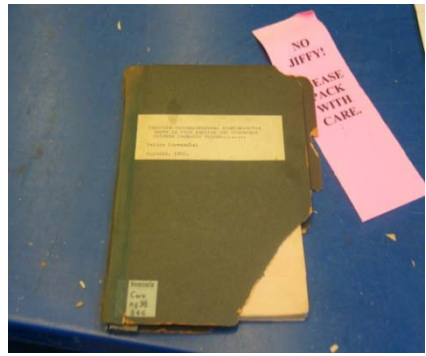
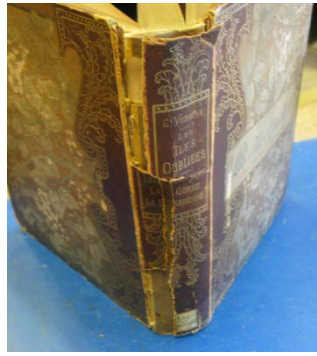
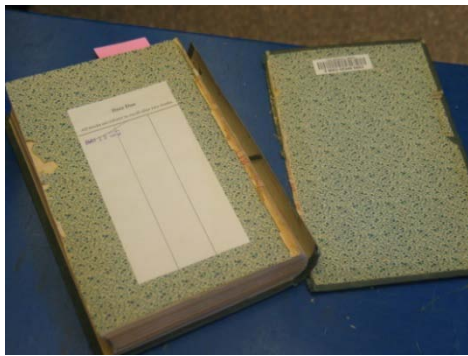


## Yale University Library Preservation Department Identifying Items to Send to Preservation

This guide is meant to help staff identify items to send to the Preservation Department before shelving. If a book has any of the problems shown below, send it to Preservation by placing it on the Preservation book truck in your staff area or by mailing it via Campus Mail. Please see [Sending General Collections Materials to Preservation for Treatment](#) for more information.

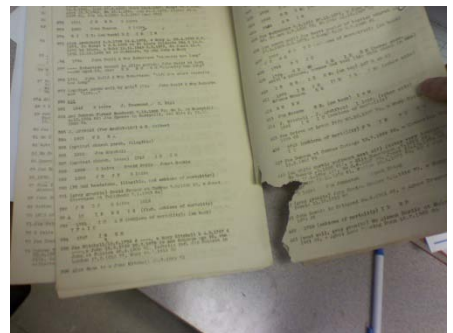
**Send an item to preservation if...**

**The case, pamphlet binder, or paperback cover is broken, damaged, or detached from the text block.** String tie may be used to stabilize the item and contain loose pieces.

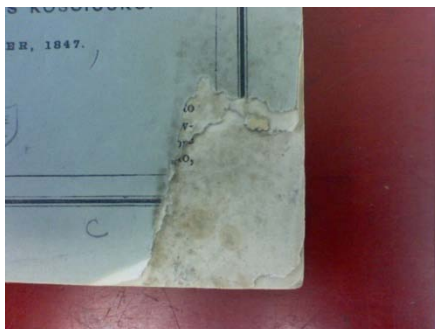


**The text block is falling apart.**

- Broken sewing
- Broken adhesive binding
- Loose pages
- Detached pages
- Significant tears or losses



**The item is wet or moldy, or otherwise contaminated.** Contain the item in a sealed plastic bag and **CALL PRESERVATION** at 432-4335 or 432-1803.

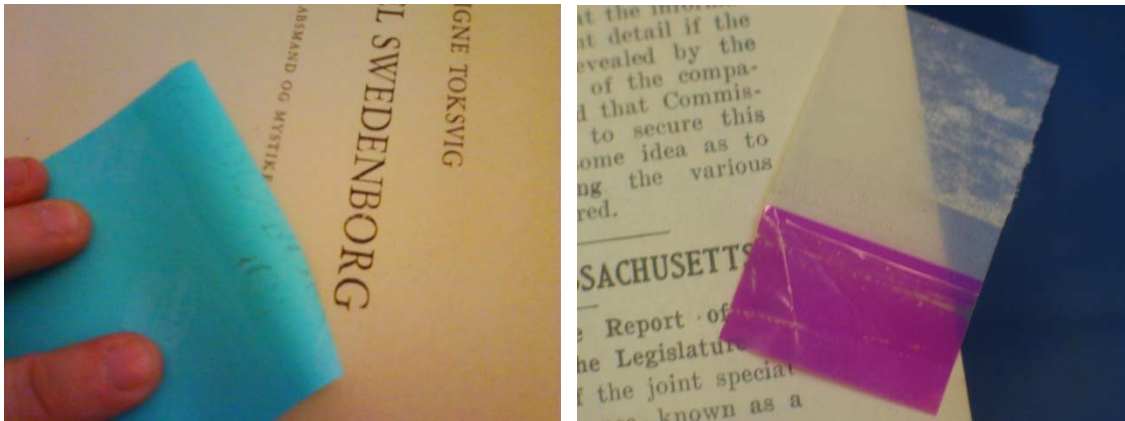


## Sending Items to Preservation

**Do not use paperclips to secure notes to items.** They cause damage when removed, and can severely damage brittle items. Instead, fold a piece of paper over the area where you will place the clip, as in the image on the right.



**Do not use post-it notes on items.** They leave behind a sticky residue and can peel up paper and ink when they are removed. Please use paper flags instead.



**Do not use rubber bands to stabilize items.** Rubber bands that are left on items for too long become permanently attached to items (right), and even rubber bands that are not on an item for very long will cause excessive pressure and damage items (left). Please use string tie, or twill tying tape, instead. Tying tape is available from Gaylord in 5/8" and 5/16" widths.

