

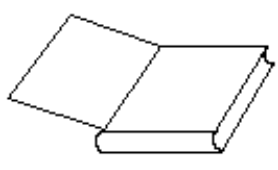
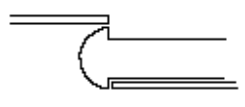
NAME OF INSTITUTION

Rare Book Conservation Treatment Report Conservator: _____ Date of Report: _____

Treatment ID#: _____ Digital photos: BT AT None
 Author: _____ BT dimensions: H: _____cm W: _____cm D: _____cm
 Title: _____
 Published: _____ Collection/Call #: _____

DESCRIPTION/CONDITION

NOTES/COMMENTS/DIAGRAMS

A. Covering/binding		
<p>Material(s) 1=spine 2=corners 3=sides</p> <p> <input type="checkbox"/> full <input type="checkbox"/> leather <input type="checkbox"/> 1/4 <input type="checkbox"/> vellum <input type="checkbox"/> 1/2 <input type="checkbox"/> cloth <input type="checkbox"/> embossed <input type="checkbox"/> limp <input type="checkbox"/> paper <input type="checkbox"/> embossed <input type="checkbox"/> semi-limp <input type="checkbox"/> other: <input type="checkbox"/> rigid board <input type="checkbox"/> other: <input type="checkbox"/> false bands </p> <p>Condition</p> <p> <input type="checkbox"/> ok <input type="checkbox"/> abraded <input type="checkbox"/> brittle <input type="checkbox"/> friable <input type="checkbox"/> loose/missing pieces <input type="checkbox"/> coating added on spine/boards <input type="checkbox"/> corners bent/delaminated <input type="checkbox"/> cap(s) missing/damaged <input type="checkbox"/> previous repairs <input type="checkbox"/> other: </p>	<p>Cover-to-text attachment</p> <p> <input type="checkbox"/> cased <input type="checkbox"/> slips <input type="checkbox"/> laced <input type="checkbox"/> other: </p> <p>Condition</p> <p> <input type="checkbox"/> intact <input type="checkbox"/> case detached/ loose <input type="checkbox"/> front <input type="checkbox"/> back <input type="checkbox"/> board(s) detached or tenuous <input type="checkbox"/> front <input type="checkbox"/> back <input type="checkbox"/> board(s) missing <input type="checkbox"/> front <input type="checkbox"/> back <input type="checkbox"/> previous repairs to hinges <input type="checkbox"/> other: </p>	
B. Text block		
<p>Spine linings (# from inner) and shaping</p> <p> <input type="checkbox"/> no linings <input type="checkbox"/> flat back <input type="checkbox"/> paper lining <input type="checkbox"/> slight round <input type="checkbox"/> textile lining <input type="checkbox"/> moderate round <input type="checkbox"/> linings overhanging <input type="checkbox"/> very rounded </p> <p> <input type="checkbox"/> tight back <input type="checkbox"/> backed <input type="checkbox"/> tube hollow <input type="checkbox"/> natural hollow/case </p> <p>Condition</p> <p> <input type="checkbox"/> linings intact <input type="checkbox"/> linings split/brittle <input type="checkbox"/> adhesive failure <input type="checkbox"/> tube split/hanging <input type="checkbox"/> other: </p>	<p>Endbands</p> <p> <input type="checkbox"/> none <input type="checkbox"/> hand-sewn <input type="checkbox"/> stuck-on <input type="checkbox"/> cloth <input type="checkbox"/> paper <input type="checkbox"/> other: </p> <p>Condition</p> <p> intact <input type="checkbox"/> head <input type="checkbox"/> tail missing <input type="checkbox"/> head <input type="checkbox"/> tail split/broken <input type="checkbox"/> head <input type="checkbox"/> tail </p>	
<p>Sewing Pattern</p> <p> <input type="checkbox"/> not visible <input type="checkbox"/> all-along <input type="checkbox"/> oversewn <input type="checkbox"/> abbreviated <input type="checkbox"/> stab sewn <input type="checkbox"/> other: </p> <p>Supports</p> <p> <input type="checkbox"/> sawed in <input type="checkbox"/> cords <input type="checkbox"/> raised <input type="checkbox"/> tapes <input type="checkbox"/> single <input type="checkbox"/> other <input type="checkbox"/> double </p> <p>Sewing Condition</p> <p> <input type="checkbox"/> intact <input type="checkbox"/> split text block </p>	<p>Media</p> <p> <input type="checkbox"/> printers ink <input type="checkbox"/> manuscript <input type="checkbox"/> other: <input type="checkbox"/> inscriptions <input type="checkbox"/> annotations <input type="checkbox"/> ownership marks <input type="checkbox"/> illustrated <input type="checkbox"/> engraved plates <input type="checkbox"/> lithographs <input type="checkbox"/> color illustrations <input type="checkbox"/> hand-colored <input type="checkbox"/> acidic interleaving </p> <p>Endpapers/pastedowns</p> <p> <input type="checkbox"/> single folio <input type="checkbox"/> tipped on <input type="checkbox"/> double folio <input type="checkbox"/> sewn on <input type="checkbox"/> stub under pastedown <input type="checkbox"/> other </p> <p>Endband Condition</p> <p> <input type="checkbox"/> paper tears: _____ <input type="checkbox"/> bookmarks: _____ </p>	

