

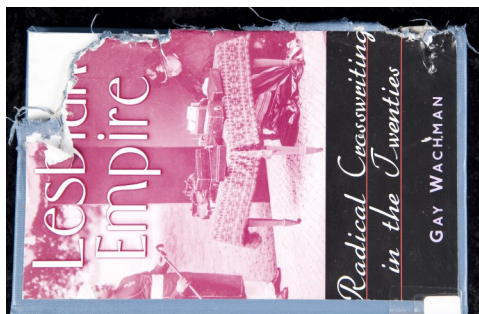
PRESERVATION GUIDELINES for CIRCULATING COLLECTION

The Preservation Services exists to assure long-term access to physical and intellectual contents of the Library's collections. To help ensure this access, circulating items should be regularly assessed for damage. This quick guide will provide helpful examples of damaged materials and guidelines for handling the collection. For more information about sending materials to Preservation Services, visit: https://go.library.illinois.edu/send_to_pres

I. Patron Damage

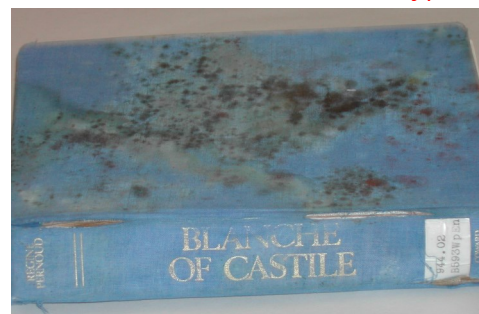
Library patrons are responsible for returning books in good condition. Those who damage library material may be required to pay for repair or replacement costs. All damaged pieces that cannot be re-shelved should be sent to Preservation to be assessed for treatment and possible charges.

Animal Damage

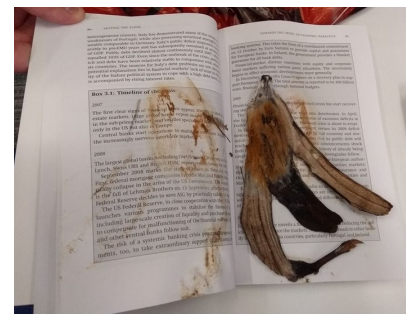


Moldy or Wet Books

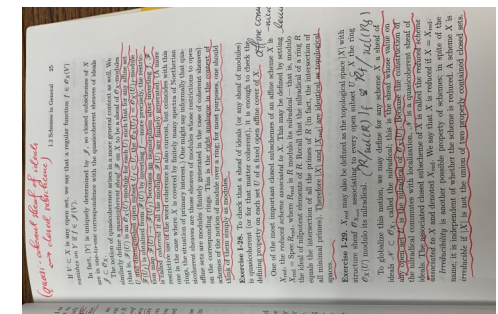
(Send these in a Ziploc bag to Preservation immediately)



Food & Drink



Book Mutilation



Other damage possibly caused by patron neglect may include torn or missing pages, damaged spines, missing or torn covers, and broken binding.

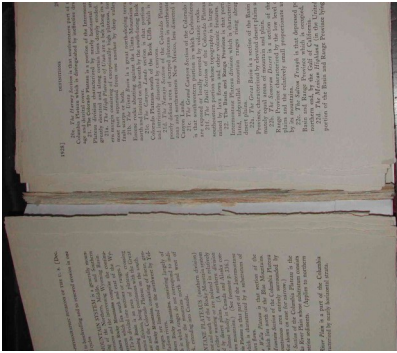
- * If patrons wish to check out a book that is already damaged, please make a note in the Alma record indicating that the book was previously damaged and any repair costs will not be the responsibility of the current borrower.
- * Books with minor cosmetic problems (dog-eared pages, minor underlining/highlighting, etc.) can be re-shelved without being sent to Preservation.

If you have questions, please contact Preservation Services.

(217) 244-1626 • prescons@library.illinois.edu • library.illinois.edu/preservation

II. Other Damage

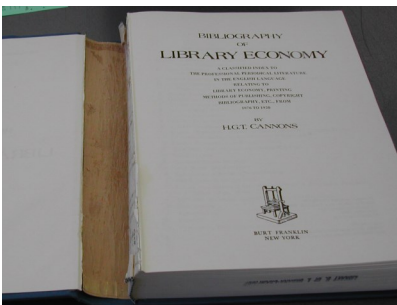
There may be preservation issues with circulating books that were not caused by patrons. Please send these to Preservation with a **green routing streamer**.



Brittle Books



Bug or Pest Damage



Other Physical Damage
(e.g. Cover Damage/
Red Rot, Spine Damage,
or Warping)

Preservation Services

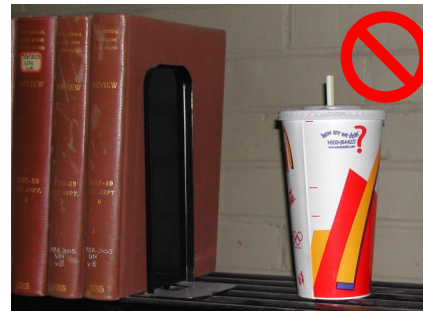
Main Library 425 • (217) 244-1626
prescons@library.illinois.edu

III. General Care and Handling Guidelines

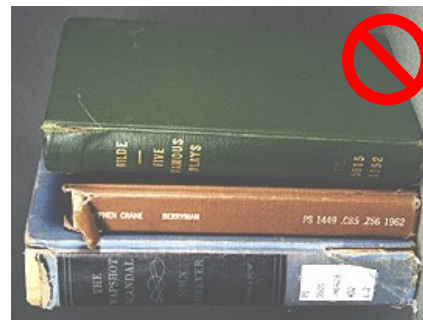
Please follow these guidelines to ensure the longevity of our collection when retrieving or shelving books.



Do not overload carts or shelves; use proper shelving techniques.



Keep food and drink away from library materials



Do not pull by the headcap; grasp books by the sides.