

Collections Care Section: General Manual

III. Treatment Procedures

Treatments and Estimated Treatment Times

Basic Treatment (~less than 15 minutes)

Bindery Error	15 minutes
Bindery Preparation I	15 minutes
Disbind	15 minutes
Hinge-in	15 minutes
Label/paper & laser printed	5 minutes
Leather consolidation	15 minutes
Open Leaves	15 minutes
Paper Repair I	15 minutes
Pocket	15 minutes
Tighten Hinge	10 minutes
Tip-in	5 minutes
Tip Together Sections	10 minutes
Vacuum I	5 minutes

Intermediate Treatment (~15 minutes -120 minutes)

Bindery Preparation II	30 minutes
Facsimiles	30 minutes
Hinge repair: inner and outer	30 minutes
Humidification and flattening	60 minutes
Mylar Jacket	20 minutes
New case	90 minutes
New case / in-set	115 minutes
New case / tight joint	90 minutes
New spine (reback)	30 minutes
Pamphlet Bind	
Sewn or stapled	20 minutes
With pocket,	15 minutes
With sling in pocket)	20 minutes
Paperback Stiffening	30 minutes
Paper repair II	45 minutes
Recase	60 minutes
Recase / new spine	90 minutes
Recase / line original case	90 minutes
Scanning Prep I	15 minutes
Scanning Prep II	60 minutes
Tip together sections	15 minutes
Vacuum II	30 minutes

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Advanced Treatment (more than 120 minutes)

Board slotting	130 minutes
Scanning prep III	130 minutes