Treatment Techniques for Bound Materials
INF 393C.11
Unique Number 27630

Spring, 2016
UTA 1.506A
Monday 9:00-12:00

Instructor: Rebecca Elder
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Course Overview

This class will cover the basic principles of book repair and book repair program management for non-rare materials, including:

- Lab safety and procedures
- Book structure
- Basic book repair techniques
- Basic protective enclosures
- Sourcing materials and budgeting

The class will be composed primarily of hands-on work. The major assignment will be a portfolio of models of each technique covered in class. There will be three smaller assignments as well.

Students will be provided with a tool kit for use during the semester. The tool kit *must be returned in good condition* at the end of the semester. Though the instructor will provide most of the materials, occasionally you will be responsible for providing materials. When this happens, you will be given ample time to acquire the necessary items.

Weekly open lab sessions will be scheduled throughout the semester to allow students time to work on their portfolios.

Many of the required readings will be available through UTLOL or via Canvas. There is an abundance of material on book repair in the resource room adjacent to the book lab.

Course policies:

1. The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.
2. All assignments must be written using gender-inclusive language.
3. Submit all your assignments on time. Late submissions will not be accepted unless an emergency is involved. In the event of an emergency, the student must contact the instructor as soon as possible.
4. The instructor will provide any assistance upon the student's inquiry. However, the student is responsible for his/her own effort to complete the assignments.
5. Students are required to attend class and to be on time. Because this is a hands-on class, any absence or lateness will affect the class participation grade. By UT Austin policy, you must notify the instructor of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, the instructor will give you an opportunity to complete the missed work within a reasonable time after the absence. In order to count as excused, absences due to professional obligations require two weeks notice. Absences due to illness require a doctor's note to count as excused. Any unexcused absence will result in 5 points being deducted from your class participation grade. Unexcused tardiness will result in 1-3 points being deducted, depending on the degree of tardiness and if the tardiness is a pattern.
6. The instructor reserves the right to issue a course grade of F if any assignment is not completed
7. All assignments are due at the start of class on the due date. Electronic submissions are acceptable. Word and Excel are preferred.
8. The syllabus is a flexible document, and may be changed at any time.
9. The instructor welcomes feedback from the class.

Grades

Grades will be based on: Portfolio (35%), Written Instructions (15%), Instruction Manual (15%), Budgeting Exercise (15%), AND Class Participation and Attendance (20%).

Class Schedule

This schedule is very tentative. Depending upon class progress, additional repair techniques may be added.

Class #	Date	Topics
1	Jan 25	Intro Lab Tour and Safety Book Terminology Folding down paper to make sections Readings: Banks and Pillette, ch. 13., Young, ch. 3, 5, AIC Code of Ethics http://www.conservation-us.org/about-us/core-documents/code-of-ethics#.UsIjSuL1yRM Handout: Parts of a Bound Volume
2	Feb 1	Sewing (8 sections unsupported link, 3 hole pamphlet) Handout: Unsupported Link Stitch
3	Feb 8	Consolidate Textblocks Rounding and Backing Reading: Young pp. 102-104, 106, 112-114
4	Feb 15	Make Cases Case In Reading: Young 118-127
5	Feb 22	Decision Making, Minor Repair: Tape/Heat Set, Hinge Tighten Handout: Candido/Darling Checklist http://books.google.com/books?id=gLbjAAAAMAAJ&printsec=frontcover#v=onepage&q&f=false
6	Feb 29	Tip/Hinge, Reback

7	Mar 7	Recase in Original Cover **Preliminary Portfolio Due**
	Mar 14	Spring Break
8	Mar 21	Double Fan Adhesive Binding Corner Repair **Written Instructions Due**
9	Apr 4	Reback Off The Book
10	Apr 11	Quality Control/Record Keeping/Budgeting Corrugated Clamshell Box 4-Flap enclosures CoLibri
11	Apr 18	Open Studio
13	Apr 25	Open Studio and Portfolio Conferences **Sourcing/Budgeting Exercise Due** **Instruction Manual Due**
14	May 2	Open Studio/Clean Up
	May 6	**Final Portfolio Due by 10:00 a.m.**

Assignments

Portfolio – 35 points (Analysis – 25 points; Execution – 10 points)

Preliminary Due March 7 at the beginning of class
Final Due May 6 by 10:00 a.m.

You should submit one example of each of the following:

- Case bound book with quarter-cloth case
- Case bound book with full cloth case
- Page mends with tape and heat set tissue
- Hinge tightening
- Tipped in page
- Hinged in page
- Reback
- Recase in original cover
- Reback off the book
- DFA
- Corner repair
- Corrugated clamshell box
- 4 flap enclosure
- Any repair techniques added to the syllabus

A preliminary portfolio will be due on **March 7**, which will include the bound books, page mends, hinge tightening, tipping and hinging and a reback. A temporary grade will be assigned; however, this is to be used as a benchmark for your progress only. If you are not happy with the grade you receive on this portion of the portfolio, you may redo any of the components and resubmit them with the final portfolio.

