UNIVERSITY OF KANSAS
Conservation Services Treatment Database Fields
(Library and Archives Conservation)

2021

Some fields are for text; others have drop-down choices (multiple choices allowed)

1. Bibliographic data
   Microsoft Access key ID #
   Circulation call slip #
   Call number
   Author/creator
   Title
   Date of production
   Approx. dimensions (H, W, Th, in cm)
   Substrate thickness (cm)
   Format (bound, flat)
   Barcode #
   Accompanying materials

2. Treatment overview
   Lab treatment number
   Curator
   Collection division
   Conservator (drop-down list)
   Date examined
   Date in
   Date out
   Selection method (exhibition review, curator-targeted, patron use, processing, etc.)
   Priority (rush, regular workflow, low)
   Photodocumentation (Networked drive; no photodoc; other)
   Estimated treatment
   Actual treatment

If you choose “Bound” for format field in Bibliographic Data Section:

3. Book fields
   A. Description
      1. Binding originality
1. Repairing
   a. Original
   b. Repaired
   c. Rebound
   d. Rebacked

2. Covering style
   a. Full
   b. Half
   c. Quarter
   d. Cover missing

3. Covering material
   a. Leather:_______________
   b. Tawed skin:______________
   c. Parchment:_____________
   d. Paper:_________________
   e. Cloth:_________________
   f. Other:_________________ 

4. Cover material note:____________________

5. Paper decoration
   a. Undecorated
   b. Marbled
   c. Printed
   d. Paste
   e. Sprinkled
   f. Other:_________________

6. Paper decoration note:__________________

7. Board decoration
   a. Tooled:_____________
   b. Label:_____________
   c. Panel stamp:___________
   d. Embossed:_____________
   e. Inlays:________________
   f. Onlay:________________

8. Board material
   a. Binders board
   b. Strawboard
   c. Wood
   d. Pulp board
   e. Paper
   f. Concealed

9. Furniture
   a. Clasp:_____________
   b. Ties:_____________
c. Boss:____________
d. Nail:____________
10. Furniture note:____________
11. Endbands
   a. Original
   b. Replaced
   c. Stuck-on
   d. Hand-sewn
   e. Front bead
   f. Back bead
   g. Single tiered
   h. Double tiered
   i. Herringbone
   j. Other
12. Endbands note:____________
13. Spine shape
   a. Nearly flat (almost no shoulder)
   b. Moderate round (slight flaring)
   c. Well rounded (right angle)
   d. False bands
14. Spine lining
   a. Paper
   b. Vellum
   c. Skin
   d. Overall
   e. Between sewing stations
   f. With slotted spine
   g. Extends onto boards
   h. Width of spine
   i. Hollow tube
   j. Crash/mull
15. Spine adhesive
   a. Starch
   b. Gelatin
   c. Synthetic
   d. Other
16. Spine adhesive note:_________
17. Joints
   a. Tight
   b. Back-cornered
   c. Groove
18. Cover to text attachment
a. In-boards
b. Cased
c. Laced-case
d. Lapped component
e. Other

19. Cover to text note:____________

20. Endpapers
   a. Vellum
   b. Plain paper
   c. Marbled
   d. Decorated
   e. Single folio
   f. Double folio
   g. Single leaf
   h. Made-end
   i. Tipped
   j. Hooked
   k. Sewn through fold
   l. With pastedown
   m. Without pastedown
   n. Vellum guard
   o. Paper guard

21. Endpapers note:______________

22. Textblock material
   a. Paper
   b. Parchment
   c. Papyrus
   d. Other

23. Textblock material note:_____________

24. Textblock media
   a. Printer’s ink
   b. Manuscript ink
   c. Graphite
   d. Colored inks
   e. Pigment/illumination
   f. Other

25. Textblock media note:_____________

26. # sewing stations:__________

27. # sewing supports: __________

28. Sewing structure
   a. Linked
   b. Unlinked
c. Overcast
d. All-along
e. Two-on
f. Three-on
g. Stabbed
h. Tacketed
i. Other

