

## BOOKS AND BOUND MATERIALS

- Valuable or irreplaceable
  - If no: consider replacing with newer format.
- Standing order
  - Wait for new issue.
- Replaced on regular basis
  - Discard.
- Reference title
  - Replace with new version or newer format.
- Periodical
  - Purchase CD-ROM or consider using document delivery service for low-use items.
- If valuable or irreplaceable
  - Pack wet books flat or spine down in 1-cubic-foot boxes.
  - Freeze to stabilize physical deterioration and arrest mold

### **For small quantities or damp materials**

- Air dry or dehumidify.
  - Control quality of drying and check for mold.
  - Remove mold as needed.
  - Check structure.
  - Rebind or recase as necessary.

### **For large quantities or wet materials**

- Ship for freeze-drying as instructed by company.
  - Allow 4-8 weeks to dry depending upon wetness and quantity.
  - Control quality of drying and check for mold.
  - Remove mold as needed.
  - Check structure.
  - Rebind or recase as needed.

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