

**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.