29. Sewing structure note: 

30. Leaf attachment
   a. Sewn through fold
   b. Stabbed
c. Single leaf/leaves
d. Adhesive
e. Tacketed
f. Stapled

31. Leaf attachment note: 

32. Current housing
   a. None
   b. Tuxedo/integument
c. Clamshell
d. Slipcase
e. Other

33. Current housing note: 

B. Condition

1. Cover material
   a. Detached
   b. Shrunken
c. Deformed
d. Areas missing
e. Cloth weak
f. Abrasion
g. Insect damage
h. Red rot
   i. Hinge split/splitting
   j. Spine detached/detaching
   k. Fore edge damage
   l. Corner damage/fraying
   m. Cap damage

2. Cover material note: 

3. Label
a. Detached
b. Missing
c. Damaged

4. Endbands
   a. Intact
   b. Missing
   c. Fragments
d. Other

5. Sewing supports
   a. Intact
   b. Loose
c. Broken
d. Absent
e. Abraded at hinge

6. Sectional sewing
   a. Intact
   b. Loose
c. Broken
d. Absent

7. Endpaper damage
   a. Broken at joint
   b. Missing
c. Torn
d. Acidic
e. Not original
f. Previous repairs

8. Textblock damage
   a. Surface dirt Location:___________
b. Brittleness
c. Damaging repairs Location:___________
d. Stains Location:___________
e. Pressure-sensitive tape Location:___________
f. Water-based tape Location:___________
g. Mold Location:___________
h. Foxing Location:___________
i. Cockling Location:___________
j. Insect damage Location:___________
k. Accretions Location:___________
l. Minor tears/losses Location:___________
m. Major tears/losses Location:___________
n. Minor creases/folds Location:___________
o. Major creases/folds Location:___________
p. Extraneous material Location:___________

9. Media
   a. Crackling/flaking Location:___________
   b. Abrasion Location:______________
   c. Ink/pigment burn Location:____________
   d. Strike-through Location:____________
   e. Fading Location:______________
   f. Bleeding Location:____________

C. Testing

1. Ink:
   a. Solubility in water:___________
   b. Solubility in ethanol:___________
   c. Other:___________

2. Adhesive:
   a. Solubility in water:___________
   b. Solubility in ethanol:___________
   c. Solubility in acetone:___________
   d. Solubility in toluene:___________
   e. Other:___________

3. Paper
   a. Surface pH:___________
   b. Lignin:___________

D. Bound treatment proposal

Repair to text

1. Disassembly
   a. Mechanical
   b. Solvent

2. Surface cleaning
   a. Dry clean
   b. Brush
   c. Mold removal
   d. Accretion removal

3. Humidify and/or flatten
   a. Chamber
   b. Blotter
   c. Gore-Tex
   d. Suction table

4. Remove
a. Old mend(s)
b. Bookplate
c. Old linings
d. Old endpapers
e. Tape
f. Backing

5. Attachment removal
   a. Mechanical
   b. Local humidification
   c. Poultice
   d. Methylcellulose
   e. Steam
   f. Solvent
   g. Heated air

