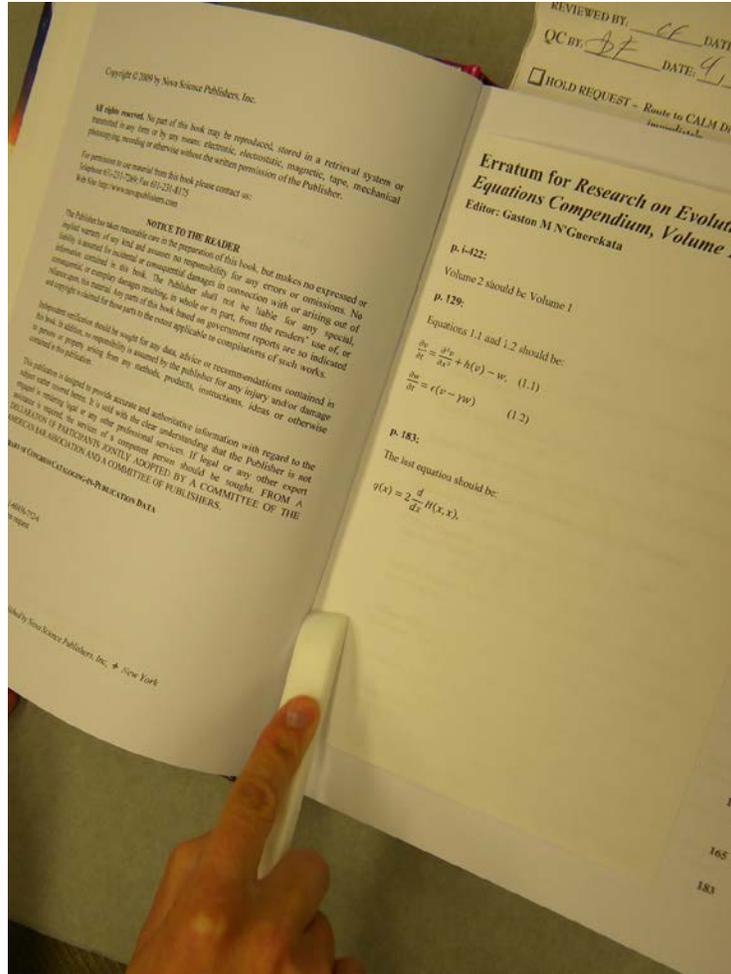
## Collections Care Section: General Manual

3. Carefully position the item to be inserted in place, setting it as far into the gutter as possible while ensuring that the edges are even with the rest of the textblock.



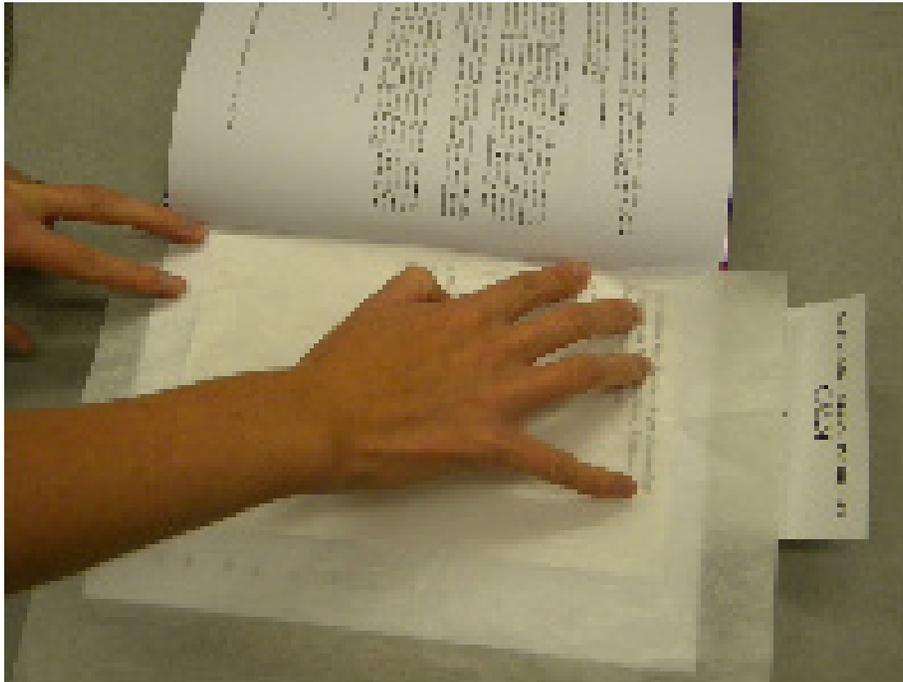
4. With the tipped-in sheet squarely in place, and starting in the middle of the page and working out to the top and bottom, slide the tip of a bone folder along the front (unglued) side of the sheet to press it tight.

# Collections Care Section: General Manual



## Collections Care Section: General Manual

5. Place a sheet of waxed paper into the gutter between the insert and the page before it to protect the textblock from excess adhesive. Close the book and allow a drying time of 30 minutes.



## 2. Tip-In

### Time Requirements:

This treatment should take no more than 15 minutes to complete.

### Purpose and Background:

A tip-in is most often used to reattach a single loose page, such as an errata sheet, to a sewn or adhesive bound structure that has a textblock in good condition (i.e. not brittle). It takes its name from the application of adhesive (PVA) to only the “tip” of the detached leaf and its place back “in” the volume. This is the fastest and simplest of treatments performed in CCS.

### Considerations:

*Should the loose page be hinged in instead?* A hinge-in provides greater ease of page opening, is more reversible, and is less likely to damage the adjacent pages than a tip. It is appropriate to hinge-in pages that have detached from an item with an intact sewn structure and a textblock in fair to good condition. However care should be taken to ensure that the enjoining page of the half folio is also not detached and loose. If this is the case than both pages on either side of the signature will need to be tipped in as well.

