

**Saint Bonaventure University Preservation Department:
Friedsam Memorial Library
Peter Jermann, Preservation Officer
Susan Mackey Frakes, Preservation Intern
Saint Bonaventure, New York**

Collections Served

Circulating collection: 275,000 volumes (monographs and periodicals)
Franciscan Institute Collection: 10,000 volumes (monographs and periodicals)
Rare Book Collections: 10,000 volumes

History

1942 – 1980	Book bindery established to bind serial titles.
1980 – 1985	Bindery evolves into a Preservation Department
1985 – 1992	Full service Preservation Department

Organization

The Preservation Department answers directly to the Director of the Library. Department responsibili-

ties extend to all library collections and include operation of the in-house bindery, commercial binding, commercial microfilming, in-house reformatting and staff preservation education.

Work flow for in-house repair and rebinding is generated by the circulation department and technical services. The circulation department traps damaged books as they are checked out or returned and routes them to the bindery. Technical services forwards all new paperbacks to the bindery for re-binding in addition to trapping damaged books and earlier paperbacks that come through the department as part of a reconversion project. Treatment decisions are made in the Preservation Department.

Resources

Staff:

Preservation Officer (full time)
Student technicians (20 hours/week)

Space:

15' x 25' (office and work space)
10' x 14' (storage and work space)

Equipment:

30" board shear	15" pinch press
19" manual guillotine	backing press
15" glue machine	fan gluing press
12" casing press	IBM compatible PC
16" caging press	Printer

In-house Treatments

Circulating materials:

First time binding
Hardback rebinding and recasing
Paperback rebinding
Paperback stiffening
Pamphlet binding
Expandable binders
Marginal materials wrap-around boxes (20 pt. archival board)

Rare and unique materials:

Wrap-around phase boxes (55 pt. gray/white archival board)
Polyester encapsulation
Portfolios

Annual production

Approximately 4,000 items/year (50% paperback rebinding, 25% hardback recasing, 25% other)

Treatment Philosophy

Circulating Collections:

- The library is not a museum.
- The photocopy machine is here to stay.
- We only want to See it once.

Rare Collections:

- Boxes and enclosures are the only truly reversible treatments.
- If it ain't broke don't fix it, if it does need fixing it goes off-site.
- Off-site conservation only happens for a damn good reason.