

Duke University Library Conservation Lab  
BOOK DOCUMENTATION - SHORT FORM

Lab number: 2007/8- 043

Date: 21 Nov. 2007

Title: *Handwritten title*

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Publication date: 1766

*soft*  
Dimensions (cm):  
Height 15.7  
Width 10.4  
Thickness 2.4

Description

Binding Type

- In boards
- Cased
- Laced-case
- Lapped component
- Pamphlet
- Other \_\_\_\_\_

Primary Covering Material

- Leather
- Tawed
- Parchment
- Paper
- Cloth
- Other *sides missing*

Board Material / Style

- Paper / pulp board
- Wood
- Other \_\_\_\_\_

Textblock Material

- Paper
- Parchment

Media (multiple)

- Printer's ink
- Manuscript ink
- Graphite
- Color inks
- Pigments / illumination
- Other \_\_\_\_\_

Leaf Attachment

- Sewn through fold
- Stabbed
- Single leaf /leaves
- Adhesive
- Other \_\_\_\_\_

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 *boards soft and uncovered.*

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 \_\_\_\_\_

Notes:

**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

Proposed Binding Treatment (multiple)

- Clean / line spine
- Leather consolidation
- Minor structure repair *readhere leather*
- 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

Enclosure

- Polyester encapsulation
- Clamshell box (corrugated or cloth)
- Tuxedo box - *Mylar*
- Phase box
- Reuse existing enclosure
- Other \_\_\_\_\_

Treatment Details

→ \* Alternative: consolidate corners  
adhere toned tissue patches.  
Recreate paper sides +  
readhere pasted down 2.5 hours

→ \* Or: new boards, new sides  
Treatment Time Estimate 1 hour - 2.5 hours

*blue/grey  
paper  
sides?*

Proposed SIGNATURE REDACTED

SIGNATURE REDACTED

Date 11/28/07

- Photo-documentation required
- No photo-documentation needed

**Treatment Report**  Treated as proposed

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

Materials / Details

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Binding Treatment Performed (multiple)

- Spine cleaned (lined) - *tissue + paste*
- Leather consolidated
- Minor structure repair
- Cover / boards flattened
- Corners repaired - *wsp, tissue*
- Sewing repaired
- Board reattached / reinforced
- Inner hinges repaired / reinforced
- Rebacked
- Caps repaired / replaced
- Case reattached
- New cover / binding
- Disbound
- Resewn

Materials / Details

Leather put down w/ wsp. at spine  
and others.

Enclosure

- Polyester encapsulation
- Clamshell box (corrugated or cloth)
- Tuxedo box - *Mylar*
- Phase box
- Reused existing enclosure
- Other \_\_\_\_\_

Treatment Time 1.5 hours

Treated By SIGNATURE REDACTED

Date 12/21/07