*How many pages need to be reattached?* Up to ten pages can be reattached to one location using the tip-in method; however, the area should always be examined first to ensure the binding has enough space and flexibility to accommodate the extra material. If multiple pages have detached from an item with an adhesive binding

## Collections Care Section: General Manual

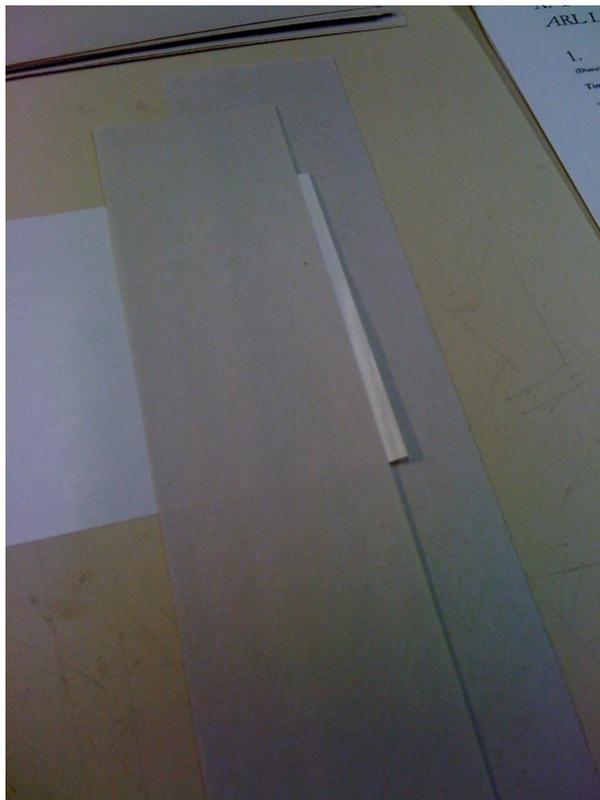
structure, determine if the adhesive binding structure is apt to fail overall. If so, routing the item for library binding (double fan adhesive) is the most appropriate approach.

*Are the pages brittle?* If so, do not attempt a repair that will cause further damage to the original. A tip-in repair may be stronger than the page can handle, leading to potential cracks and deterioration later. Therefore, brittle pages should either be facsimiled or placed in a pocket adhered to the inside back cover of the book.

*Where should the loose page be placed?* If the page is an errata sheet, it should be placed between the Title page and the Table of Contents in a volume. All other pages should be reattached at their original location in the textblock.

### Procedures:

1. Trim irregular errata sheets square. Large errata sheets with a small amount of information can be trimmed to a smaller size for tipping in.
2. Sandwich the item to be tipped in, reverse side up, between two pieces of scrap paper, leaving 1/8-inch visible along the binding edge of the page. The top strip of scrap paper will protect the area that should not be glued.



## Collections Care Section: General Manual

3. Using a roller or brush, apply a thin, even layer of PVA to the exposed 1/8-inch edge of the sheet.

Note: PVA/methyl cellulose mix (50/50%) can be used for tip-ins to allow more time to place the item before it dries.



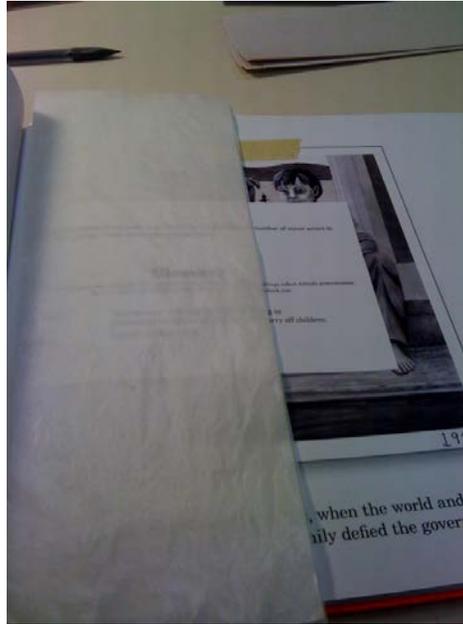
4. Carefully position the inserted item in place, placing it as far into the gutter as possible while ensuring that the edges are even with the rest of the text block.

Note: When 2-10 pages are to be tipped in, tip in one at a time. Each may be allowed to dry before the next is added. Begin with the bottom page, if sequential pages are to be tipped in.

5. With the tipped-in sheet squarely in place, starting in the middle of the page and working out to the top and bottom, slide the tip of a bone folder along the front (unglued) side of the sheet to press it tight. Check for excess glue and wipe away any that is present.

6. Place a sheet of waxed paper into the gutter between the insert and the page before it to protect the text block from excess adhesive. Close book and place a weight on the cover near the gutter to help ensure solid adhesion and prevent wrinkles from developing in the text block. Allow to dry for 30 minutes.

## Collections Care Section: General Manual



7. If necessary, trim the tipped in page to the same size as the textblock.

Note: Those experienced at completing tip-ins can PVA two page edges at once, but must then work quickly to secure them in place properly, one after the other, before they dry.

Note: In situ tip-ins are made when a page is partially detached. The procedure is the same except that the PVA is applied to the text page following the page to be tipped in, and the partially detached page is smoothed down and becomes attached to this page.



## Collections Care Section: General Manual

### 3. Tip Together Sections

#### Time Requirements:

This treatment should take no more than 15 minutes per item.

#### Purpose and Background:

In a traditional tip-in, only a single loose page, such as an errata sheet, is reattached to the textblock. Occasionally, however, one must tip-in a thin pamphlet or journal issue into a volume. These pamphlets or issues have multiple pages that are tipped to each other and then into the volume.

