

## **Collections Care Section: General Manual**

### **I. Policy**

#### **A. General Lab Policy**

##### **Food and drink**

Food is prohibited in the lab.

Drinks are allowed in lab but only if they are in a spill proof or covered container. Drinks are not to be placed on working surface.

##### **Labels for containers**

Due to safety regulations, all containers must be labeled clearly so that its contents can be easily identified (e.g. PVA, methyl cellulose, water.) Handheld printer labels can be made or custom adhesive tape labels can be used to attach to each container.

##### **Music**

Head-phones are required when listening to music in the lab.

##### **Talking**

In consideration of others, please keep personal conversations reasonably short. Please be aware that some people have difficulty performing treatments and talking at the same time which greatly increases the chance of making a treatment error. In addition, please keep your voices at a reasonable level so as not to disturb fellow staff members. Conversations in the workplace should be positive, friendly and inclusive.

##### **Work benches and common work areas**

Please keep your work benches and common work areas clean and tidy. A clean lab not only gives a good impression of our section and the work we do, but it also reduces the risk of further damaging collection materials and reduces the risk of personal injury.

##### **Individual book presses and common large press**

Please place each treatment form near its book while it is in a common press. Initial the treatment form to identify "ownership."

Most books can be removed from presses after thirty minutes. Large books might need to remain in the press for one hour. When you remove a book from the press, you can leave it between brass edged boards on the center table under weight until the drying process is complete.

##### **Care and handling tips**

Please do not use a book as a support for writing. The impression of your writing can be transferred to the cover or pages of the book and cannot be removed.

Please do not rest a book on its fore edge on the treatment shelf. If a book is too tall to sit on its tail, place its spine down or flat on the shelf.

## **Collections Care Section: General Manual**

Please use bookends to keep books securely upright on shelves or book trucks. If a bookend is not available, books may be stacked flat from largest to smallest with the largest book on the bottom.

### **Re-stocking supplies**

While gathering supplies for your repairs, note any supplies that are nearly depleted. Common supplies of repair materials such as pre-cut spine stiffeners, covering cloth, and Japanese paper strips for lining cases should be kept well stocked. Please restock any supply you deplete. If you notice that the entire stock of a cloth or paper color or any other purchased supply is nearly used up, please notify the Section Head via e-mail so that it can be re-ordered.

### **Scraps**

Please do not retain any paper, cloth or board scraps that are too small to use. In general, a scrap shorter than 15 cm (6 inches) with a grain running in the long direction can be discarded.

When cutting cloth from a bolt, ensure that your cut is straight across the width of the fabric. Make the cut at least 18" in height. After taking the amount of cloth you need, please cut the rest of the material in half and place the remaining pieces in the appropriately labeled off-cut location.

## **Collections Care Section: General Manual**

### **B. Security of Collections**

“Collections security” working definition: the administration of continuing, effective controls for Library materials while in process, in storage, in use, in transit, or on exhibit.

#### **Collection Materials in BCCD**

The goal of the Collections Care Section (CCS) is to treat collection materials and return them to their home location/custodial division in a timely manner. All collection materials to be treated will be entered into the CCS treatment database. CCS will use the database in conjunction with the catalog record to verify if an item is accurately cataloged. If an item is in our possession, it will either be awaiting treatment in the transport trucks, on the treatment shelves, at a work station or in a transport truck ready to be returned to the custodial division. All CCS trucks and shelves are clearly labeled.

#### **Collection Materials in the Treatment Queue at Your CCS Workbench**

CCS staff should have no more than two batches (16 items) of collection materials awaiting treatment at their workbench at any time unless items are being saved for a “super batch” which is a treatment that will be applied to at least 10 items that are either similar in color, size and or treatment, so that the collecting of supplies and treatments can be “super batched” for speed and efficiency. All of these in process items should have treatment slips printed from the database. Amassing more than two batches/sixteen items hinders our ability to promptly find titles that are recalled.

It is not appropriate to keep any single collection item in the “In Process” queue for more than 14 days. If you are not going to treat an item, return it to the treatment shelf promptly. If you have questions about the treatment, promptly consult your supervisor. Super batches are processed in no more than 4 days.

If you are holding items that you’ve treated as examples of your work, for reference, or for any other reason, these must be charged to your personal patron account. Keeping collection materials in personal area after treatment does not support our goal to provide security to the collections or timely patron services.

Completed treatments shall be placed on the QA shelves immediately. These materials will be checked for quality assurance within 72 hours and then immediately be routed for return to their custodial division shelf or security truck for shipment to their home location.

## **Collections Care Section: General Manual**

### **C. Safety**

All staff must complete safety awareness and personal protection equipment classes as mandated by the Library.

All staff must wear close-toed footwear. Sandals are not permitted.

Before using any specialized lab tool or equipment, each new CCS staff member, intern, or volunteer must first receive proper training and/or authorization.