

I. COURSE DESCRIPTION:

Division: Learning Resources
Department: Library Technology
Course ID: LIB 062
Course Title: Care and Repair of Library Materials
Units: 1 unit
Lecture: .5 hour per week
Laboratory: 1.5 hours per week
Prerequisites: None

Catalog and Schedule Descriptions:

Basic, hands-on instruction in the binding, repair, and care of printed library materials.

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III. EXPECTED OUTCOMES FOR STUDENTS:

Upon successful completion of the course, the student should be able to:

- A. Apply principles learned in class to clean and mend paper, repair hinges and spines, and apply protective enclosures to library materials.
- B. Demonstrate ability in the handling of a variety of repair tools, materials, and equipment.
- C. Apply principles learned in class to solve a variety of materials repairs and conservation problems.

IV. CONTENT:

- A. Basic tools and techniques of library materials repair
 - 1. bench area
 - 2. lighting
 - 3. necessary tools
 - 4. basic structure of common books and other library materials
- B. Paper cleaning
 - 1. cleaning powders
 - 2. erasers
 - 3. alternative conservation methods
- C. Paper mending
 - 1. glue mends
 - 2. paste mends
 - 3. tapes
 - 4. heat-set tissue mends
 - 5. tipping-in pages
 - 6. Japanese paper and starch-paste mends
 - 7. alternative conservation suggestions
- D. Hinge and spine repair
 - 1. case bound books
 - 2. tightening loose hinges
 - 3. replacing end sheets
 - 4. repairing spines and inner hinges
 - 5. replacing text blocks
 - 6. reinforcing pages
- D. Protective enclosures
 - 1. book wraps and jackets
 - 2. phase boxes
 - 3. replacing end sheets
 - 4. repairing spines and inner hinges
 - 5. replacing text blocks
 - 6. reinforcing pages
- E. Protective enclosures
 - 1. book wraps
 - 2. phase boxes
 - 3. polyester pamphlet protectors
 - 4. encapsulation

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- 5. lamination
- 6. dry mounting
- E. Supplies and suppliers

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Demonstrations
- C. Group discussions
- D. Guided work experience
- E. Small group projects and presentations
- F. Field trips

VI. TYPICAL ASSIGNMENTS:

- A. Practice cutting mending paper and tape to precise shapes to mend specific problems.
- B. Examine a damaged book. Decide which conservation method(s) will be needed to repair or clean it.
- C. Practice tipping-in pages.

VII. EVALUATIONS:

Method(s): Students are evaluated on their ability to apply course concepts as measured by:

- A. True/false, multiple-choice, and/or sentence completion tests;
- B. Skills demonstrations;
- C. Oral reports;
- D. Team projects.

Frequency of evaluation:

- A. Weekly projects;
- B. Mid-term and Final Exam;
- C. Final project.

TYPICAL EXAMINATION QUESTIONS:

- A. What are the ten steps one must go through to evaluate the condition of a damaged book and decide on the types of repairs needed?
- B. What are the three most commonly used mending papers, and what is each used for?

VIII. TYPICAL TEXT(S):

- A. Lavender, Kenneth. Book Repair: A How-To-Do-It Manual for School and Public Librarians. New York: Neal-Schuman, 1998 (or latest edition).
- B. Preservation of Library and Archival Materials: a Manual. Shereilyn Ogden, ed. New York: Northeast Document Preservation Center, 1996. (A classic text on book binding and repair.)
- C. Ross, Harvey. Preservation in Libraries. New York: K.G. Sauer, 1993.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS: From Gaylord Co. "Book Mending Kit."