#### Considerations:

*Should the loose pages be hinged in instead?* A hinge-in provides greater ease of page opening, is more reversible, and is less likely to damage the adjacent pages than a tip-in. It is appropriate to hinge-in pages that have detached from an item with an intact sewn structure and a textblock in fair to good condition.

*How many pages need to be reattached?* Up to ten pages can be reattached to one location when tipping together sections; however, the area should always be examined first to ensure the binding has enough space and flexibility to accommodate the extra material. If the pages have detached from an item with an adhesive binding structure, determine if the adhesive binding structure is apt to fail overall. If so, routing the item for library binding (double fan adhesive) is the most appropriate approach.

*Are the pages brittle?* If so, do not attempt a repair that will cause further damage to the original. A tip-in repair may be stronger than the page can handle, leading to potential cracks and deterioration later down the line. Therefore, brittle pages should either be facsimiled or placed in a pocket adhered to the inside back cover of the book.

#### Procedures:

1. Sandwich the interior most folded sheet, reverse side up, between two pieces of scrap paper, leaving 1/8-inch visible along the binding edge of the page. The top strip of scrap paper will protect the area that should not be glued.
2. Using a roller or brush, apply a thin, even layer of PVA to the exposed 1/8-inch edge of the sheet.
3. Carefully position the folded sheet inside the adjacent folded sheet, setting it as far into the gutter as possible while ensuring that the edges are even with the rest of the text block.
4. Repeat steps 2-4 to tip together the entire section.
5. Carefully position the section in the bound volume, setting it as far into the gutter as possible while ensuring that the edges are even with the rest of the text block.
6. With the tipped-in section squarely in place, and starting in the middle of the page and working out to the top and bottom, slide the tip of a bone folder along the front (unglued) side of the sheet to press it tight.

## Collections Care Section: General Manual

7. Place a sheet of waxed paper into the gutter between the insert and the page before it to protect the text block from excess adhesive. Allow to dry for 30 minutes under weight.
8. If necessary, trim the tipped in pages to the same size as the textblock.

### 4. Hinge-in

#### Time Requirements:

This treatment should take no more than 15 minutes per item.

#### Purpose and Background:

The Hinge-in treatment is used to reattach a single loose page to an intact sewn structure that has a textblock in good condition (i.e. not brittle). It utilizes wheat starch paste and a strip of Japanese tissue to adhere the page to the textblock; therefore, it is primarily used on older items (pre-1930) whose paper texture is sympathetic to the tissue. The result is a “hinge” of Japanese tissue that keeps the page in place.

#### Considerations:

*Should the loose page be tipped-in instead?* If the book is more modern (post-1930), has an adhesive binding, or would not be able to stand the moisture of the wheat starch paste, the page should be tipped into the textblock instead. Tip-ins can also be used when reversibility, ease of opening, and/or potential damage to the adjacent pages are not primary concerns.

*How many pages need to be reattached?* Up to ten pages can be hinged into the same spot in the textblock. Because Japanese tissue can add extra bulk to an item, the area should always be examined first to ensure the binding has enough space and flexibility to accommodate the extra material. If multiple pages have detached from an item, determine if the binding structure is apt to fail overall. If so, the book may need to be re sewn before being placed in a new case.

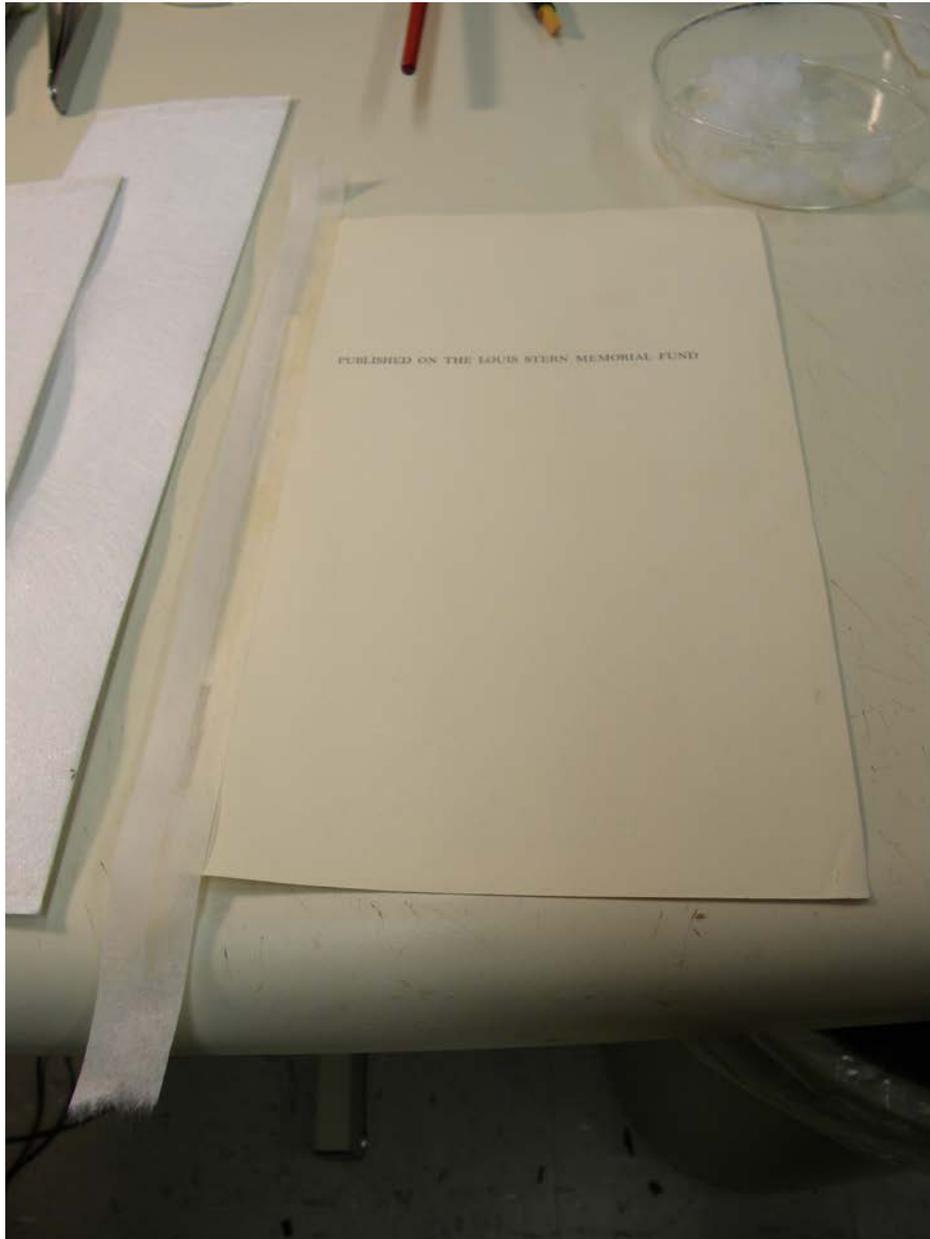
*Are the pages brittle?* If so, do not attempt a repair that will cause further damage to the original. A hinge-in repair may be stronger than the page can handle, leading to potential cracks and deterioration later down the line. Therefore, brittle pages should either be facsimiled or placed in a pocket adhered to the inside back cover of the book.

