



## Repair Guide

### Repairing Books In YOUR Library

Replacing titles in your collection can get expensive! Ideally, you want your titles to last as long as possible. Unfortunately, things can happen to the pages when books get circulating (a stuffed backpack here, a little doggie gets a hold of it there – you get the picture). Wouldn't it be great if you could just patch up certain parts of your books and get them back into your reader's hands without spending a lot of money? Well you CAN! Just keeping reading and you will find out how you can increase the life and value of your school's collection.

Book repair can be quick, easy, and even FUN (because what is more fun than saving money and getting highly popular books in the hand of your readers?). The purpose of this document is to show how to do the basic repair on pages of hard-cover library books. These tips will get torn titles looking like new. Remember, these tips are for regular books in your collection; rare, special, of highly valuable titles might need special care or attention.

### Your Book Repair Goal:

Getting books with torn pages back into circulation!



### STEP 1: Assessing The Situation

Before we get started...

Ask yourself the following questions about the book you are going to repair:

- Does this book still have value?
- Once it is repaired, will it circulate?
- Should this book be replaced instead?
- What is the extent of the damage? Can this book even be repaired?
- Is it cost efficient to repair the book?

If you answered **"No"** to **two or MORE** of these questions, then it is time to discard the book according to your district policy on weeding. Sadly, sometimes a book isn't worth repairing. It has served a great purpose, but it is on to retirement for that particular book. Frequently, popular titles suffer this fate. These well-liked books have been used so often that they wear out before their time. That is OK! Look on the bright side, plenty of kids have spent HOURS READING - that is ultimately what we want!

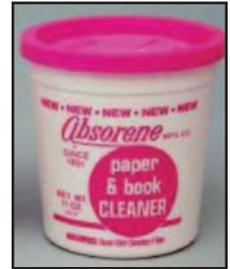
## STEP 2: Supplies Needed For Repairing Books

Here is a list of supplies you will need for repairing your torn books:

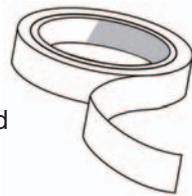
- **Glue** – Neutral Bond Modified Vinyl Adhesive for Archival Quality Repair. This type of glue does not become brittle or yellow with age. It is fast drying and dries clear and forms a permanent yet flexible bond. Check with companies like Brodart and Demco.



- **Book Cleaner** – Book Cleaner for Cleaning Soiled Book Covers. Easily remove marks and soil from book covers. Just dissolve in hot water. It will not damage books or paper. Also, Clorox wipes are great for cleaning soiled books.



- **Tape** – For spine repair use durable, clear, see-through tape. You might need to have a few different kinds and widths on hand. We recommend 3M Transparent Book Tape, 3" Tape and 1" Tape.



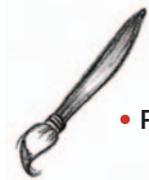
- **Clear Laminating Plastic** – Repairs ripped pages easily. (available from [www.shopbrodart.com](http://www.shopbrodart.com) or [www.demco.com](http://www.demco.com)). These should be clear plastic sheets (not rolls).



- **Scissors** – Any will work, but the heavy steel ones will last for a lifetime.



- **Rubber Bands** – Heavy duty ones work best for keeping books together.



- **Paint Brush** – A narrow paint brush or brush used for watercolors is ideal.

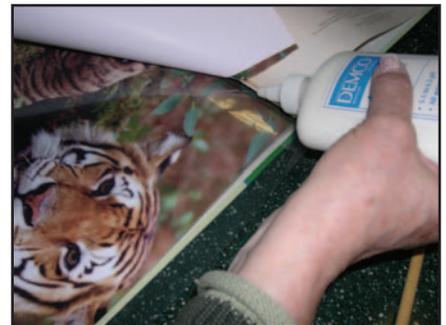
## STEP 3: Page Repair



**1. Examine the damaged book.** Determine what is wrong with the book and inspect the extent of the damage.



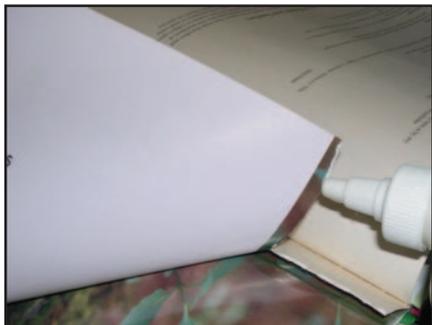
**2. Prepare the page.** Lay a piece of lamination on the back side of the ripped page. Make sure the piece of lamination goes into the gutter of the book. This piece of lamination will protect the next page from the glue.



**3. Glue the page.** Run a small bead of glue on both sides of the rip. Make sure it is a small bead of glue. Excess glue will be messy and hard to clean up.

*continued...*

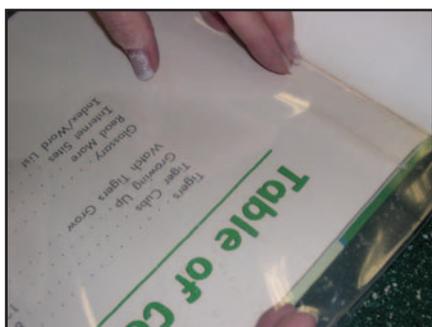
## STEP 3: Page Repair continued



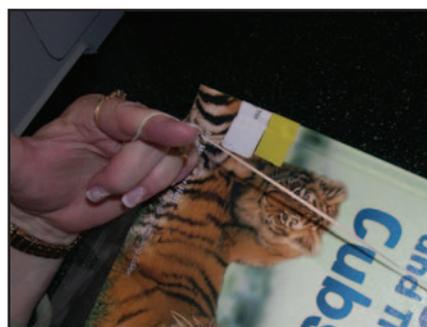
4. **Attaching the page.** Lay the ripped page on top of the lamination. Make sure the rip is aligned with the original page in the book.



5. **Brush Glue.** Carefully brush glue over the rip. You should be able to brush whatever excess glue there is left



6. **Laminate top of page.** Lay another piece of laminate on top of the glued rip. Make sure that the laminate covers the entire area you have glued. The laminate should prevent the glue from adhering to other pages.



7. **Seal and hold book.** Close book and bind with rubber band. Let the glue dry for about a week. After one week, remove rubber bands and pull out lamination. Your page should be fixed!

## Other Book Maintenance Tips

**Try breaking in your books before you putting them into circulation.** This process will help remove some stiffness that is typical with your new books. First, place the book on a hard surface, run your thumb or index finger gently along where the cover meets the spine. Do this for both the front and back cover. Next, take 5-10 pages and press down firmly, but gently. Alternate going from front to back until you reach the middle of the book. The pages should lay flat when the book is open.

**Clean Your Books!** Want old titles to circulate? Make them look like new by cleaning of the dirt and grime. Something we found out, Clorox Wipes work GREAT!

**Remove Pencil Marks.** You can remove most pencil marks with gum art or a plastic eraser. Make sure to start from the margin to the edge of the page. You DON'T want to crinkle the page.

**Eliminate Ink Marks and Crayon.** Use an X-Acto knife, steel knife, or book repair knife to remove the ink or crayon by gently scraping across the surface of the mark.

**Have questions or want to talk books? Please feel free to call me, Andy Gray, at 800-601-5596.**