

BINDING CONDITION & CONSERVATION SURVEY FORM

Bibliographic Information

Title:	Binding style:
Author:	
Date:	Size: H: W: D:
Covering material:	Loose material:

Damage

Binding

Text block

<input type="checkbox"/> Boards detached	<input type="checkbox"/> Loose sections
<input type="checkbox"/> Corners	<input type="checkbox"/> Loose pages
<input type="checkbox"/> Board edges	<input type="checkbox"/> Endleaves
<input type="checkbox"/> Spine	<input type="checkbox"/> Soiling
<input type="checkbox"/> Headcaps	<input type="checkbox"/> Staining
<input type="checkbox"/> Headbands	<input type="checkbox"/> Tears

Current Housing

<input type="checkbox"/> Linen tie	<input type="checkbox"/> Phase box
<input type="checkbox"/> Book Jacket	<input type="checkbox"/> Drop back box

Recommendations

<input type="checkbox"/> Cleaning	<input type="checkbox"/> Book / Paper Treatment
<input type="checkbox"/> Rehousing	<input type="checkbox"/> Rebinding

Completed by:

Date:

How to use the Survey Form

Bibliographic Information

Title: When too long record the first few words then ...
Author: Record in full
Date: Date of publication usually found on the title page or check plates
Binding style: Full leather, half leather, full cloth, half cloth, full paper cover
Size: H: Height from head to the tail of the book
W: Width from the spine to the foredge
D: Depth is the thickness of the book
Loose material: Note any inserts such as bookmarks or metal inserts (paper clips)

Damage - Binding

Spine: Describe if splitting / wear / loss to covering material.
Location of loss – over the bands, in the panels.
Endcaps: Describe wear / splitting / loss to covering material. Location – tail cap, head cap.
Endbands: Describe type of damage if soiling / splitting / loss. Location – head or tail.
Boards: Board(s) present and are they soundly attached. Joints split.
Edges: Describe wear / splitting / loss to covering material.
Location of loss - head, tail, foredge.
Corners: Describe wear / splitting / loss to covering material.
Weakness and delamination of the board beneath.
Location of loss - front head corner, front tail corner, back head corner, back tail corner

Damage - Text block

Loose sections: Open book and note sections by page numbers that are not soundly attached / missing
Loose leaves: Open book and note page numbers for any leaves not soundly attached / missing
Endleaves: Describe type of damage as discoloured / tears / missing. Location - flyleaf, pastedown
Soiling: Describe if overall soiling or certain locations – gutter, foredge, head, tail
Staining: Describe location using page number and area of the page – gutter, foredge, head, tail
Tears: Describe page number, number and type of tear – fine tear, large tear, loss

Current Housing

Linen tie: Keep detached board(s) and spine together prior to conservation work
Book Jacket : Melinex protects boards and spine while still showing the spine
Phase box: Bespoke box of four board flaps that wrap around the book
Drop back box: More durable to protect the book from light, dust, abrasion and some water damage

Recommendations

Cleaning: Mechanical cleaning of the covering material and text leaves only
Rehousing: Store in a book jacket / box to prevent further damage when stored or handled
Treatment: Full book / paper conservation treatment
Rebinding: Complex damage to binding / text block that requires rebinding