#### Procedures:

1. If the binding edge of the page is ragged, trim it with a straight edge and scalpel/ knife.
2. Place the page in the appropriate spot within the textblock, setting it as far into the gutter as possible while ensuring that the edges are even with the rest of the text block.
3. Using a straight edge and light duty book binder's awl, needle tear strips of Japanese tissue between  $\frac{1}{4}$  and  $\frac{1}{2}$  inch wide. Tissue can also be torn by hand or by making water tears with a small brush or water pen.
4. If the wheat starch paste is too thick to spread easily, thin it with a very small amount of water; then, using a clean blotter as a work surface to help absorb excess moisture, brush paste onto the

## Collections Care Section: General Manual

Japanese tissue. Take care with this step, as paste that is too watery can leave a tide line around the hinge.



## Collections Care Section: General Manual

1. Place the pasted out tissue so it overlaps both the paper's binding edge and the gutter of the book.  
Gently press with the fingers.
2. Tuck a second piece of clean blotter into the gutter so it covers the mend. Close the book, weight it, and let dry.
3. Examine the mend. The edges of the Japanese tissue should be completely adhered to the page and should lie flat.
4. If desired, repeat steps 3-7 on the other side of the page to create a stronger, more aesthetically pleasing hinge.

### 5. Paper Repair

#### Time Requirements:

This treatment should take no more than 15 to 45 minutes to complete.

#### Purpose and Background:

Paper Repair treatments involve straightening folded page corners, mending tears, and filling losses in the textblock. They are performed to restore the integrity of the textblock and prevent any tears from worsening. Depending on the type of paper and the extent of the damage, several different materials can be used: PVA, methyl cellulose, heat-set tissue, and Japanese tissue with wheat starch paste.

#### Considerations:

*What kind of paper is involved, and where is the damage located?* In instances where the tear is “scarfed” (i.e. one side of the tear overlaps the other, rather than a cut or a clean tear), PVA or 3% methylcellulose can be applied to mend it. This should only be used on modern (post-1930) items that are not brittle or otherwise easily subjected to cockling under moisture.

Heat-set tissue is best used on modern, brittle, or clay-coated items. It should not be used on covers due to strength considerations.

Japanese tissue is best used on paper whose texture matches that of the tissue, such as older items (pre-1930); because of its strength, it can also be used on covers and hinge repairs. However, it should not be used on brittle paper, clay coated papers, or other items that will not be able to stand the moisture of the wheat starch paste.

Losses can be mended with either Japanese tissue or heat-set tissue. For most repairs, heat-set tissue will suffice, but it remains important to keep the quality of the paper in mind.

*Would a facsimile be a better choice?* If the pages have endured heavy damage or large losses, especially if those losses extend into the text, creating a facsimile of the affected pages from another copy of the same item would be preferable. Pages that are too brittle to withstand treatment may also benefit from a facsimile, rather than risking further loss or damage by creating a mend that is stronger than the paper. Facsimiles can either be tipped or hinged into the textblock or placed in a pocket attached to the items inside back cover.

## Collections Care Section: General Manual

*Would replacement be a better choice?* If extensive damage exists that is prevalent throughout the entire textblock, rendering large sections of the item unusable or unreadable, it may be better, as budget and bibliographic value permits, to mark it as a candidate for replacement and put in damaged workflow..

*Has the damage occurred on a fold-out or supplementary item?* Fold-outs or supplementary items that require ten page repairs or fewer can be mended. If the item has more than ten tears, is brittle, these items can be placed in a pocket.

### Procedures: Repair with PVA or Methylcellulose

1. Use PVA on tears to the outer cover; use methylcellulose on tears to the inner pages.
2. Apply a thin layer of adhesive to one side of the scarfed tear.
3. Align the edges and press firmly, using a bone folder if desired. Applying heat sparingly with a tacking iron or heated spatula (with silicone release between) will help dry the adhesive; it can also help to limit cockling.

### Procedures: With Heat-Set Tissue

1. Place a piece of silicone release paper under the tear to be mended.
2. Set a tacking iron or heated spatula to 275-300 degrees.