6. Stain reduction
   a. Water
   b. Solvents

7. Wet treatment
   a. Wash
   b. Alkalize
   c. Size

8. Pigment consolidation
   a. With A4M methylcellulose
   b. With gelatin

9. Mending/lining
   a. Mend tears
   b. Fill tears
   c. Line
   d. Rehinge

**Repair to binding**

10. Sewing
    a. Total resew
    b. Partial resew

11. Spine linings
    a. Reuse old
    b. New

12. Endband style
    a. Single core
    b. Double core
    c. Front bead
13. Endband core
   a. Linen cord
   b. Leather/vellum
   c. Alum tawed
14. Endband thread
   a. Silk
   b. Linen
15. Endband repair
   a. Resew
   b. Stuck-on
16. Reback
   a. Cloth
   b. Paper
   c. Leather
   d. Alum tawed
   e. Vellum
17. Endpapers
   a. Mend
   b. Reattach
   c. Replace
18. Board reattachment
   a. Japanese paper
   b. Cloth
   c. Thread
   d. Paper and hollow
19. Rebind
   a. Replace endpapers
   b. Guard
   c. Repair original covers
   d. New case
   e. New cover boards
20. New cover materials
   a. Cloth
   b. Leather
   c. Alum tawed skin
   d. Vellum
   e. Paper case paper
   f. Decorated paper
21. Binding refurbishment
   a. Surface clean
b. Consolidate cover
c. Consolidate leather
d. Mend
e. Retouch/tone
f. Endcap repair

22. Estimated treatment time:________

E. Treatment report

Repair to text

1. Disassembly
   a. Mechanical separation of textblock
   b. MC/water solvent separation
   c. Heated tool

2. Surface cleaning
   a. Dry clean, vinyl eraser crumbs
   b. Dry clean, vinyl eraser
   c. Dry clean, soot sponge / makeup sponge
   d. Surface dirt removal, brush only
   e. Mold removal with HEPA vacuum
   f. Mechanical accretion removal
   g. Accretion removal with moist swab or methylcellulose

3. Humidification and flattening
   a. Chamber
   b. Blotter
   c. Gore-Tex
   d. Suction table
   e. Local humidification to flatten folds, creases
   f. Overall humidification to encourage planarity
   g. Pressed between blotter/Reemay under weight
   h. Pressed between felts/blotter/Reemay
   i. Pressed in “hard/soft sandwich” (matboard/Pellon)

4. Attachment removal
   a. Mechanical removal, pins/clips/grommets
   b. Tape removal, heated spatula
   c. Tape residue removal, crepe eraser
   d. Tape residue removal, vinyl eraser
   e. Tape residue removal, poultice
   f. Local humidification with water/MC to remove attachment
   g. Local humidification through blotter to remove attachment

5. Stain reduction
a. Stain reduction on solvent table, water
b. Stain reduction on solvent table, ethanol
c. Stain reduction on solvent table, acetone
d. Stain reduction on solvent table, ammonium hydroxide
e. Stain reduction on solvent table, solvent mixture

6. Wet treatments
   a. Washed, up to three 15 min. baths of neutral calcified purified water
   b. Washed, up to three 15 min. baths of tap water
   c. Washed, up to three 15 min. baths of 1:3 ethanol/calcified water
   d. Washed, up to three 15 min. baths of 1:1 ethanol/calcified water
   e. Washed, up to three 15 min. baths of 1:1 ethanol/calcified water
   f. Alkalized in 10 min. calcium hydroxide bath (pH 8)
   g. Sprayed with Bookkeeper
   h. Sized with methylcellulose
   i. Sized with gelatin
   j. Silicone release paper on wafer seals while drying

7. Pigment consolidation
   a. With A4M methylcellulose
   b. With gelatin

8. Mending
   a. Mended tears, Japanese paper and wheat starch paste
   b. Mended tears, lens tissue and wheat starch paste
   c. Mended tears, heat-set tissue and heat
   d. Japanese paper fill(s)
   e. Western paper fill(s)
   f. Pulp fill on suction table
   g. Toned mend/fill, acrylics
   h. Toned mend/fill, watercolor pencil
   i. Toned mend/fill, watercolors
   j. Rehinged with Japanese paper and wheat starch paste
   k. Lined paper overall with Japanese paper/paste

