

FOOD

Eating in the library may damage materials and attracts insects.

- Whenever foods come into contact with book pages, they may stain.
- Stains may obscure text, making difficult or preventing later use and photocopying.
- Food oils, transferred from fingers to books, provide hospitable growth surfaces for mold and mildew.
- Food stains and oils both attract insects which damage books.

DRINKS

Any kind of beverage poses hazards to library materials. Respect your library!

- Drinks may spill, wetting and staining books. Damage caused by wetness and stains is irreversible.
- Wet materials create an environment hospitable to mold and mildew. Once established, mold and mildew cannot be eliminated—only controlled.
- Even if the drink does not spill, a cold drink will sweat, and that sweat may damage books.

HIGHLIGHTING

Make a photocopy of library materials you need to highlight.

- Highlighting inks may be acidic and weaken paper fibers over time.
- Highlighting inks cannot be removed.
- Highlighting may distract another reader.
- Photocopies of a highlighted text may be illegible if highlighting was done in green, blue, or red on the original.

MARKING WITH PENCIL AND INK

Marks should not be made in library materials. Please make a photocopy.

- Inks may be acidic and will weaken paper fibers over time.
- Graphite particles from pencil lead may abrade and weaken paper fibers over time.
- Pencil and pen tips may tear or puncture pages.
- Ink and some pencil markings cannot be removed.
- Markings, which obscure text, may make reading difficult. Other marks may distract someone else's original thoughts.

PHOTOCOPYING

Always be gentle with books when making photocopies.

- Never push down on a book spine. The spine will break and page loss will eventually result.
- Many books were bound before photocopying existed and were never intended to be photocopied.
- Other volumes were published with narrow binding margins which seem to defy copying or were bound tightly because it was the only way of keeping them together. Such volumes are not easily copied.
- The Library's photocopiers were chosen, in part, for their ability to copy information close to the binding margin.
- Photocopy bound volumes only when absolutely necessary.

FOLDING PAGES & "DOG-EARING"

Irreparable damage can result from temporary place-holding.

- Use a book mark or a piece of paper to mark your place in a book rather than folding a page corner.
- Folding a sheet of paper, anywhere, weakens the sheet along the fold. As the paper ages, it will tear along the fold.

PAPER CLIPS

Paper clips are enemies of books.

- Use plastic paper clips if paper clips must be used.
- Remove all paper clips when you have finished using the book.
- Metal paper clips can tear the book's paper.
- Swelling of the book caused by paper clips or other inserts can damage the book's spine and eventually result in page loss.

ADHESIVE TAPE

Please do not put adhesive tape in a book or magazine for any reason.

- Paper fibers, glossy surfaces, and text are removed when one attempts to remove adhesive tape.
- Even "removable" adhesive tape becomes "permanent" over time.
- Adhesives migrate into paper over time, causing the page to become translucent or to stick to other pages.
- If a torn page needs repair, take it to the Service Desk. A trained staff member will make repairs.
- If you need to mark a page temporarily, use a Post-It note, a book mark, or a sheet of paper.

POST-IT NOTES

Post-It notes make good placeholders in most library materials but please remove them when no longer needed.

- Post-It notes and similar items are often made of acidic paper. Acids in this paper migrate and damage paper over time.
- Adhesives on the Post-It migrate into and damage paper fibers over time.
- Use a book mark or a sheet of paper when working with glossy or yellowed (i.e., brittle) paper. The glossy surface is a clay coating which may get taken off when the Post-It is removed. Yellowed and brittle paper has weak fibers which are damaged when the Post-It is removed.

REMOVING A BOOK FROM THE SHELF

A "tip" to make you a gentle reader

- Place your entire finger — not just the tip — on the top of the book you want, then pull the book back gently until you grasp it with your thumb and remaining fingers.
- Pulling a book off the shelf with the tip of your finger on the top of the book spine weakens and eventually breaks the spine.

MUTILATION

Damaging library materials denies other users access to them, sometimes forever.