3. Using a straight edge and a scalpel/knife, cut strips of heat-set tissue between 1/8 and 1/4 inch wide. Heat-set tissue edges can also be needle torn for a slightly feathered edge

## Collections Care Section: General Manual

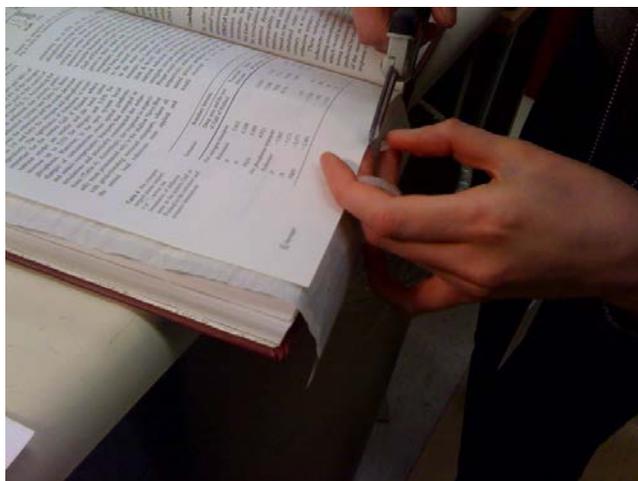


4. Identify the shiny adhesive side of the tissue. This side goes on the tear.
5. Place the tissue on the tear, applying gentle pressure with the fingers to hold it in place.
6. Place a piece of silicone release paper over the mend.



7. Rub the tacking iron or heated spatula one or two times over the new mend.
8. Examine the mend. Slightly flex the page to assure that there is good adhesion of the heat set tissue. The edges of the heat-set tissue should be completely adhered to the page.
9. Trim excess tissue from page edges using a straight edge and scalpel/knife. Place a small self-healing surface or light card under the repaired page while trimming. Small scissors can also be used to trim excess tissue from the page edge.

## Collections Care Section: General Manual



### Procedures: With Japanese Tissue and Wheat Starch Paste

1. Using a straight edge and light duty book binder's awl, needle tear strips of Japanese tissue between 1/8 and 1/4 inch wide. Tissue can also be torn by hand or by making water tears with a small brush or water pen.
2. If the wheat starch paste is too thick to spread easily, thin it with a very small amount of water; then, using a clean blotter as a work surface to help absorb excess moisture, brush paste onto the Japanese tissue. Take care with this step, as paste that is too watery can leave a tide line around the repair.

If the repair extends into the text, inks should also be tested for solubility by placing a small drop of water on an inconspicuous part of the text, then blotting the area to see if ink feathers or offsets. If it does, consider using heat-set tissue instead. Rarely, heat-set tissue will change the color of a printing ink and/or cause it to bleed.

3. Place the pasted out tissue on the tear and gently press with the fingers.
4. Place another piece of clean Remy® next to wet mend, then blotter over the damp mend, weight it, and let it dry for 20 – 30 minutes.



## Collections Care Section: General Manual

5. Examine the mend. The edges of the Japanese tissue should be completely adhered to the page and should lie flat.
6. Trim excess tissue from the page edges.



### Procedures: Mending Losses

If losses are large and involve text area, the item will be placed in the damage workflow in order to check to if replacement pages might be made available and they can then be substituted for the damaged page or pages. If text is not involved continue as below.

1. Place a sheet of Mylar® over the loss to protect the page.
2. Fold a piece of Japanese or heat-set tissue in half.
3. Place on top of the Mylar®. If the loss is at the edge of the page, align the folded edge with the straight edge of the loss.
4. Using either a scalpel/ knife (heat-set) or book binder's awl (Japanese tissue), trace the shape of the loss onto the tissue, leaving a border of 1/8 to 1/4 inch to allow it to adhere to the page. If the shape of the loss is hard to see, place a darker paper behind it to make the shape more visible.



For losses in the same area that extend over multiple pages, only leave the 1/8 to 1/4 inch border on one side of the shaped tissue; cut the other side to the exact shape of the loss. This will help prevent the introduction of extra bulk to the pages.

5. Remove the Mylar®. If the loss is at the edge of the page, fold the tissue around it; otherwise, separate the shaped pieces of tissue from one another.
6. Paste down or adhere as indicated above.

## **6. Pockets**

### **Time Requirements:**

This treatment should take no more than 15 minutes per item.

### **Purpose and Background:**

Create pockets for loose materials that cannot be directly tipped into a book, such as loose pages, maps, charts, pamphlets, CDs, and items made of materials such as plastic that do not readily stick to paper. Pockets are generally made from cut down archival folders, polyester L-Sleeves, or Tyvek ®

## Collections Care Section: General Manual

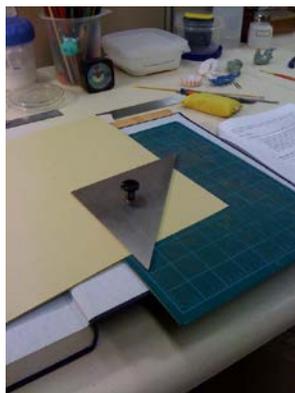
### Considerations:

1. Complete page repairs to materials that are to be enclosed in the pocket when appropriate, as well as repairs to the textblock.
2. CD pockets can be contained inside tip-in style pockets when the endsheets have information on them that must not be obscured.
3. The completed pocket must allow access to the item inside it. It must not be so large that items fall out, but it must be large enough to permit the item to be removed from and replaced in the pocket easily without damage to the item.
4. The preferred placement of pockets is in the lower right corner of the back cover of the book. However, when old material must be removed, damaging the pastedown or leaving residue, cover the damage with the new CD pocket. If the disturbed area is larger than the pocket, cover the entire page by gluing a sheet of plain paper over the entire pastedown.
5. If an old pocket is on top of retainable information, including informative or decorative pastedowns, instead of removing the entire pocket, cut away the un-adhered material and tape the new pocket on top of the old one.

