

Yale University Library
Preservation Department
Shrink Wrapping Removal Guidelines

In order to send brittle and fragile materials to the LSF, some volumes have been shrink wrapped. As these volumes are pulled for use in supervised reading rooms, it will be necessary for Library staff to remove the shrink wrap for the reader's use.

Tools you will need:

- Plastic letter opener (provided)



Steps for removal:

1. Using the pointed end of the letter opener, poke a small, shallow hole in the plastic near the bottom or top right fore-edge of the book.



2. Using the letter opener, continue to slice along the fore-edge of the book until the plastic can be removed easily. Try to keep the letter opener as far away from the pages as possible.



Once the reader is finished with the book, please send the book to the Preservation Department for preservation review. Send materials to the Preservation Department via interoffice delivery with a brief note saying where it has come from. Books may be grouped or sent individually; group delivery via book cart may be pre-arranged through one of the Preservation Department managers.