

# Preservation Item Condition Evaluation (ICE) Guidelines

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## WHAT ARE WE THINKING?

Damaged general collections materials that come through Circulation are currently sent to the Preservation Department for assessment and action. This represents only a tiny fraction of the materials in the circulating collection that are in need of Preservation intervention of some kind, from stabilization to digitization.

In order to be able to address the needs of the much larger fraction, Preservation needs to do at least three things:

- A. To the greatest degree possible, make routine, transparent, and predictable how we will act and respond to damaged materials that come through Circulation.
- B. Minimize the frequency of consultation with curators and selectors concerning this small fraction of materials so that we may begin to engage them in the more urgent and farther reaching discussion of how to care for the entire collection.
- C. Gather and analyze data about what materials we are treating in order to gain insight into what portions of the general collection are both in need of intervention and important to scholarship.

## WHAT ARE WE PLANNING TO DO?

To achieve this, the managers of the Preservation Department have examined what we already do to care for the collection in cooperation with our colleagues from other departments and units. We have also looked at existing and emerging standards and policies throughout the Library and indeed, throughout the profession to come up with some guidelines to make more efficient the process of decision-making for damaged materials that have recently circulated. Many of these practices have been in place for several years. Some are extensions of the same principles.

We have also been working with Enterprise Systems to develop a database tool which will more efficiently track the materials which come to DRVS. Like all computerized systems, the new database will require some logically applicable rules. For both reasons we propose the following approach to **decision-making for damaged, circulated materials**:

1. **MARC 583**: Preservation will begin to add 583 fields to all items that we treat.
  - a. Using the combination of the catalog's 583 fields and our database's information, we will be able to analyze data about the damaged material which has recently circulated and our response to it.
2. **Minor Damage**: Any item which has only minor damage and can continue to circulate will have a 583 field added to the item record indicating "condition reviewed" and then the item will be returned to Circulation for re-shelving.
  - a. No searching for additional copies or editions will be done.
3. **In-House Repair**: Any item which can be repaired in-house will be.

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- a. No searching for additional copies or editions will be done.
4. **Commercial Binding:** Any item which can be rebound will be.
  - a. This includes items with text blocks that are not brittle and covers that have no value as artifacts.
  - b. No searching for additional copies or editions will be done.
5. **Book as Artifact:** Any item which has value as a physical artifact beyond its value as a carrier of intellectual content will be retained as a physical artifact, possibly after its content is digitized.
  - a. Our existing guidelines for this are posted on the department's website: [Criteria \(Guidelines\) for Retention of Original and Curator/ Selector Review](#)
6. **Review All Copies:** Except as noted in 2 – 4 above, any item which has circulated and is damaged will come to Preservation where a review of all copies of that edition will be done and action will be taken for all copies.
  - a. Via email, Curators/Selectors may indicate that an edition is not worthy of retention in YUL's circulating collection and that all copies should be withdrawn (see below for caveats).
7. **Access to Digital:** In cases where none of YUL's circulating copies are usable, Preservation will provide access to a digital version through one of the following:
  - a. digitization of the best YUL copy
  - b. linking to an acceptable, existing digital copy in a trusted repository
    - i. HathiTrust
    - ii. Internet Archive
8. **Withdraw All Unusable Copies:** In cases where there are usable copies of that edition, the usable copy (-ies) will be retained and all unusable copies will be withdrawn.
9. **26 Copies or fewer:** In cases where there are twenty-six (26) or fewer copies of the same edition in WorldCat, Preservation commits to retaining a usable, physical, circulating copy at YUL. (Why 26? [www.jacobnadal.com/162](http://www.jacobnadal.com/162) )
  - a. Any existing, usable copy (-ies) will be retained.
  - b. If Yale has no usable, circulating copy, then Preservation will ensure that one will be produced after digitization (a print surrogate).
10. **More Than 26 Copies:** In cases where there are more than twenty-six (26) copies of the same edition in WorldCat, but Yale has no usable copy, Preservation will not automatically create a print surrogate. **(Consultation)**
  - a. Preservation will seek Curator/Selector input regarding digitization.
    - i. If in addition to the digital, a physical copy is desired, Preservation will have one created from the digital at the selector's expense.