Book Repair Policies

Books are selected for repair from the collection. Books are sent for repair based on condition where they are assessed for age and condition by the librarian and/or the trained work study students to determine whether repair is possible.

Repairs that can be affected at the library include:

- Spine replacement
- End paper replacement
- Mending tears
- Tightening hinges
- Reinserting loose pages

If a book is assessed as repairable, it is placed on repair in the catalog and placed on a shelf to be dealt with. If a book cannot be repaired, it is then assessed to decide if it should be returned to the shelf (paperbacks cannot be repaired, may be returned to shelf until they are totally unusable), replaced with a new copy, sent to the bindery to be rebound or withdrawn from the collection (typically used when there are multiple copies of an item in the collection already, an item is out of date, or an item is no longer circulating regularly).

If, after the repair process has begun, it is found that a book is too badly damaged to complete the process, it will also be assessed for replacement, bindery or withdrawal.

Once a book is repaired it is sent to the Technical Services Librarian to be placed back into circulation and then to Acquisitions for a new label if necessary.

Statistics are kept for every book that comes to repair indicating what manner of repair was done, or, in some cases, that repair could not be completed.