

**BINDING/SHELF PREPARATION**  
CONSERVATION SERVICES

---

From: \_\_\_\_\_

**Insert**

- Errata**
- Loose leaves / plates**
- Other:**

(Cataloger: Please do not use tape or paperclips. Place loose materials in the book where they should be inserted.)

- Evaluate** for single container **Housing:** phase box, envelope, etc.,
- Make pocket** (stamp material in pocket)
- Repair binding** or rebind
- Repair pages/paper**  
pages:
  
- Cut leaves**

05/03

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From: \_\_\_\_\_

---

Do not cut leaves

Stamp material in pocket

Retag:

Reletter spine as follows:

Author/binding title:

Other: (Specify)

After treatment, please return to:

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