- If you remove pages to prevent other researchers or classmates from using the material, think twice; it is not ethical. Remember, someone could do this to you, too.
- If, as in the case of photographs and art-work, a photocopy is not good enough, take the book to a photo-shop, and have a quality copy made.
- Mutilation requires page-by-page replacement. The quality of replacement pages can never meet that of originals. In many cases, replacements are difficult to obtain and expensive. In some cases, lost pages cannot be replaced.
- People who mutilate library materials are stealing from you. Report any mutilation you witness to library staff.



Though they may not look it, books are slowly dying. Some are dying of natural causes like the acid in the paper. But others are dying because of the way they are used. This information sheet describes what you can do to help preserve library materials for your continued use and the shared use of others like you.

Books and other library materials are a limited resource. Most cannot be replaced easily or inexpensively. Those that remain commercially available are costly to replace if they can be found. Those that cannot be replaced commercially must be replaced by microfilm but only if a clean, unmarked copy can be found. No matter how a book is replaced, the cost ultimately drives up the cost of your education.

Return damaged materials to the Library immediately. A trained staff member will attempt to salvage the book before damage is irreversible.



“See, it says right here, it’s a book!”

Source: <http://www.philobiblon.com/>

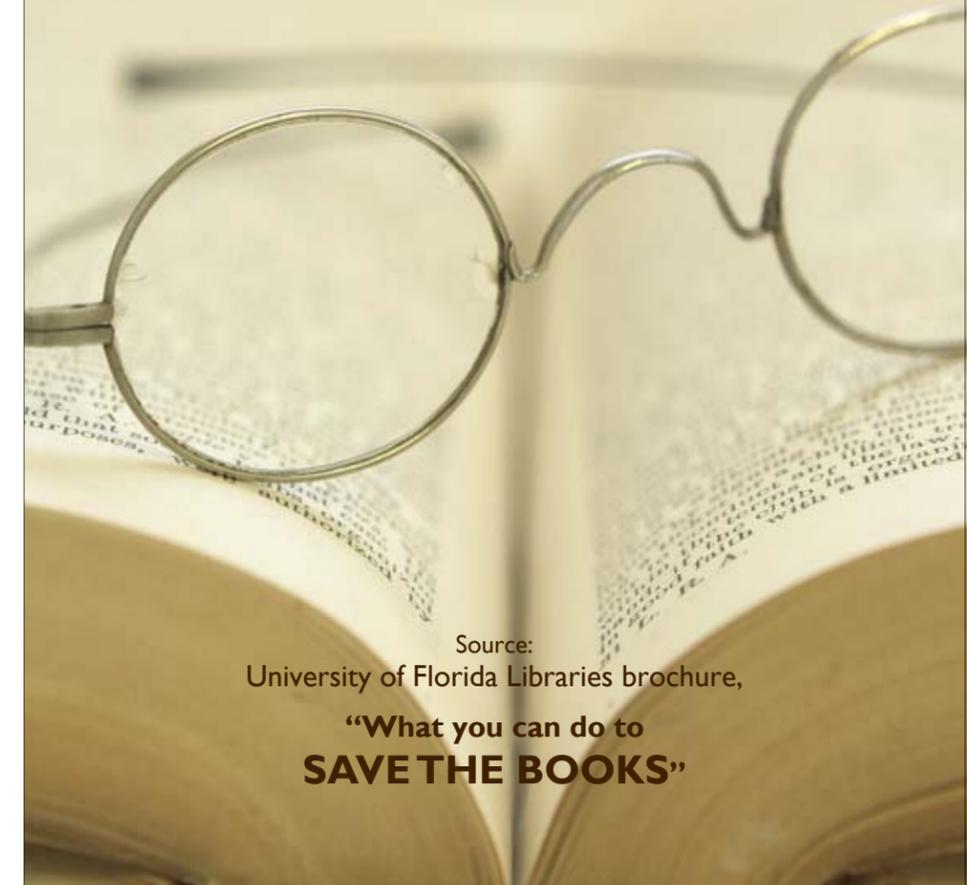


Florida Institute of Technology

Evans Library

Florida Institute of Technology
EVANS LIBRARY

How You Can Help **PRESERVE** Library Materials



Source:
University of Florida Libraries brochure,

“What you can do to
SAVE THE BOOKS”