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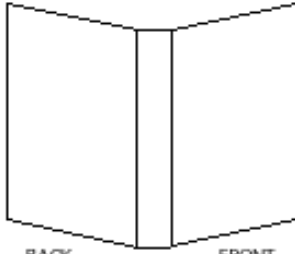
<p><input type="checkbox"/> loose <input type="checkbox"/> sections/leaves detached <input type="checkbox"/> sections/leaves missing <input type="checkbox"/> other:</p> <p>Collation: _____ _____ _____</p>	<p>endsheet(s) <input type="checkbox"/> split at hinge <input type="checkbox"/> split from text <input type="checkbox"/> brittle/acidic <input type="checkbox"/> damaged textblock <input type="checkbox"/> head <input type="checkbox"/> tail <input type="checkbox"/> fore edge</p> <p>text block <input type="checkbox"/> foxing/sizing problems <input type="checkbox"/> stains <input type="checkbox"/> accretions <input type="checkbox"/> active mold <input type="checkbox"/> inactive mold <input type="checkbox"/> insect damage <input type="checkbox"/> previous repairs <input type="checkbox"/> other:</p>	
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Conservator: _____

Date of Report: _____

PROPOSAL/TREATMENT	NOTES/COMMENTS/DIAGRAMS
A. Surface coat/consolidation	<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 150px;">  <p style="text-align: center; margin: 0;">BACK FRONT</p> </div>
<input type="checkbox"/> Klucel G in ethanol <input type="checkbox"/> consolidate/stiffen corners <input type="checkbox"/> rebuild corners <input type="checkbox"/> SC6000 acrylic & wax <input type="checkbox"/> face spine with tissue prior to lifting <input type="checkbox"/> other: _____	
B. Binding/cover repair	
Reattach boards/cover save spine: <input type="checkbox"/> on book <input type="checkbox"/> in box <input type="checkbox"/> in file Joint repair: Reback: <input type="checkbox"/> tissue outer joint <input type="checkbox"/> toned/acrylic <input type="checkbox"/> leather <input type="checkbox"/> cloth <input type="checkbox"/> tissue inner hinge <input type="checkbox"/> toned/acrylic <input type="checkbox"/> paper <input type="checkbox"/> other: _____ <input type="checkbox"/> other: _____ Case repair: New slips: <input type="checkbox"/> frayed out <input type="checkbox"/> laced through <input type="checkbox"/> paper <input type="checkbox"/> cloth <input type="checkbox"/> leather <input type="checkbox"/> tighten case	
New cover save boards: <input type="checkbox"/> on book <input type="checkbox"/> in box <input type="checkbox"/> in file <input type="checkbox"/> laced <input type="checkbox"/> full <input type="checkbox"/> calf <input type="checkbox"/> cased <input type="checkbox"/> 1/4 <input type="checkbox"/> goat <input type="checkbox"/> 1/2 <input type="checkbox"/> cloth <input type="checkbox"/> limp <input type="checkbox"/> paper <input type="checkbox"/> semi-limp <input type="checkbox"/> other: _____ <input type="checkbox"/> rigid board leather dye: _____ <input type="checkbox"/> other: _____ acrylic: _____	
C. Text block/paper repair	
<input type="checkbox"/> guard save endpapers: <input type="checkbox"/> on book <input type="checkbox"/> in box <input type="checkbox"/> in file <input type="checkbox"/> mend <input type="checkbox"/> surface clean <input type="checkbox"/> wash <input type="checkbox"/> alkaline rinse <input type="checkbox"/> re-size: <input type="checkbox"/> new endpapers: <input type="checkbox"/> double folio <input type="checkbox"/> single folio <input type="checkbox"/> other: _____	
D. Sewing repair	
<input type="checkbox"/> reinforce <input type="checkbox"/> re sew: <input type="checkbox"/> unsupported <input type="checkbox"/> tapes <input type="checkbox"/> cords <input type="checkbox"/> raised <input type="checkbox"/> sawed in <input type="checkbox"/> other: <input type="checkbox"/> all along <input type="checkbox"/> abbreviated: <input type="checkbox"/> reattach loose sections <input type="checkbox"/> attach new endleaves <input type="checkbox"/> new/reinforced slips	
E. Endbands	
<input type="checkbox"/> reinforce <input type="checkbox"/> reattach <input type="checkbox"/> replace: <input type="checkbox"/> sewn <input type="checkbox"/> stuck on <input type="checkbox"/> cord core <input type="checkbox"/> linen thread <input type="checkbox"/> silk thread <input type="checkbox"/> other: _____	
F. Spine treatment/linings	
<input type="checkbox"/> remove old adhesive/linings <input type="checkbox"/> leave original linings in place New linings (# from innermost) <input type="checkbox"/> Kozo & wheat starch paste <input type="checkbox"/> airplane linen/PVAc-MC <input type="checkbox"/> flange/hinge reinforcement: <input type="checkbox"/> western paper/PVAc-MC <input type="checkbox"/> hollow tube <input type="checkbox"/> other: _____	Proposal: Conservator: _____ Date: _____ Est. Time: _____ hrs Curator: _____ Date: _____ Item Returned: Conservator: _____ Date: _____ Actual Time: _____ hrs

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G. Enclosure		Curator: _____
<input type="checkbox"/> 4-flap wrapper <input type="checkbox"/> in binder	<input type="checkbox"/> corrugated clamshell box	Date: _____
<input type="checkbox"/> phase box	<input type="checkbox"/> drop-spine box	
<input type="checkbox"/> folder	<input type="checkbox"/> house bookmarks with book	