

General Bench Procedure for Partial Repair

Partial repair is needed when the spine is detached, loose, or tattered but the boards and end sheets are intact.

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.
(see Policy on Transfer of General Collection Material to Special Collections)
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 spine from boards. Peel any loose material off the spine of the text block. Scrape with knife blade, if necessary; to remove excess paper and dried glue. Remove loose headbands.
4. Remove buckram from the joints by cutting any loose material with a knife or scissors.
5. Tip-in loose pages, if any, with PVA.

B. Setting up

1. Gather materials:
 - a. Joint paper -2 pieces of acid free paper, each the height of the text block.
 - b. Liner -width of the spine of the text block and slightly longer than the height of the book.
 - c. Inlay -same width as liner and height of boards. Attach security strip to the inlay.
 - d. Buckram -width adequate to provide sufficient overlap onto both front and back boards. Height of book plus about 2 cm at both top and bottom for turn-in.
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. Apply an even coat of PVA to the spine 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.
2. Trim ends of liner even with the ends of the text block. Wipe off any excess glue.
3. With knife, or scissors, cut 1 inch slits at the joints in both front and back of the text block, at both head and tail close to the joints.

D. Making the new spine

1. Place buckram right-side-down on scrap paper and apply an even coat of PVA.
2. Center inlay both vertically and horizontally onto glued buckram. Press firmly.
3. Place spine of text block on inlay and bring sides of buckram up over boards. Be sure buckram is even on both sides of the book. Rub off any excess PVA with a cloth or rag.
4. Using bone folder, work the joints well into the shoulder on both front and back.
5. Stand book on tail and with middle fingers pull text block away from boards at head. Using fore fingers and thumbs to roll buckram ends into slits in the joints. Smooth up buckram with ring and pinkie fingers and make sure there are no wrinkles.
6. Place book on spine with covers open and holding text block upright, rub down buckram with bone folder to sharpen at head and tail and firmly attach ends.
7. Wipe off excess PV A with cloth or rag along edge of buckram on outside of boards.
8. Using a bone folder, work the outside joints as well. Allow to dry, stacking fore edge to spine edge.

E. Covering slits

1. Lay books in a line with the cover of one book open and supported by the text block of the adjacent book.
2. Apply PVA to one piece of joint paper.
3. Place glued joint paper over the joint with about ½ cm on the text block and the rest extending onto the inside of the front board. Joint paper should cover the buckram on the inside of the board. Smooth down and allow to dry.
4. Repeat with back cover.

F. Titles on spines

1. If the old spine is still legible and intact, trim evenly with paper cutter.
2. Remove excess paper or cardboard from back of old spine. Separate with knife blade, if necessary, or scrape.
3. Apply PVA to old spine, place on new spine and remove any excess glue with a cloth or rag.
4. Place clean scrap paper over spine and rub down with bone folder.
5. If the old spine is illegible or too badly damaged to use, a suitable computer program can be used to create new titles and call numbers for finished books. Cut to fit. Apply as above

G. 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 inside back cover of book with CONSERVATION date stamp and your initials.
3. Document and record treatment for statistical purposes.
4. Return to shelves.