

**Duke University Library Conservation Lab
Scrapbook 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

- Side-laced / post
- Spiral / ring binder
- Sewn / adhesive
- None
- Other (*see Notes*)

Page Style (Multiple)

- Paper
- Magnetic
- Plastic sleeve / overlay
- Interleaving
- Binding stubs / fillers
- Other (*see Notes*)

Contents of pages (Multiple)

- Photographs
- Newspapers
- Pamphlets, booklets
- Printed ephemera
- Drawings / paintings
- Manuscripts
- Inscriptions on pages
- Labels / stickers
- Foldouts
- Thick, bulky items
- Other (*see Notes*)

Media (multiple)

- Printer's ink
- Manuscript ink
- Pencil
- Color inks
- Watercolor / gouache
- Stamp
- Photograph / photoreprograph
- Other (*see Notes*)

Attachment to page (Multiple)

- Magnetic
- Glue
- Tape
- Corners
- Staples / pins / paper clips
- Cut slits / tabs
- Loose / tucked between pages
- Other (*see Notes*)

Condition

Binding Condition (multiple)

- Red rot
- Board(s) detached / missing
- 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*)

Textbook / Contents Damage (multi)

- Acidic / brittle
- Surface dirt
- Minor tears or losses
- Major tears or losses
- Acidic endleaves / interleaving
- Abraded / soft
- Creases / folds / cockling
- Foldout problems
- Items / textblock too thick
- Staining / discoloration / foxing
- Insect / pest damage
- Mold / water damage
- Items / pages stuck together
- Items detaching / detached
- Tape
- Damaging repairs
- Media flaking/bleeding/cracking
- Other (*see Notes*)

Contents requiring attention (mult)

- Photographs
- Newspapers
- Pamphlets, booklets
- Printed ephemera
- Drawings / paintings
- Manuscripts
- Inscriptions on pages
- Labels / stickers
- Larger folded items
- Thick, bulky items
- Other (*see Notes*)

Enclosure Damage (multiple)

- Torn / broken
- Acidic
- Poor construction
- Other (*see Notes*)

Notes:

LL#:

Treatment Proposal

Proposed Textblock Treatment (multiple)

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

Enclosure

- Polyester encapsulation / sleeves
- Folder (paper or polyester)
- Clamshell box (corrugated or cloth)
- Tuxedo box
- Phase box
- Mat individual item(s)
- Reuse / adapt 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 leaves / items reattached
- Mold removed
- Stains reduced
- Media consolidated
- Flattened
- Interleaved
- Washed

Enclosure

- Polyester encapsulation / sleeves
- Folder (paper or polyester)
- Clamshell box (corrugated or cloth)
- Tuxedo box
- Phase box
- Mat individual item(s)
- Reuse / adapt existing enclosure
- Other (see 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 Materials/Notes:

Treatment Time:
Treated By:
Date: