

Bound Materials Storage Checklist

Action	Needed?	Priority	Notes
Use/make/purchase bookends			
Replace knifing bookends			
Make polyester book jackets (for red rot, fragile coverings)			
Replace rubber bands with fabric ties/wrappers/boxes			
Create/institute/follow shelf maintenance schedule			
Correct poor shelving practices			
Develop photocopy guide- lines/restrict photocopying			
Design and implement boxing program			
Use buffered paper flags for labeling			
Systematically remove inserts (bookmarks, flowers, etc.)			
Stop oiling or other chemical treatment of leather			
Use preservation-quality bookplates			
Relocate books of high/ special value to restricted storage/use			
Get conservator's evaluation/ condition survey			
Conservation treatment may be needed for:			
Other			
Other			