



1. These guidelines apply to stored print serials that have trusted digital counterparts, consequently the demand for the print version is expected to be very low.
2. The condition of stored materials must serve both uses specified in the Big Ten SPR Journal Lending Policy: 1) scanning/digital delivery of articles to anyone and 2) lending of print volumes to member libraries and their branches.
3. Locating acceptable replacements takes time, and copies of the same volumes in other libraries could have similar condition problems. These guidelines assume there is a break-even point between searching for replacements vs. repair, and attempt to strike a balance in defining acceptable condition.
4. Accepted materials, if damaged, should be stabilized enough to permit safe storage before being sent for accessioning into the repository.
5. Repairs needed to permit use are deferred until materials are requested, then repairs are performed on a rush basis.

Material with the following characteristics should be excluded from initial submission to the SPR. To facilitate reconsideration later if no better copy is ultimately identified, the contributing library should record on the spreadsheets submitted to the BTAA any items deselected on the basis of condition.

Volumes with visibly brittle text blocks AND structural damage to the text block, e.g.,

- o Break(s) in the text block (text block is in more than 1 pip)

The presence, or possible presence, of active mold

Volumes that cannot be scanned intact (text is obscured in the inner margin) or scanning would cause page breakage



Volumes with damage that renders the content illegible, such as stains, graffiti, mold damage, or blocked pages.

Volumes that are unrepairable or would take over 2 hours** to make useable for scanning or circulation.

Unopened text blocks (uncut folds at outer edges) that would require over 2 hours** to open.

**As defined by local preservation program.

Minimum stabilization to be completed before submission***:

<u>Damage</u>	<u>Action</u>
Cover is detached or partly detached from text block	Tie
Spine cover is detached or loose	Tie
Cover board(s) are detached or loose	Tie
Up to 5 pages are detached or loose	Tie
Loose accompanying material (ephemera, errata sheets, folded maps, etc.)	Tie
Up to 10 pages have tears	Accession as is
Cover board(s) are missing	Replace board(s) with board stock cut to size and tie

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