Repair and Conservation Treatment

In-house Repair and Treatment

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

4.	Have items from the historical collection received conservation treatment? What are they, and who treated them?
5.	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?
6.	Are permanent records kept of all conservation treatments that are carried out?
7.	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 or attach an example contract.
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? Please describe in detail.
7.	What are the highest priorities for library binding?