



Library and Information Service

REPAIR OF DAMAGED BOOKS

1 Background

- 1.1 As part of the general maintenance of the book stock and stacks all damaged books are removed from the shelves by shelf assistants, as well as other staff members, and sent to the bindery to be repaired.
- 1.2 Books that have been on loan and are returned in a damaged condition are also sent to the bindery before they are returned to the shelves.
- 1.3 One staff member at Loan Services is specifically responsible for the administration of books that go to and are returned from the bindery.
- 1.4 A service is also rendered to students/staff by repairing books for them.

2 Policy

- 2.1 Books are repaired as far as possible, but when they are too extensively damaged they are rebound.
- 2.2 The bookbinder himself is predominantly responsible for deciding in which way to repair or rebound a book.
- 2.3 However, if the responsible staff member is of the opinion that the book must be dealt with in a special way because of its value or nature, a special instruction to the bookbinder is important.
- 2.4 Books from the ordinary study collection are usually bound in an ordinary cardboard cover, with the author and title printed on the front cover.
- 2.5 Theses and dissertations must be bound in the same colour and must have the same appearance than the original copies.
- 2.6 Africana books are treated in a special manner. They are repaired in such a way that the original appearance is retained as far as possible. Torn pages are repaired by a process known as silking. If this is not possible because of too extensive damage, the book is bound in a hardcover made of a special linen cover material. It must not be bound in synthetic leather.
- 2.7 Any student or staff member who hands in damaged books at the desk with the request to repair or bind/rebind them must obtain permission from the Director of Library Services/Senior Administrative Officer. Costs are also determined by the Director of Library Services/Senior Administrative Officer.

3 Procedures

- 3.1 The messenger sends the books from Loan Services to the bindery to be repaired or rebound.
- 3.2 Books are not automatically repaired or rebound. Loan Services determines whether books can only be repaired or have to be rebound. Rebinding is a more expensive process and therefore it must be assessed if costs are justified.
- 3.3 A binding slip must accompany the books that are sent to the bindery in view of repairs/rebinding. The following data must be filled in on this slip:
 - Author
 - Title
 - Accession number

- Call number

- 3.4 If there is a request apart from 'Repair please', Loan Services must indicate it very clearly. Special instructions must be clearly indicated, for example if a book must be bound in full hard cover with synthetic leather.
- 3.5 The bookbinder requests that a title page must be made for all books, irrespective of what the instructions may be. He will use his own discretion whether the spine will only be strengthened or the entire cover will be replaced and whether the original title page or the typed title page will be used.

Original details: (10064028) P:\Repair of damaged books.docm
31 August 2018 | File reference: 2.13.1