

BINDING/SHELF PREPARATION Flag: Explanation of Categories

June 2003

The [Binding/Shelf Preparation flag](#) is a two-sided flag that replaces the former “END PROCESSING” and “BINDING SECTION” flags. As with the flags it replaces, it is printed on “goldenrod” colored paper. Below are notes to explain the use of some of the choices on the flag.

From: Please put your name or initials and division in case Binding/Shelf Prep has a question or wants to suggest another treatment.

Insert: This is self-explanatory. Please note request from Preservation *not* to use fasteners which could damage the material. If loss of slips or separation is highly possible, put everything in an envelope for the time being.

Evaluate for single container Housing: Conservation Services will use its expertise to determine the optimum housing choice for various materials, including books, media, etc.

Make pocket: is for loose materials that can be contained in the binding without undue strain.

Cut leaves is now being requested for all “unopened” books for HD (a change!) as well as for Stacks.

Do not cut leaves will generally be at the direction of the Bibliographer for special classes of material.

Repair pages/paper: Your assistance locating internal pages in need of mending will save the conservator’s time as well as assure him/her that all damaged pages you identified have been treated.

Reletter spine as follows: For serials title changes or an error on a book previously sent to the bindery needs correction, indicate the correct form here.

Author/binding title: For books going to the bindery, if the author’s name or the title should appear differently on the spine than they are on the title page.

Other: This is a catch-all for less commonly occurring situations (evaluate for mold, brittleness, paste down plates, etc.)

Please return to ...: Generally, conservation treatment will occur when an item has been completely processed, as a part of shelf preparation, and this request is not required. Under special circumstances, an item may be sent for treatment before processing is complete and a staff member in acquisitions/cataloging will want it back.