### Procedures:

**L-Pocket:** Open on the top and left (inside) edges.

1. Measure and trim the top and inside edges of the pocket: Measure approximately 7mm from the inside and top edges of the item to be placed in the pocket. Seam side facing down, make pencil marks on the pocket and trim at those marks. The cuts must be made on the top (flap end) of the pocket; and on the inside edge to prevent the items from easily falling out of the pocket. The inside edge is the edge on your left as you hold the pocket with the seam away from you.
2. Make a peek-a-boo cut: Insert a small cutting mat inside the pocket. Make an equilateral triangle with a straight edge and the open corner of the pocket on the seamless, top layer of the pocket. Cut the triangular corner from the pocket.



## Collections Care Section: General Manual

**Wraparound Pocket:** Open on top edge only. Use for bulky items, items that are slick, or multiple items.

1. Measure approximately 7mm from the edge of the item to be placed in the pocket on the top (flap) end of the pocket, and trim.
2. Measure approximately 18mm from the edge of the item to be placed in the pocket on the inside edge, and trim. The inside edge is the edge on your left as you hold the pocket with the seam away from you.
3. Make a cut approximately 12mm from the trimmed edge on the bottom layer (seam-side) of the pocket. This cut is made parallel to the sides of the pocket and extends the entire length of the pocket on its left edge. This cut leaves a “tab” extending from the front side of the pocket.
4. Cut a 12mm triangle from the bottom left corner of the “tab” and wrap it around to the back of the envelope and adhere it to the back with double-sided tape, closing off the left edge of the envelope. The removed triangle allows for greater ease in wrapping the tab.
5. Make a peek-a-boo cut: Insert a small cutting mat inside the pocket. Make an equilateral triangle with a straight edge and the open corner of the pocket on the seamless, top layer of the pocket. Cut the triangular corner from the pocket.

**CD Pocket:** Use standard Tyvek® envelope. Attach a pocket to the textblock for a CD that accompanies a book and that is not already enclosed in a jewel case or secure pocket.

### III. Methods for attaching Pockets

**Tape to Back Cover:** Tape pockets to the back covers of books for loose items that will fit inside the cover and will not obscure information on the paste-down.

1. Make sure the pocket will fit on the inside back pastedown. It should not overhang the book’s cover board or extend into the hinge area of the textblock. When the book is closed, the pocket and its contents should not prevent the book from closing completely.



## Collections Care Section: General Manual

This image shows the book, the material that needs to be placed in a pocket and the supplies needed for the procedure.

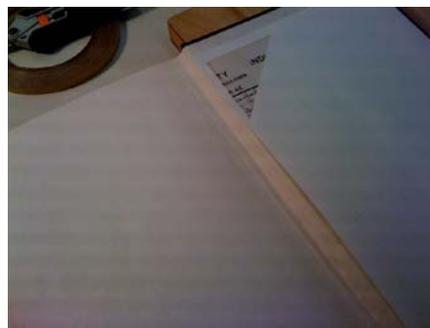
2. Attach double-sided tape on the back side of the pocket around all four edges approximately 2mm from the pocket's edges. Apply double sided tape diagonally across the pocket. The diagonal strips of tape should be parallel to each other, and should be placed 20-40mm apart, depending on the size of the pocket.



3. Remove the paper backing from the double-sided tape and place the pocket on the inside back pastedown of the book. Secure the edges with a bone folder. If possible, attach the pocket along the lower and right edge of the pastedown. (Occasionally, the pocket will be too large to place this way and will have to extend to the edge of the board.)



## Collections Care Section: General Manual



**Tip-in:** Tip-in pockets for loose items that cannot be taped to back inside cover.

1. Make sure the pocket will fit on the inside of the textblock. It should not overhang the book's cover boards. When the book is closed, the pocket and its contents should not prevent the book from closing completely.
2. Turn the pocket over with the seam side facing you.
3. Using two strips of waste paper as guides, paste out the "tab" on the seam side of the pocket using the 50/50 PVA/methyl cellulose mix. To tip-in wraparound pockets, apply PVA to the right edge of the seam-side of the pocket, as with a regular tip-in.
4. Tip the pocket into the textblock near the book's back endsheet. Place the pocket as close to the tail of the text block as possible. Secure the edges with a Teflon folder. Allow the adhesive at least 20 minutes to dry.

### 7. Tighten Hinge

#### **Time Requirements:**

This treatment should take no more than 10 minutes to complete.

#### **Purpose and Background:**

This treatment is performed to prevent further damage to the hinge, and to prevent the textblock from eventually separating from its case.

#### **Considerations:**

*How loose is the textblock?* If more than ~3mm of the pastedown has been lifted away from the case, either recase the book or send it to a bindery if applicable. If more than 3mm of the pastedown is torn, then recase the book, or sent to the contracted commercial bindery.

*What tools are necessary to complete this treatment successfully?* Cylindrical Plexiglas rods or knitting needles are generally used to apply PVA to the hinge area because they will fit into the space to be glued without damaging it further.

