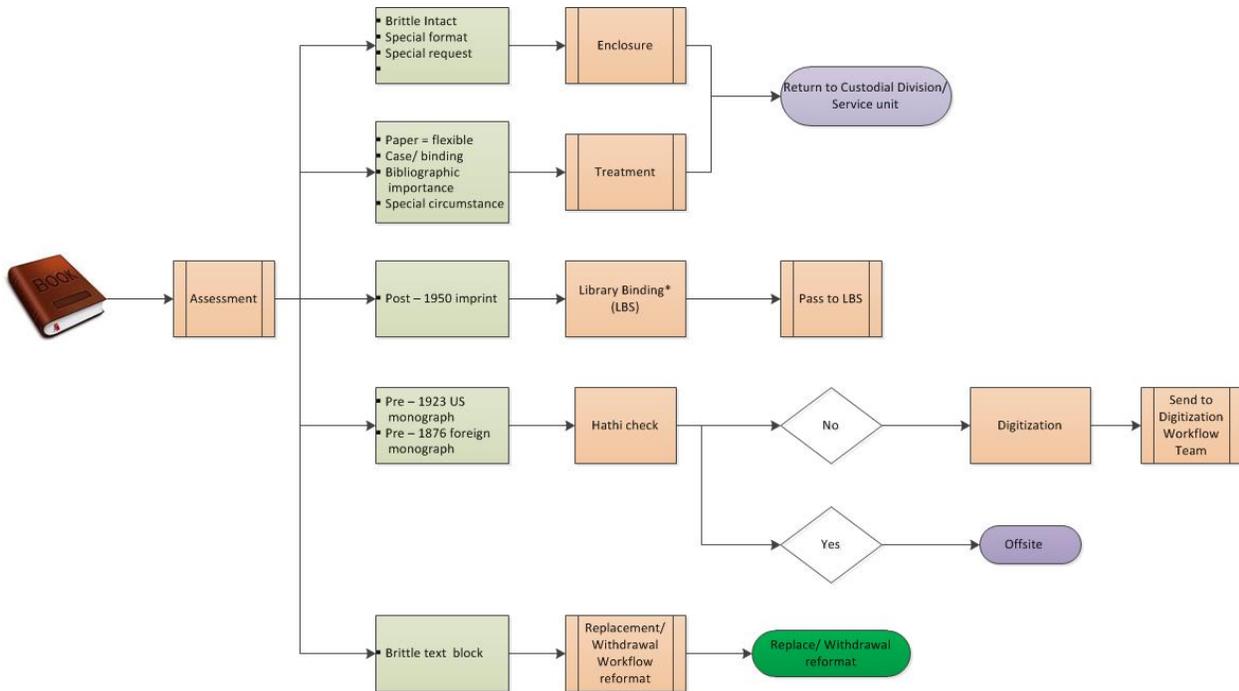


# Collections Care Section: General Manual

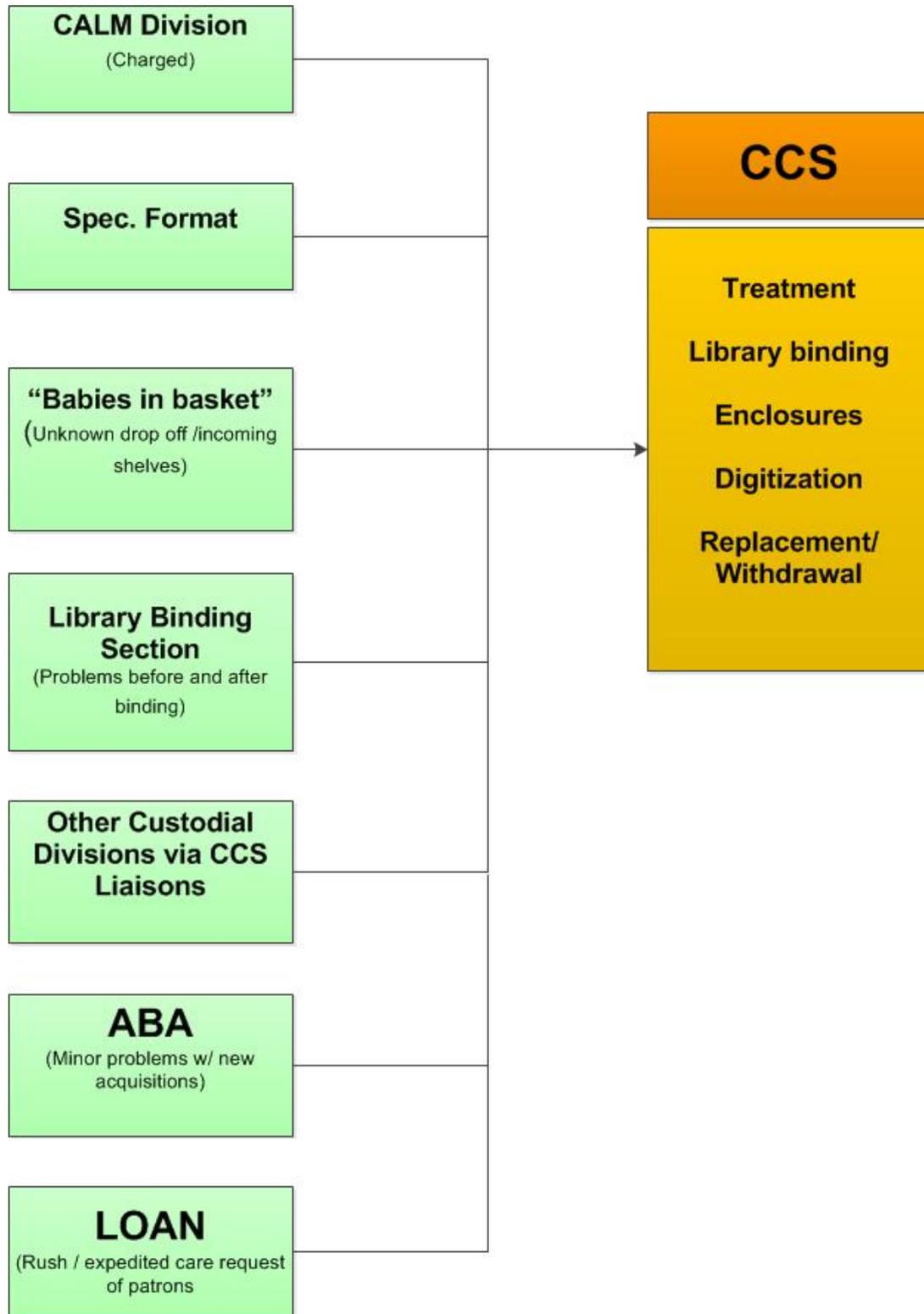
## II. Practices

### A. General Workflow

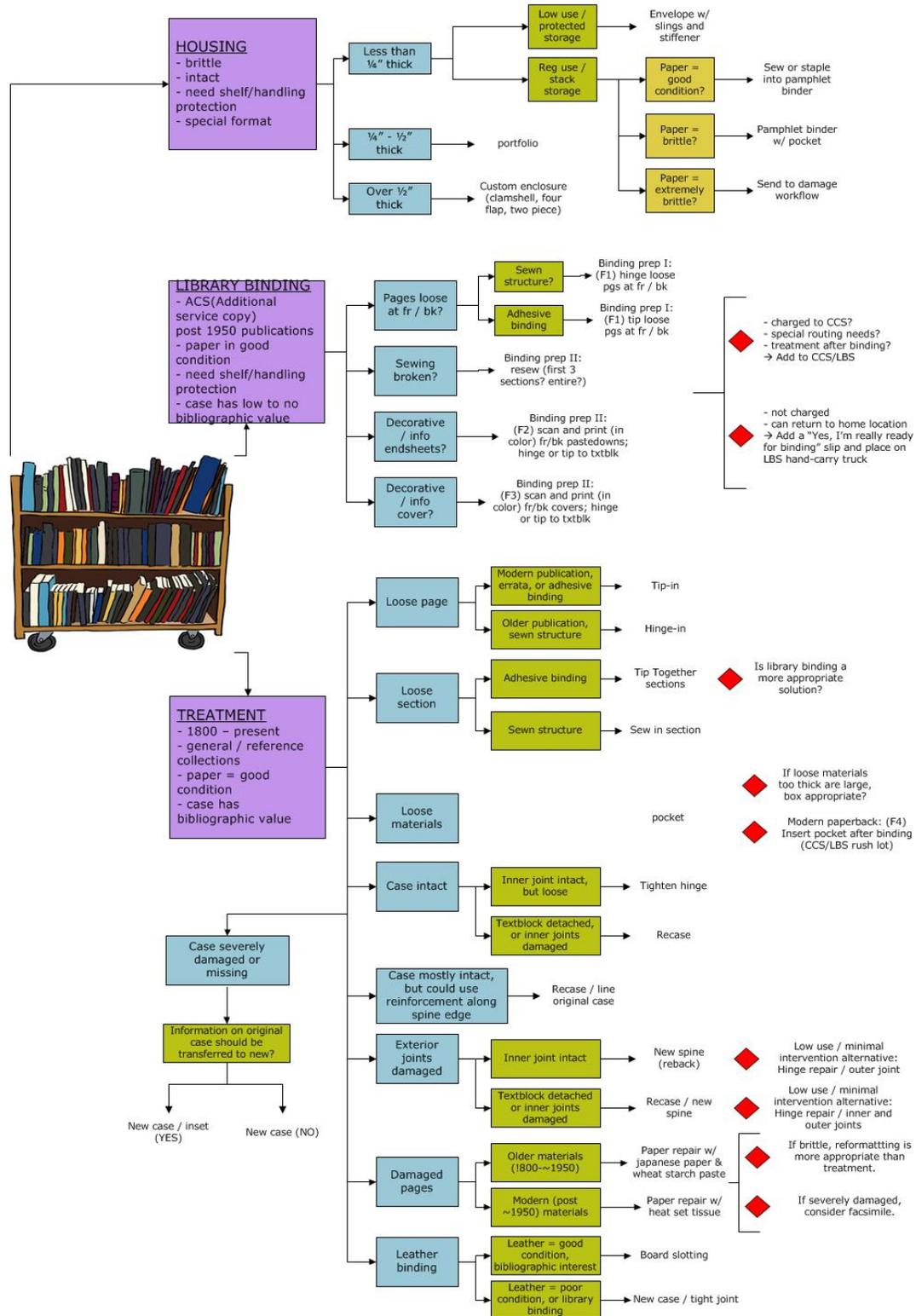


# Collections Care Section: General Manual

## B. Overview of Collections Care Incoming Materials



# Preservation Selection: CCS Decision Tree



## **Collections Care Section: General Manual**

### **C.1 Selection Philosophy**

- Do not treat what should be sent for library binding
- Do not box what can be treated
- Do not treat what should be boxed
- Do not treat or box what should be replaced or reformatted
- When selecting a preservation option consider use value, bibliographic value, historic value, intrinsic value, monetary value, etc.

### **D. Quality Assessment: Post-Treatment**

- Every item treated by CCS is reviewed before being returned to the custodial divisions. This ensures that only work that we can be proud of and that meets our standards leaves our lab.
- Visual quality assessment reviews of any work performed (treatment or custom enclosure construction) is based on four factors:
  - Adherence of treatment to established procedures, guidelines, and ethics
  - Completeness of the treatment proposed
  - Quality of workmanship
  - Accuracy of workmanship
- It is expected, given the quantity of items we treat, that some will contain errors. Errors include:
  - incorrect (or lack of) labeling (author/title, call number, barcode)
  - failure to follow established procedures
  - treatment error (i.e., casing in the text upside down or pocketing a pamphlet that should have been sewn in)
  - failure to complete the treatment slip entirely (noting a change in treatment, signing the treatment form or completing the date and treatment time fields)
  - Submitting rush materials past the treatment due date

If an item contains an error (treatment, cataloging, or other) or fails the visual inspection for overall quality of work, that item will be sent to a workflow to correct cataloging errors or will be returned to the person who treated the item to conduct further repairs.