

Preservation Planning Survey - Treatment**In-house Treatment/Collections Conservation**

1. Have historical materials been repaired in-house in the past? What was repaired, by whom, and what supplies and procedures were used? _____

2. Are items from the historical collection currently repaired in-house? What is repaired, and by whom? Are archival-quality supplies and proper procedures used? What training has the person performing repairs received? _____

3. What are the institution's priorities for in-house treatment? _____

Conservation Treatment

1. Have items from the historical collection received conservation treatment? What are they, and who treated them? _____

2. Are there standard procedures for making decisions to send items for conservation treatment? Do they consider artifactual value, monetary value, informational value, condition, and level of use? _____

3. Are permanent records kept of all conservation treatments that are carried out? _____

4. What are the institution's priorities for conservation treatment? _____

Library Binding

1. Does the institution use a library binder for binding or rebinding of monographs or serials in the historical collection? If yes, is the binder a member of the Library Binding Institute? _____

2. Does the institution have a written contract or specifications with the binder beyond a product/price list? If so, describe the terms and specifications included. _____

3. What items from the historical collection have been re-bound? How are decisions made about which items should or should not be re-bound? _____

4. Does the institution specify the method of leaf attachment to be used, or is that decision left to the binder? Is there a no-trim policy? _____

5. What types of quality control inspection are performed by staff for items that have been returned from the bindery? _____

6. Does the work done by the current binder appear to be satisfactory? Are changes to the binding program needed? _____

