

ANNOUNCEMENT
Bibliographer Review Period for Irreparable Materials

Today's Date

End Date:

Dear:

Please find enclosed copies of *Preservation Department Bibliographer Decision Forms* for irreparable items in your area/s of specialty requiring review and selection for preservation. These copies are for your information only – **do not make your decision on the copy**. All decisions should be made using the original sheets inserted in each volume located in Preservation, LE 310 Science Library.

IRREPARABLE MATERIALS cannot be rebound or repaired due to their condition (brittle, fragile, moldy, incomplete, etc.). However, a number of options are still available. At your discretion the item can be

1. **Withdrawn.** This is a responsible decision if many other libraries hold copies, it is available on microfilm, has not intrinsic worth, and has limited research value to the University Libraries.
2. **Transferred to Special Collections.** This is an option if the item has intrinsic value or meets SPE collecting areas.
3. **Replaced** with an acceptable copy, if available. Replacement is the preferred option to ensure the content remains in the collection. Print copy replacements should not be brittle and the binding should be sturdy. The cost should be less than \$100.00, including shipping. If you decide to replace an item you are responsible for providing an order by the end date listed above. Send your order directly to Acquisitions and note that this is a replacement copy being ordered for an irreparable item.
4. **Reformatted.** The Preservation Librarian will decide on the best option for reformatting each case. The Preservation Department will not reformat materials for which a replacement copy can be purchased, either in print form or as microfilm. The *Decision Form* shall indicate those materials that cannot be reformatted due to severe damage or loss of information. Photocopied materials must be disbound to copy and will be discarded after reformatting.

Please date and initial each original *Decision Form* before transferring reviewed materials to the book cart provided. ***Preservation selection should be completed by the end date noted above.***

The Lab is normally open from 8:00 am to 5:00 pm daily, Monday to Friday. Visit us at your convenience, or contact us to make special arrangements. Staff will make every effort to ensure that the physical review process is both convenient and effective.