

Wounded Books Protocol

Justification

Wounded books are reviewed to ensure that the library takes appropriate steps to effectively serve our patrons and to use funds and staff time effectively. A book is generally identified as “wounded” because it has been recently used by patrons and is thus likely to be of continuing interest. The diagnostic criteria below are intended to help library staff make informed and timely decisions. Exceptions and elaborations may occasionally be necessary, but the intent of the system is to make elaborate consultations unnecessary in most cases.

Procedure

All wounded books start the process on a shelf maintained by Access Services in the Reshelve area. Damaged books are usually identified by Circulation or Stacks staff handling material recently used by patrons. They change processing status in the item records to “Damaged” and deliver the materials to Acquisitions.

Acquisitions triages the damaged books using physical examination, the ILS, and WorldCat. It inserts flag with decision.

During the triage period, wounded books are available for review by members of the College & Interdisciplinary Teams, who may give input as to the ultimate disposition of the books. Paper flags will be provided for this purpose. This input will be taken into consideration before a final decision is made by Acquisitions, according to guidelines provided by Collection Development.

Diagnosis Criteria

Is the book of low priority to future collection? e.g. mass market paperbacks, textbooks more than 2 years old --even if well used.

If so, in most cases it will be withdrawn and not replaced.

Is there another copy in the University Library system? Do we own later editions?

If both copies are heavily used (average of two circs a year and recent activity) consider repair or replacement.

Do we own later editions?

If so, withdraw unless the damaged book is an important literary first edition (in which case, consider a transfer to Special Collections).

Does book circulate heavily (average of two circs per year and recent activity)?

If yes, repair or replace.

If no, unless common sense says otherwise, withdraw. This is the category which causes pangs. A book from a standard publisher which is held by other libraries could be obtained in the future if we have a specific user who needs it. Such a book might be worth minor repairs but funds spent on replacing or repairing are funds which aren't available for new titles needed by patrons.

Exception: if no, and the book seems unlikely to be widely held (uncommon publisher, early date, etc.) check WorldCat. If the book is held by fewer than 10 libraries, consider repairing it or transferring it to ARC for protection.

Is the book, although wounded, still in readable condition, and does the likelihood of future use seem too low to justify repair or replacement?

If so, transfer to ARC or (more rarely) send back to stacks.

Is this our only copy of a book on a local topic? Is this book a candidate for Rare (published before 1850, very limited edition, fine press, worth over \$1000)?

If so, ask Special Collections to review.

Treatment

REPLACEMENT

Order will be charged to a designated replacement fund until that fund is exhausted, at which point the order will be charged to the appropriate CIT allocation (e.g. a novel to Humanities/Arts). In keeping with the Marriott Library's *Principles and Guidelines Relating to Book Formats and Collection Development*, replacements will be ordered as ebooks where possible. The damaged copy will be withdrawn. *Emily Bullough; Sandy Grutter-Allgood*

PRESERVATION

Books are reviewed for treatment options and repaired in-house or commercially through library binding (as appropriate). Time-intensive repairs (e.g., over \$100) are done only if the book has been identified as important by initial Acquisition triage. If Preservation staff find that an item designated "for simple repair" is not actually simple, they will check back with Acquisitions. Books will be checked out to Preservation if they are sent there, and checked back in to collection when they are finished. *Jeff Hunt and staff*

TRANSFER TO ARC

Books will be returned to *Karen Moaddeli and staff*

TRANSFER TO SPECIAL COLLECTIONS

Hold for review by Special Collections. Books not added to Special Collections will be returned to Preservation for repair. *Judy Jarrow, Special Collections Program Manger.*

WITHDRAW

Acquisitions withdraws books no longer needed.

Proposed flag text:

Replace, charge____,
simple repair only
expensive repair justifiable
transfer to ARC
review/transfer by SPC
withdraw
DATE

Drafting Committee

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