

SENDING VOLUMES FOR REPAIR TO COLLECTIONS CARE

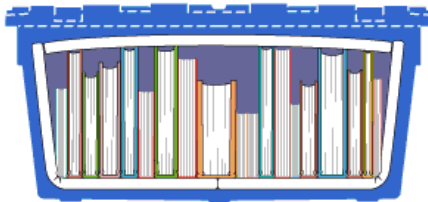
These procedures will tell you how to send volumes to Collections Care Unit (CC) in the Preservation Department. Collections Care is responsible for major book repair for circulating materials for the Yale University Libraries. If the repair that is necessary for a volume is beyond the scope of the Branch Library's capabilities (beyond simple tip-in, hinge tightening, etc.), and the book cannot go to the commercial binder, follow these procedures to send the volumes to the Preservation Department.

Prerequisites for sending volumes to Collections Care:

- All volumes must be cataloged, be linked to an item record in Orbis/ Voyager, and have barcodes.
- Clearance with the Field Services Librarian to see if Collections Care is ready to receive a shipment of volumes.
- A pseudo patron held by the sending library indicating "Preservation from [Sending Library]." Once the volumes arrive in Collections Care, staff will charge the volumes to a treatment shelf for ease in retrieval.

Procedures:

- Send a full blue bin of items through Eli Express to Collection Care. Pack the books properly so as to not create additional damage to the volumes. Volumes should be packed spine down or on its head or tail, as the image illustrates:



Additional padding can be used if volumes do not fit snugly in the box. Padding can be crumbled-up scrap paper or newsprint:



Oversized materials (quarto, folio) should lie flat in the box.

- Print out a list of the books sent to Collections Care for your reference.
- Label the blue bin "ATTN: Collections Care SML B18 2-8739" and send via Eli Express.
- Once all items are treated, CC sends the books via Eli Express to the attention of the school or departmental library and contact person.
- Upon return to the school or departmental library, Access Services staff notifies contact person of bin's arrival.
- Discharge the books and cross books off the list.