9. Mending note:________________

Repair to binding

1. Sewing
   a. Total resew
   b. Partial resew

2. Sewing note:______________

3. Spine linings (check more than one)
   a. Use old linings
   b. New linings
c. Japanese paper/paste

d. Airplane linen/paste

e. Airplane linen/PVA

f. Paper/PVA

g. Leather/Lascaux 498HV

h. C-cloth/PVA

i. Combo

4. Endband style

a. Single core

b. Double core

c. Front bead

d. Back bead

e. Woven

5. Endband thread

a. Silk

b. Linen

6. Endband repair

a. Repair sewing

b. Sew new endband

c. Readhere stuck-on

d. New stuck-on

7. Reback

a. Cloth

b. Japanese paper

c. Western paper

d. Leather, goat

e. Leather, calf

f. Alum tawed, goat

g. Alum tawed, pig

h. Vellum

8. Endpaper

a. Mend with paste and tissue

b. Reattach with paste and tissue

c. Reattach with PVA

d. Replace

9. Board reattachment

a. One board

b. Both boards

c. Japanese paper under lifted board material and spine material

d. Japanese paper internal hinge

e. Cloth lining on spine

f. Thread tacks
g. Thread through outer sections onto boards
h. Japanese paper across spine; paper or cloth over hollow on spine

10. Rebind
   a. Replace endpapers
   b. Guard with Japanese paper/paste
   c. Repair original covers with paste
   d. Repair original covers with PVA
   e. New case
   f. New cover boards

11. New cover materials
    a. Cloth
    b. Leather, goat
    c. Leather, calf
    d. Alum tawed, goat
    e. Alum tawed, pig
    f. Vellum, goat
    g. Vellum, calf
    h. Paper case paper
    i. Decorated paper

12. Binding refurbishment
    a. Surface clean with vinyl erasers
    b. Consolidate with paste
    c. Consolidate with PVA
    d. Consolidate with Lascaux 498HV
    e. Apply Klucel G
    f. Apply SC6000
    g. Apply microcrystalline wax
    h. Mend with Japanese paper
    i. Retouch fills with acrylics
    j. Retouch fills with watercolor
    k. Repaired endcap with paste
    l. Repaired endcap with PVA
    m. New label

13. Housing
    a. Wrapper or envelope
    b. Tuxedo box
    c. Corrugated clamshell
    d. Cloth clamshell
    e. Existing enclosure reused
    f. Dust jacket, Mylar
    g. Dust jacket, polyethylene
    h. Encapsulation
i. Portfolio
14. Materials notes:____________
15. Actual treatment time:____________

If you choose “Flat” for format field in Bibliographic Data Section:

4. Flat Paper Fields

Description

1. Support Substance
   a. Paper (handmade)
   b. Paper (mould-made)
   c. Paper (machine-made)
   d. Parchment
   e. Synthetic material
   f. Other
2. Other material:____________
3. Watermark [check box for yes] Description:________
4. Media
   a. Printer’s ink
   b. Manuscript ink
   c. Graphite
   d. Pastel/charcoal
   e. Paint
5. Current housing
   a. Frame
   b. Case/box
   c. Mat
   d. Backing
   e. Surface film/glazing
   f. Tape encapsulation
   g. Welded encapsulation
   h. Folder

Condition

10. Support (paper)
    a. Acidic/brittle [check boxes in this section]
    b. Soft
    c. Surface dirt Location:__________
d. Minor tears/losses Location:___________
e. Major tears/losses Location:___________
f. Creases/folds Location:___________
g. Cockling Location:___________
h. Staining/discoloration Location:___________
i. Mat burn Location:___________
j. Foxing Location:___________
k. Insect/pest damage Location:___________
l. Mold damage Location:___________
m. Accretions Location:___________

11. Attachments to support
   a. Water-sensitive tape Location:___________
b. Pressure-sensitive tape Location:___________
c. Adhesive residue Location:___________
d. Damaging repair Location:___________
e. Damaging mat/attached housing Location:___________
f. Pins/clips/grommets Location:___________
g. Seal
   i. Wafer
   ii. Wax
   iii. Embossed

