

**Duke University Library Conservation Lab
Book Documentation Form**

Call Number:		Lab Number:	
Barcode:		Title:	
Library/Dept.:	Restricted Collection	Author/Artist:	
Librarian:		Pub. Date:	Number of Pages:
Examined by:		Date Examined:	
Size:	Height (cm)	Width (cm)	Thickness (cm)

Reason for Treatment:

Cultural Context:

Description

Binding Type

- In boards
- Cased
- Laced-case
- Lapped component
- Pamphlet
- Other (*see Notes*)

Primary Covering Material

- Leather
- Tawed
- Parchment
- Paper
- Cloth
- Other (*see Notes*)

Board Material / Style

- Paper / pulp board
- Wood
- Other (*see Notes*)

Leaf Attachment

- Sewn through fold
- Stabbed
- Single leaf /leaves
- Adhesive
- Other (*see Notes*)

Textblock Material

- Paper
- Parchment
- Other (*see Notes*)

Media (multiple)

- Printer's ink
- Manuscript ink
- Graphite
- Color inks
- Pigments / illumination
- Other (*see Notes*)

Notes:

Condition

Binding Condition (multiple)

- Red rot
- Board(s) detached
- Spine detached / missing
- Outer joints split
- Inner hinges broken
- Cover detached
- Cover torn
- Cover warped / distorted
- Corners damaged / missing
- Caps damaged / missing
- Previous repair(s)
- Damaging repair(s)
- Sewing broken
- Split textblock
- Other (*see Notes*)

Textblock Damage (multiple)

- Surface dirt
- Minor tears or losses
- Major tears or losses
- Acidic / brittle
- Acidic endleaves
- Soft
- Cockling
- Staining / discoloration / foxing
- Loose / detached material
- Insect / pest damage
- Creases / folds
- Ink/Pigment burn
- Flaking ink / pigment
- Mold damage
- Pressure sensitive tape
- Adhesive residue
- Accretions
- Damaging repair(s)
- Other (*see Notes*)

Notes:

LL#:

Treatment Proposal

Proposed Textblock Treatment (multiple)

- Page repairs / guarding
- Dry cleaning
- Tape / adhesive removal
- Reattach loose leaf/leaves
- Remove mold
- Stain reduction
- Media consolidation
- Flattening
- Interleaving
- Aqueous treatment

Enclosure

- Polyester encapsulation
- Clamshell box (corrugated or cloth)
- Tuxedo box
- Phase box
- Reuse existing enclosure
- Other (see *Notes*)

Proposal Notes:

Proposed Binding Treatment (multiple)

- Clean / line spine
- Leather consolidation
- Minor structure repair
- Flatten cover / boards
- Repair corners
- Sewing repair
- Board reattachment / reinforcement
- Repair / reinforce inner hinges
- Reback
- Repair / replace caps
- Reattach case
- New cover / binding
- Disbind
- Resew

- Photo-documentation required
- No photo-documentation needed

Treatment Time Estimate:	Approved By:
Proposed By:	Job Title:
Date:	Date:
	In Person via Email
Others Attending Meeting:	

LL#:

Treatment Report

Textblock Treatment Performed (multiple)

- Page repaired / guarded
- Dry cleaned
- Tape / adhesive removed
- Loose leaf / leaves reattached
- Mold removed
- Stains reduced
- Media consolidated
- Flattened
- Interleaved
- Washed
- Deacidified
- Re-Sized

Enclosure

- Polyester encapsulation
- Clamshell box (corrugated or cloth)
- Tuxedo box
- Phase box
- Reused existing enclosure
- Other (see *Notes*)

Treatment Materials/Notes:

Binding Treatment Performed (multiple)

- Spine cleaned / lined
- Leather consolidated
- Minor structure repair
- Cover / boards flattened
- Corners repaired
- Sewing repaired
- Board reattached / reinforced
- Inner hinges repaired / reinforced
- Rebacked
- Caps repaired / replaced
- Case reattached
- New cover / binding
- Disbound
- Resewn

Treated as proposed

Treatment Time:
Treated By:
Date: