

## BRITTLE BOOK PLAN

- Titles of brittle books sent to preservation from circulation are searched for the following information:
  - Available reprints
  - Other copies and editions held by UT
  - Number of copies editions held by Vanderbilt and Kentucky
  - Copies and editions held in the Southeast
  - Total number of copies and editions everywhere
  - Microfilm versions
  
- After completing the search process, the preservation staff will mark a brittle book form, indicating the recommended course of action for each book, and will place both the form and search information in the book. The book will then go to the “Brittle Book Review Shelf” in 310 for review by subject librarians.
  
- Subject librarians have four main choices on each item:
  1. Withdraw
  2. Reformat
  3. Replace
  4. Retain and place in phase box
  - The item should be withdrawn if it is rarely used or can be easily borrowed through ILS and has little or no artifactual value.
  - The reformatting option should be used for books that are no longer in print and circulate regularly but have little artifactual value. This is the most expensive of the four options.
  - Items that are checked out regularly and are available in reprint should be replaced and the brittle copy withdrawn if it has little artifactual value.
    - Please indicate on the form if a specific edition is needed.
  - If the book is valuable as an artifact, Subject Librarians may chose to have Preservation place it in a phase box.
  
- Subject Librarians will be given four weeks to review items and fill out the form. After the allotted time, Preservation and Collection Development will decide what is best for the materials not reviewed by Subject Librarians.

# This Item Is Too Damaged Or Brittle To Repair

Please consider Preservation's suggestions and initial the appropriate preservation decision.

Preservation Recommendation:      Subj. Librarian Recommendation:

\_\_\_\_\_      **Withdraw**      \_\_\_\_\_

\_\_\_\_\_      **Replace**      \_\_\_\_\_

Does the edition of the replacement matter?

If so, please specify preferred edition:

\_\_\_\_\_      **Phase Box**      \_\_\_\_\_

**Reformat:**

\_\_\_\_\_      Facsimile      \_\_\_\_\_

\_\_\_\_\_      Microfilm      \_\_\_\_\_

Spend no more than:

\$ \_\_\_\_\_

**Questions or Comments:**

**CDM Decision** \_\_\_\_\_

**Date** \_\_\_\_\_

## Brittle and Irreparably Damaged Books Decision Chart