12. Media
   a. Crackling/flaking Location:___________
b. Abrasion Location:___________
c. Ink/pigment burn Location:___________
d. Strike-through Location:___________
e. Fading Location:___________
f. Bleeding Location:___________

Testing

1. Ink:
   d. Solubility in water:___________
   e. Solubility in ethanol:___________
   f. Other:___________

2. Adhesive:
   f. Solubility in water:___________
   g. Solubility in ethanol:___________
   h. Solubility in acetone:___________
   i. Solubility in toluene:___________
   j. Other:___________

3. Paper
a. Surface pH:____________
b. Lignin:______________

Treatment proposal

23. Surface cleaning
   a. Dry clean
   b. Brush
   c. Mold removal
   d. Accretion removal
24. Attachment removal
   a. Tape removal
   b. Local humidification
   c. Backing removal
   d. Disassemble/dismount
25. Attachment removal
   a. Tape removal
   b. Local humidification
   c. Backing removal
   d. Disassemble/dismount
26. Stain reduction
   a. Water
   b. Solvents
27. Wet treatment
   a. Wash
   b. Alkalize
   c. Size
28. Pigment consolidation
   a. With methylcellulose
   b. With gelatin
29. Mending/lining
   a. Mend tears
   b. Fill tears
   c. Line
   d. Rehinge
30. House
   a. Paper
   b. Mylar
   c. Mat
   d. Interleave
   e. Custom
31. Estimated time:____________
Treatment report

10. Surface cleaning
   a. Dry clean, vinyl eraser crumbs
   b. Dry clean, vinyl eraser
   c. Dry clean, crepe eraser
   d. Surface dirt removal, brush only
   e. Mold removal with HEPA vacuum
   f. Mechanical accretion removal
   g. Accretion removal with moist swab or methylcellulose

11. Attachment removal
   a. Tape removal, heated spatula
   b. Tape residue removal, crepe eraser
   c. Tape residue removal, vinyl eraser
   d. Local humidification with water/MC to remove attachment
   e. Local humidification through blotter to remove attachment
   f. Mechanical removal, pins/clips/grommets
   g. Backing removal, mechanical
   h. Backing removal, water or methylcellulose
   i. Disassemble/dismount, mechanically

12. Stain reduction
   a. Stain reduction on solvent table, water
   b. Stain reduction on solvent table, ethanol
   c. Stain reduction on solvent table, acetone
   d. Stain reduction on solvent table, ammonium hydroxide
   e. Stain reduction on solvent table, solvent mixture

13. Wet treatments
   a. Washed, up to three 15 min. baths of neutral calcified purified water
   b. Washed, up to three 15 min. baths of tap water
   c. Washed, up to three 15 min. baths of 1:3 ethanol/calcified water
   d. Washed, up to three 15 min. baths of 1:1 ethanol/calcified water
   e. Washed, up to three 15 min. baths of 1:1 ethanol/calcified water
   f. Alkalized in 10 min. calcium hydroxide bath (pH 8)
   g. Sprayed with Bookkeeper
   h. Sized with methylcellulose
   i. Sized with gelatin

14. Humidification and flattening
   a. Local humidification to flatten folds, creases
   b. Overall humidification to encourage planarity
   c. Pressed between blotter/Reemay under weight
   d. Pressed between felts/blotter/Reemay
   e. Silicone release paper on wafer seals while drying
15. Consolidation
   a. With 5% A4M methycellulose
   b. With 5% gelatin

16. Mending/lining
   a. Lined overall, Japanese paper and wheat starch paste
   b. Mended tears, Japanese paper and wheat starch paste
   c. Mended tears, lens tissue and wheat starch paste
   d. Mended tears, heat-set tissue and heat
   e. Toned mend/fill, acrylics
   f. Toned mend/fill, Derwent watercolor pencil
   g. Toned mend/fill, watercolors
   h. Japanese paper fill(s)
   i. Western paper fill(s)
   j. Pulp fill on suction table
   k. Rehinged