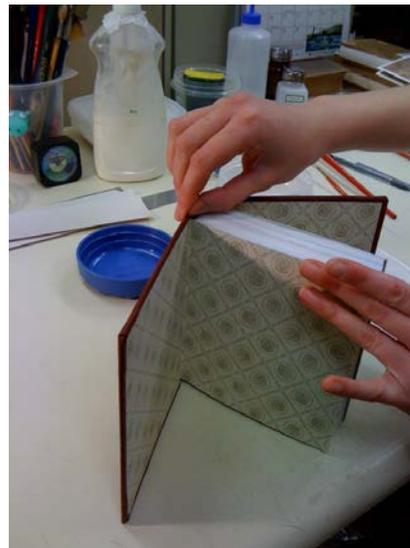
## Collections Care Section: General Manual

### Procedures:

1. Place the book in a standing position.



2. Dip a Plexiglas® rod or knitting needle into a bottle of PVA and twist the rod against the opening of the container as you remove the rod to remove excess adhesive.
3. Work the rod into the cavity where the textblock has moved away from the case (hinge) and twist the rod to transfer the PVA into the gap. Re-adhere the book cover to the pastedown.



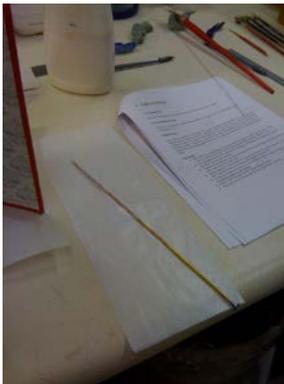
4. Flip the book, re-coat the rod with PVA and insert the rod into the same cavity from the opposite side so that both ends of the hinge are thoroughly coated with PVA. Use a bone folder and press from the middle to the head and from the middle to the tail along the head to move excess adhesive.
5. Use your fingers or a paper towel to remove any excess adhesive from the hinge area and place waxed paper between the pastedown and flyleaf.
6. Repeat Steps 2 through 5 for the opposite hinge, if necessary.

## Collections Care Section: General Manual

7. Place the book under weight between brass-edged boards and let dry for thirty minutes.



Note: You can also tighten hinges by brushing PVA onto the Plexiglas rod or knitting needle. The adhesive-coated needle is then inserted into the hinge as the book lies flat on the work bench.



## 8. Open Leaves

### Time Requirements:

This treatment should take no more than 15-45 minutes per item, depending on the number of leaves to be opened.

### Purpose:

Separating leaves where they remain attached allows pages to be turned freely.

### Considerations:

The size and condition of the item will determine if opening leaves by hand -- as opposed to using a manual or automatic guillotine-- is the best option.

## Collections Care Section: General Manual

*How many leaves need to be opened?* If only a few leaves require attention, opening by hand is practical and efficient.

*Are the pages brittle?* Fragile paper is best dealt with by hand: a controlled, delicate technique will minimize damage.

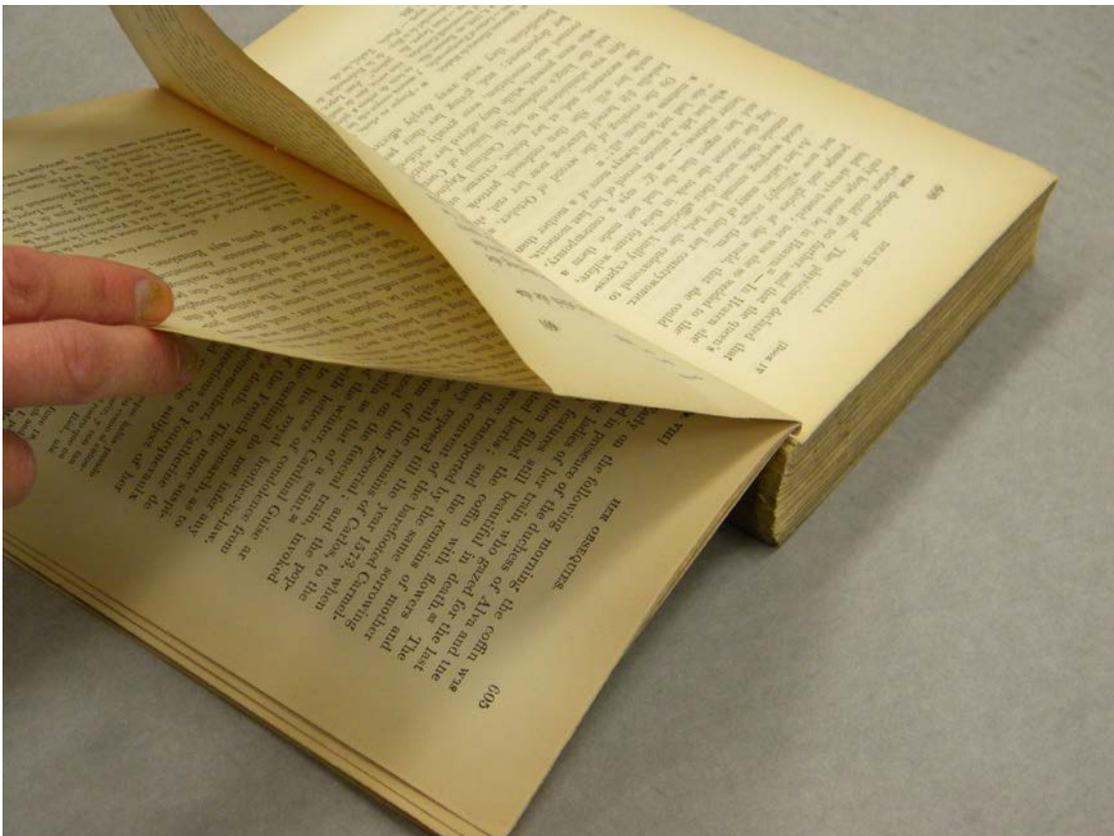
*Does the item have a hard case?* The leaves of a hardbound book should only be opened by hand.

*Are the margins surrounding text too narrow to endure a loss?* When opening leaves by hand, margins are not compromised.

Guillotines can save time, and they make clean and consistently precise cuts. Use a guillotine on paperbacks that have strong paper, wide margins, and a large number of leaves that require opening.