Also, with both the preliminary and final portfolios, you should submit a brief analysis of your execution of each component, explaining its strengths and weaknesses. You should also discuss whether the weaknesses are merely cosmetic or a larger structural problem. These do not need to be fully developed essays. If you can thoroughly explain yourself with bullet points, that is appropriate.

Extra credit may be obtained on the final portfolio by including another repair, enclosure, or model. This should be discussed with the instructor prior to choosing a project.

Written Instructions – 15 points
Due March 21

As you work in an institutional context, you may be required to write instructions for repair techniques for staff to follow. For this assignment, write a set of directions for rebacking a cloth case binding. Your instructions will be graded on clarity, attention to detail and presentation. Note that illustrations may make this project much easier. They are not required, but are viewed favorably.

Sourcing/Budgeting Exercise – 15 points
Due April 25

To successfully manage a repair program and make decisions about appropriate treatment for circulating materials, you must have an understanding of the costs involved. For each consumable material used during class, find *at least one* source (two or three is preferable and will lead to a correspondingly higher grade) and provide pricing for each.

After you have obtained pricing on each consumable, use this information (along with a labor rate of $16.28 per hour) to calculate the ultimate cost of each repair technique submitted for your portfolio. You can use a worksheet that is available on Canvas as an example of how to calculate cost.

Instruction Manual – 15 points
Due April 25

All of the techniques we are performing in class have had instructions written for each of them by many book repair experts, and every repair person does things slightly differently. For each repair technique covered in class, find at least two sets of instructions. These may be submitted in any convenient format; however, ideally this should be considered your personal manual that can follow you throughout your career. For two of these techniques, write a brief analysis (approximately one page) comparing the two sets.

Class Participation and Attendance– 20 points

Students are required to attend class and to be on time. Because this is a hands-on class, any absence or lateness will affect the class participation grade. By UT Austin policy, you must notify the instructor of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, the instructor will give you an opportunity to complete the missed work within a reasonable time after the absence. In order to count as excused, absences due to professional obligations require two weeks notice. Absences due to illness require a doctor's note to count as excused. Any unexcused absence will result in 5 points being deducted from your class participation grade. Unexcused tardiness will result in 1-3 points being deducted, depending on the degree of tardiness and if the tardiness is a pattern.

Reading List

Lab Management and Book Repair Programs

Baker, Whitney, and Liz Dube. "Identifying Standard Practices in Research Library Conservation."Library Resources and Technical Services 54.1 (2010): 21-39. Web. 3 Jan 2011.

Banks, Paul and Roberta Pilette. Preservation: Issues and Planning. Chicago: American Library Association, 2000.

Kaufman, Heather. "Issues in Setting Up a Book Repair Program." American Library Association. American Library Association, 2004. Web. 3 Jan 2011. www.ala.org/alcts/files/events/pastala/annual/04/**kaufman**.pdf

Silverman, Randy, and Maria Grandinette. The Changing Role of Book Repair in ARL Libraries. Washington, DC.: Association of Research Library, 1993. *eBook*

Book Repair Manuals and Miscellaneous Repair Instructions

BonaDea, Artemis. "Conservation Book Repair: A Training Manual." Alaska Historical Library. Alaska State Library, 1995. Web. 3 Jan 2011. http://www.library.state.ak.us/hist/conman.html

"Conserve-O-Grams." National Park Service Museum Management Program. National Park Service, n.d. Web. 3 Jan 2011. http://www.nps.gov/museum/publications/conserveogram/cons_toc.html.

Dyal, Carole, and Pete Merrill-Oldham. "Three Basic Book Repair Procedures." BookArts Web. Acme Bookbinding, n.d. Web. 3 Jan 2011. http://www.philobiblon.com/bkrepair/BookRepair.html.

Frost, Gary. "Collections Conservation Procedure Manual." University of Iowa Libraries. University of Iowa Libraries, 2004. Web. 3 Jan 2011. http://www.lib.uiowa.edu/libraryfiles/preservation/full%20manual%202004.pdf

"Preservation Leaflets." Northeast Document Conservation Center. Northeast Document Conservation Center, n.d. Web. 3 Jan 2011. http://www.nedcc.org/resources/leaflets.list.php.

"A Simple Book Repair Manual." Dartmouth College Library. Dartmouth College Library, n.d. Web. 3 Jan 2011. http://www.dartmouth.edu/~library/preservation/repair/index.html.

Young, Laura S. Bookbinding & conservation by hand: a working guide. New Castle, DE: Oak Knoll Press, 1995. Print.

Conservation

Appelbaum, Barbara. Conservation treatment methodology. New York, NY: Elsevier, 2007. Print.