

# Mechanism for Replacement and Preservation Actions at the SLF

*These guidelines focus on actions to be taken by SLF staff.*

**Preservation actions are a joint responsibility of the SLF and the depositing campuses.** Persistent collections must remain in usable condition in order to serve as copies of record. Collections can become damaged due to normal wear and tear during use; additionally some legacy items held at the SLF were deposited in poor condition. This mechanism applies to damaged items that are being used and/or cannot sit safely on the shelf without risk of losing parts.

**The overarching preservation action is for the SLF to look for a replacement copy within the UC Libraries that is in better condition and/or more complete.** Replacement copies may be located within either SLF or at one of the campuses. A search for a replacement copy should be the first preservation action for condition issues. Acceptable replacements identified by the SLF staff are defined by whether a copy would be considered a duplicate. The original copy will be deaccessioned and replaced with the better copy.

**Other preservation actions for paper-based collections include:** Quick protections such as commercially purchased enclosures or tying with cotton tape; repair techniques such as rebinding, mending torn pages, and reattaching loose or detached pages; and making preservation photocopy replacements. Preservation actions for deteriorating microfilm (usually acetate-based) include reprinting on a stable polyester base. Note: material standards specifications (e.g. “acid free” and “archival”) as well as appropriate repair techniques should be informed by UC Libraries preservation staff.

**Not all damage necessitates preservation actions, and some items may continue to circulate safely.** This includes common negligence such as marking from pen/pencil, highlighting, dry stains, dog eared pages, and normal wear and tear such as frayed edges, slightly loose covers, small tears on cover/spine areas. Additionally, damaged items discovered during routine shelf maintenance can be triaged with a protective enclosure or secured with cotton tape.

**Items that have more extensive damage and are requested for use, including scanning, *are* in need of preservation actions.** Examples of such damage include: loose/detached pages (any number), very loose covers, missing pages, broken sewing, broken text blocks, torn pages, mold, extensive insect damage. Additionally, brittle items that circulate, even those that are intact, are at greater risk of loss and require attention.

1. Proceed with loan/scan if parts are not at risk of loss (place in a protective enclosure or temporarily secure item with cotton tying tape). Upon return from circulation, the SLF looks for a replacement copy that is in better condition and/or more complete. If another copy cannot be located, shelve with the protections employed during circulation/scanning or, if available, route to the depositing library’s preservation processes for remediation.
2. If item cannot be loaned due to risk of loss, options include:
  - a. Look for a replacement copy.
  - b. If another copy cannot be located, shelve with a protective enclosure or secure item with cotton tying tape. If available, route to the depositing library’s Preservation Department for remediation.
  - c. Change status to Building Use Only and make a public note indicating the damaged status.
  - d. Deny request. The request will automatically go to the next lender or the borrower will need to request an interlibrary loan.
  - e. When an item cannot be repaired, replaced or photocopied the SLF may deaccession the damaged item and reclaim the space.