

FIRST AID FOR BOOKS (Poster Session)

Norma R. Levy

Description: Stop by to find simple suggestions for giving first aid to worn or damaged books. See how it's done at a small thrifty California library.

Norma Levy, was born in the city of Los Angeles and has lived in Los Angeles County all of her life. She graduated from California State University Long Beach with a B.A. degree in English with a Creative Writing specialization. After graduation, Norma worked in a chain bookstore until starting library school. She graduated from California State University Fullerton with an M.L.S. degree in Library Science. Her first library job was at Rockwell International in Downey, California at the Technical Information Center. After three years, she left for a position as Technical Services Librarian at Downey City Library. In 1991 she left Downey to start her current position at Azusa City Library as the Technical Services Coordinator (Senior Librarian). At Azusa Norma has had the opportunity to supervise the conversion to their automated system. She is a member of the American Library Association, the California Library Association, and the AJL.

Book Repair Guidelines

When to find items needing care :

- > during regular weeding tasks
- > during daily shelving of returned items
- > while finding items requested by patrons
- > while checking the collection when considering titles to order

What to mend :

- > ripped or loose pages
- > weak or broken spines or hinges
- > covers with rips, tears, or splits
- > loose inside pockets for maps or other inserts
- > loose or damaged call number labels
- > weak or splitting corners

When to discard :

- > subject matter is out of date or inaccurate
- > several pages are missing, torn, or too soiled to be successfully cleaned
- > duplicate copies are available in the collection
- > revised editions are superior in content or format

When to send the book to a professional bindery :

- > replacement copies are not available in reprint
- > subject matter is of such importance or popularity that it must be replaced immediately if the worn copy is not rebound

Mending hints :

- > have a collection point for books to be repaired and tell your staff or volunteers
- > each book put in the collection point should have a mend slip with check off points to indicate what is needed. Available from vendors or create your own.
- > have a work area set aside for repairs with space for repair supplies
- > remember when ordering to mention you are a library, school, school library, or non-profit agency to get the best discount available

Book Repair Vendors

Brodart
P.O. Box 3037
Williamsport, PA 17705
Orders : 1-888-820-4377
Fax : 1-800-283-6087
Internet : www.brodart.com
Customer Service : 1-800-820-4377
E-mail:
supplies.customerservice@brodart.com

DEMCO
P.O. Box 7488
Madison, WI 53791-9955
Orders : 1-800-356-1200
Fax : 1-800-245-1329
Internet : www.demco.com
Customer Service : 1-800-962-4463
E-mail : catreq@demco.com

Gaylord Bros.
P.O. Box 4901
Syracuse, NY 13221-4901
Orders : 1-800-448-6160
Fax : 1-800-272-3412
Customer Service : 1-800-634-6307
Internet : www.gaylord.com
E-mail : customerservice@gaylord.com

Highsmith Inc.
W5527 Highway 106
P.O. Box 800
Fort Atkinson, WI 53538-0800
Orders : 1-800-558-2110
Fax : 1-800-835-2329
Customer Service : 1-800-835-2329
Internet : www.highsmith.com
E-mail : service@highsmith.com

Kapco Library Products
1000 Cherry St
P.O. Box 626
Kent, OH 44240-0011
Orders : 1-800-791-8965
Fax : 1-800-451-3724
Customer Service : 1-800-451-3724
Internet : www.kapcolibrary.com
E-mail : library@kapco.com