

General Bench Procedure for Half Book Repair

Half repair is needed when the case (boards and spine together) is intact but detached from the text block.

A. Cleaning

1. Check the date of publication. If pre 1850 set aside for rare evaluation. Also set aside anything else that might be considered rare, according to the following criteria: age, artifactual characteristics, condition, and bibliographical, research, or market value.
2. Check for brittle paper by creasing corner forward, then back. If corner comes off, book should be considered for reformatting.
3. If post 1850 and paper is not brittle, remove case (if not completely detached already).
4. Peel any loose material off the back of the text block. Scrape with knife blade, if necessary, to remove excess paper and dried glue.
5. Carefully remove excess paper from joint areas of the case. Trim end sheets close to the boards but do not cut into cloth joint or a full repair will become necessary. Make sure joints are flexible.
6. Trim paper tatters from shoulder.
7. Tip on any loose pages. (end sheets, title page, etc.)

B. Setting up

1. Gather materials:
 - a. Linen -2 pieces, each the height of the text block.
 - b. Liner -width of the back of the text block and slightly longer than the height of the book.
 - c. Inlay -(if needed) -same width as liner and height of front board. Attach security strip to the inlay..
2. Line books up separately down the bench, keeping boards and supplies with each book.
3. Liner and inlay should be the exact width of the spine of the text block, trim both together to this width if they are not.

C. Preparation of the text block

1. Lay scrap paper along the shoulder of the text block and apply a very thin line of PVA to the shoulder. (This can also be done with a small fine-tipped glue bottle) Attach the linen to the shoulder. Press down with bone folder or finger. Repeat process on back.
2. Drill holes (or use an awl) through shoulder about 1/4" in from edge of shoulder and at an angle to come out on spine about 1/4" down. Drill 5 holes then repeat for back.
3. Using linen thread, overcast to hold linen in place. Anchor with a repeat stitch at beginning, hold 1/2" end until after second stitch is made. Continue on the back shoulder and end with a repeat stitch to anchor. Cut thread leaving 1/2" tail.
4. Apply an even coat of PVA to the back of the text block and attach the dampened liner (dampened with a damp sponge or cloth) even with the edge of the spine. Be sure to tuck thread tails under liner before firmly rubbing liner down with bone folder.
5. Trim ends of liner even with the ends of the text block. Wipe off any excess glue.

D. Re-attachment of case

1. If inlay is needed in spine area, apply PVA to new inlay and put in position. Rub down with bone folder.
2. Lay books in a line with the cover of one book open and supported by the text block of the adjoining book.
3. Gently pull linen back to sewing being careful not to pull it off. This helps the linen lay flat and smooth.
4. After being sure that both case and text block are right side up and aligned properly, place scrap paper under linen and apply PVA evenly. Remove paper and smooth linen onto front board. Wipe off any excess glue and rub down. Pay particular attention to be sure the linen is formed into the joint so as not to wrinkle when cover is closed. Repeat down the line with front cover linens. Leave open and allow to dry until the glued linen does not feel cold or damp to the touch.
5. Flip books over and repeat with back.
6. Close book and check to be sure case properly encloses the book.

E. Completion

1. If corners of the boards are tattered or frayed, apply PVA and smooth down with fingers to consolidate the board and buckram covering.
2. Stamp back of book with CONSERVATION date stamp and your initials.
3. Document and record treatment for statistical purposes.
4. Return to shelves.