

Closed Stack Collections

JM notes from XW's project in basement with MA on 10/1/2019

- Fiction-Done
- Biography- On going
- Non-fiction-Subject specialist should prepare
- 100 RA finished @2016
- 620s 660s XW finished

B CS-White slip-need to be cataloged

CS R-Pink slip- Restrict not circulated ~~—based on conditions only (not just prior 1920 anymore)~~ RA says 1920 and older does not circulate (5/5/2021)

Small pink slips- a few years ago (before XW came), were done by volunteers, indicating not been circulated in 5 years back then, means nothing now ;-)

JM Notes on Closed Stack Biography Project with RA 10/2020

- Evaluate the CS B and CS R B collections, put Green slip in the books that need repair based on their conditions only. (Ping seems working on some funding to bind them, like \$20 each?)
- There are books with pink TS repair slips —transfer to CS R B (done by XW before pandemic when Mary left and RA was out, it was based on the conditions only too, prior to 1920 could be checked out back then). Still reevaluate them, put green slip in.
- Books prior to 1920s cannot circulate anymore

Started from M-Roosevelt, worked through Z.

Done. On 10/19/2020

JM Notes on CS Bio Project with RA 12/3/2020

MA - added items to catalog up to Roosevelt - these have not been evaluated/weeded

RA - Roosevelt - Shelley evaluated by RA & JH. Went back to As and some of Bs (up to Bulger 5/5/2021)

Binding info:

Website: newtonbindery.com

Contact: Brian Newton (certified in preservation)

Email: brian@newtonbindery.com

- Worcester room – can use UV light during closed hours to control mold in the room.
- Options to bind: soft/hard
- Everything they use to bind is acid free archival quality
- Standard size book – stick to 1-2 inches thick (over sew and bind – costs \$22-38/copy)
- Library grade buckram is expensive
- The Buckram they use is archival quality
- Peach Flex is flexible cover
- Library binding can be sewn or adhesive type
- 50 or more books are needed to set up machines to start binding process
- Discount available for more books
- RFID tags close to spine need to be removed by us before they will process
- Processing takes 2-3 weeks

3 sample books given for binding:

Assessment of a poll tax – May 1, 1886 (peach flex) – currently on Priya's desk

A17806372290

A biographical sketch of Longfellow/Underwood (repair)

CS B L853ucopB

A17802898480

The First Governors of Netherlands (Margaret of Austria) – (bind)

CS B M3275t

CS Collection Evaluation Criteria

Condition

- Has it been rebound
- Do others nearby own it? If so would patrons be able to have access to the book.
- Total # of libraries that have it in MA
- Available online for free
- Reliability and readability of the online version
- Is it cataloged?
- Is our copy listed in World Cat
- Whether or not the item is cataloged correctly in evergreen and World Cat.
- Content- importance of, accuracy, relevancy of the subject and author.

In catalog 9/2020
Kr

- ### Criteria for books to be added to cs collection

1. Non-fiction CS or R status is based on the condition of the book.
2. If Fiction book is 1920 or older, make it CS R.
3. Run an inventory of the section of cs books.
4. Be sure to have the title and barcode as well as circulations showing when you do the inventory.
5. Check to see if the books that are on the shelf are on the inventory.
6. If they are, check them off on inventory and consider the condition of the book to decide if it needs to be CS R or can stay CS.
7. If the book is not cataloged and does not show up on the inventory check the condition of the book. If it is in good condition put a white slip in it requesting that it be cataloged. If it is in rough shape and not already R put a pink slip in it requesting that it be made CS R.
8. If a book is on the inventory but not on the shelf mark it as missing on the inventory. When the inventory is done look on the shelf again because it might have been misshelved and put back in the right place while you did your inventory.
9. Any books still missing after you look a second time should be marked as missing in the catalog.
10. Let Ping know you have completed the inventory. She will coordinate to have your book cataloged or recataloged.

- Condition
- Has it been rebound
- Do others nearby own it – list who they are- consider accessibility
- total number of libraries in Massachusetts that own it

- total number of libraries worldwide that own it.
- Is our copy in catalog
- Is our copy in world cat (if so write down oclc #)
- Is it digitized and available for free
- readability of online version
- content- importance of subject, content, relevancy, accuracy, author
- circulation history

Preservation and repairing options

- Bind books that have valuable content to make it more accessible to patrons.
- Placing books in protective boxes.

Problems encountered

When I am using firstsearch to look for a book sometimes it does not show up as owned by WPL. When I used worldcat.org to search I see it listed as owned by WPL.

One example is

“Life on the circuit with Lincoln”

By Henry C. Whitney

1892 Boston

Estes and Lauriat

Some items are not in worldcat.

Some items are not in evergreen.

Our items attached to wrong record in worldcat.

Our items attached to wrong record in evergreen.

Are the evergreen and worldcat records being compared to our item by the catalogers? If so, are they adding our item? Are they changing our item to the correct records?