17. Housing
   a. Alkaline paper folder
   b. Envelope
   c. Mylar L-sleeve
   d. Mylar encapsulation
   e. Matt
   f. Interleave with tissue
   g. Interleave with silicone release paper
   h. Custom enclosure
   i. Reuse existing enclosure

18. Actual time:___________

Prepared by Whitney Baker, Head of Conservation Services, University of Kansas Libraries
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<th>Curator</th>
<th>Conservator</th>
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Tuesday, January 19, 2021
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<th><strong>Leaf attachment</strong></th>
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<td>Moderate round (slight flaring)</td>
<td>Stapled</td>
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<th><strong>Current housing</strong></th>
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</thead>
<tbody>
<tr>
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<td>None</td>
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<table>
<thead>
<tr>
<th><strong>Spine adhesive note</strong></th>
<th><strong>Current housing note</strong></th>
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<table>
<thead>
<tr>
<th><strong>Condition</strong></th>
<th><strong>Media</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover material</td>
<td>Cracking/flaking</td>
</tr>
<tr>
<td>Abrasion, Corner damage, Spine detached/detaching</td>
<td>Location:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cover material note</th>
<th>Abrasion</th>
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<td>Location:</td>
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<table>
<thead>
<tr>
<th><strong>Label</strong></th>
<th>Ink/pigment burn</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Location:</td>
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<table>
<thead>
<tr>
<th><strong>Endbands</strong></th>
<th>Strike-through</th>
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<td>Location:</td>
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<table>
<thead>
<tr>
<th><strong>Sewing Supports</strong></th>
<th>Fading</th>
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<thead>
<tr>
<th><strong>Sectional Sewing</strong></th>
<th>Bleeding</th>
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<thead>
<tr>
<th><strong>Endpaper Damage</strong></th>
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<tr>
<td>Textblock Damage</td>
<td>Location:</td>
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<tr>
<td>----------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Surface Dirt</td>
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<tr>
<td>Brittleness</td>
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<tr>
<td>Damaing Repairs</td>
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<tr>
<td>Stains</td>
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<tr>
<td>Pressure-sensitive tape</td>
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<tr>
<td>Water-based tape</td>
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<tr>
<td>Mold</td>
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<tr>
<td>Cockling</td>
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<tr>
<td>Foxing</td>
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<tr>
<td>Insect Damage</td>
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<tr>
<td>Accretions</td>
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<tr>
<td>Minor tears/losses</td>
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</tr>
<tr>
<td>Major tears/losses</td>
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</tr>
<tr>
<td>Minor creases/folds</td>
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<tr>
<td>Major creases/folds</td>
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<tr>
<td>Extraneous material</td>
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</table>
### Treatment Proposal

**Repair to text**

- Disassembly
- Surface cleaning
- Humidification and/or flatten
- Remove
- Attachment removal
- Stain reduction
- Wet treatment
- Pigment consolidation
- Mending/lining
- Sewing
- Spine linings: Reuse Old
- Endband style: Japanese paper/paste, Use old linings
- Endband core
- Endband thread
- Endband repair
- Reback
- Endpapers
- Board reattachment: Japanese paper
- Rebind
- New cover materials
- Binding refurbishment: Mend
- Housing: Dust jacket, Mylar

**Estimated treatment time**: 20 minutes

### Treatment Report

**Repair to text**

- Disassembly
- Surface cleaning
- Humidification and flattening
- Remove
- Attachment removal
- Stain reduction
- Wet treatment
- Pigment consolidation
- Mending
- Mending note: Japanese paper/paste, Use old linings
- Sewing
- Spine linings
- Endband style
- Endband core
- Endband thread
- Endband repair
- Reback: Japanese paper
- Endpaper
- Board reattachment
- Rebind
- New cover materials
- Binding refurbishment
- Housing: Dust jacket, Mylar
- Materials notes: Consolidated board edges with paste.

**Actual treatment time**: 24 minutes