### Procedures:

1. Examine the item to determine where leaves need to be detached from each other (opened). Leaves may be attached at the head, foot, or fore edge of a bound book.
2. Place the item on a flat surface and open to the first set of leaves. Prop with a weight to hold in place, if necessary.



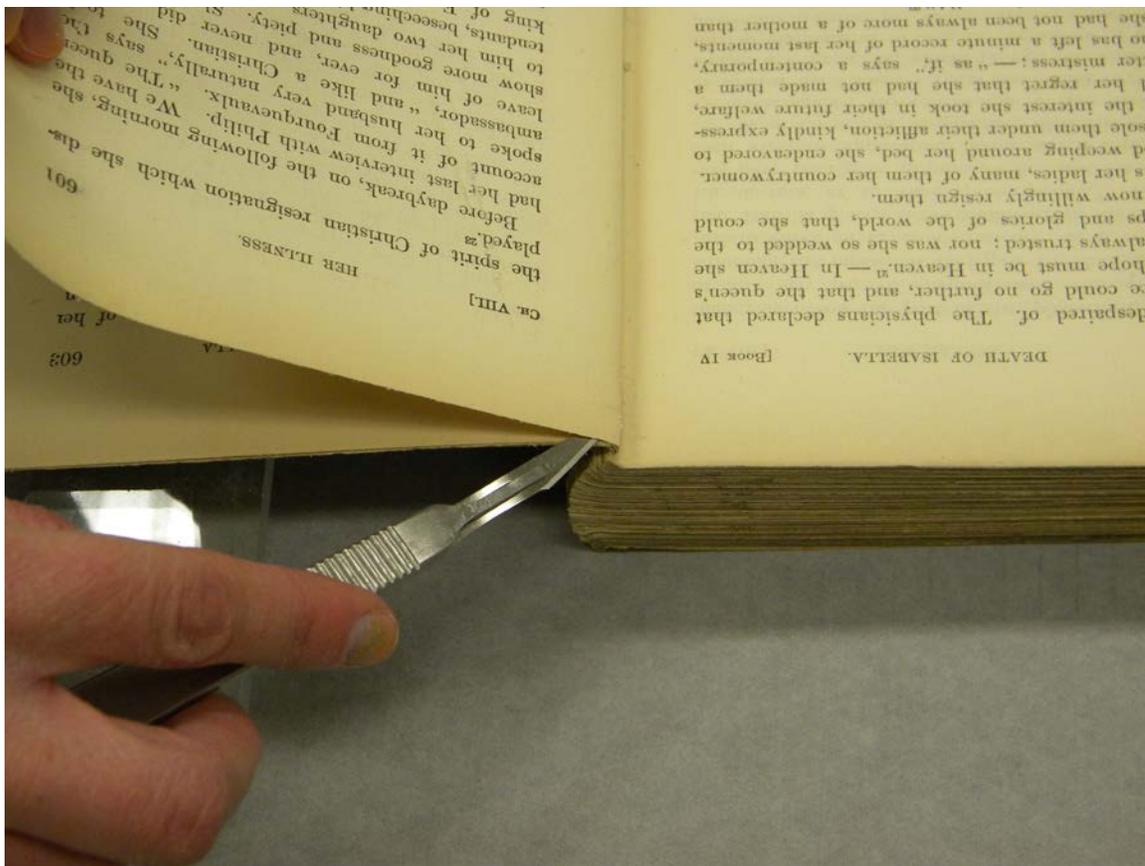
## Collections Care Section: General Manual

3. Insert the tip of the scalpel blade or knife between two pages, where space allows.



4. Angle the blade so that the tip does not scrape or snag the pages.
5. Carefully slide the blade along the edge of the leaf until the pages are completely detached. Use the text block for support, keeping the blade straight, steady and angled.

## Collections Care Section: General Manual



6. Turn the newly separated pages, checking for a complete range of movement.

### 9. Bindery Preparation I

#### Time Requirements:

This treatment should take no more than 15 minutes per item.

#### Purpose and Background:

The Bindery Prep I workflow includes materials that will be sent to the contracted commercial bindery once repaired. These are typically sewn volumes that have loose pages or sections at the front or back that need to be hinged on.

The Bindery Prep I workflow may also include adhesive bindings that have loose pages at the front or back that need to be tipped on.

The goal is to retain the original leaf attachment method through the prep and library binding process.

#### Considerations:

## Collections Care Section: General Manual

- *Why hinge instead of tip-in?:* Since a hinge provides greater ease of page opening, is more reversible, and is less likely to damage the adjacent pages than a tip, we use a hinge to attach loose pages to items that are sewn.
- For adhesive bindings, the bindery will mill off the original spine to create a smooth surface and to facilitate double fan adhesive binding, making a hinge ineffective for this style.

### Procedures: sewn volumes

1. Remove the textblock from the case by carefully separating the end sheet's flyleaf from the textblock pages; pulling the cover with minimal force away from the spine is a simple way to accomplish this. Gently cut through any super/cambric.
2. Identify any loose pages or tentatively attached signatures at the front or back. Fully detached or barely attached signatures will need to be re sewn and are Bindery Prep II treatments.
3. Hinge these loose pages or tentatively attached signatures with Japanese paper and wheat starch paste. Allow to dry.

### Procedures: adhesive volumes

1. Remove the textblock from the case by carefully separating the endsheet's flyleaf from the textblock pages; pulling the cover with minimal force away from the spine is a simple way to accomplish this. Gently cut through any super/cambric.
2. Identify any loose pages at the front, back, or middle.
3. Tip these in by applying a 1/4-inch stripe of PVA along the spine edge. Attach the loose page to the textblock so that it is not lost in route to the bindery.