

# CONSERVATION SERVICES GUIDELINES: Preservation Facsimiles in Widener Library

## **SCOPE**

The creation of preservation facsimiles of books in the Harvard College Library is undertaken when poor condition and evidence of heavy use indicate that a paper copy of the original would best meet the needs of users. The following guidelines apply to the facsimile workflow in Widener Library.

## **CRITERIA FOR SELECTION**

The Preservation Review Librarian selects items with brittle paper from among the damaged items identified during the process of reshelving in the general stacks or following use in the Phillips Reading Room. Items are routed to the Reformatting Preparation Section of the Preservation and Imaging Department for full bibliographic searching. If the titles have not been filmed by Harvard or by an institution whose preservation microfilm meets RLG guidelines, they enter the Imaging Services workflow.

After searching and filming, items become candidates for preservation facsimiles if they meet the following criteria:

- Paper is brittle and cannot be used without causing loss of text or image
- Circulation records indicate high use (a minimum of three circulations during the last five years plus circulation in three preceding decades)
- Microfilm masters are available at Harvard or at institutions with reliable microfilming programs
- Reprints are not available or the cost of reprints exceeds the cost of facsimiles
- Other copies are not available at Harvard
- Other editions do not provide adequate substitutes

Collection managers may also propose candidates for preservation facsimiles to the Senior Librarian for Conservation Services. If the book falls out of scope of the selection criteria or budget, the Chief Conservator and Head of Collection Development will confer.

## **WORKFLOW**

The Preservation Review Librarian and Senior Librarian evaluate candidates for preservation facsimiles. Where multiple copies or editions exist, they compare texts and verify that the volumes are complete. They also assess value to the collection and decide whether to request that color copies of covers, spines, and endpapers of the originals be bound in as part of the facsimile. They may also determine that particularly valuable items are worth the additional costs of copying without disbinding. These decisions are noted on a work slip.

Facsimile candidates are sent to the Binding Supervisor, who enters information into the ABLE binding program along with title, author, and call number information to create a binding slip for each book. They are treated as a separate lot and sent to Acme Bookbinding as part of the regular binding shipment. Copies are produced in Acme's Digital Services unit, bound in Acme's bindery, and returned with the normal binding shipments.

### ACME SPECIFICATIONS

All books sent from Widener Library to Acme Bookbinding for preservation facsimiles receive the following treatment:

- Disbound unless specified otherwise
- Produced on alkaline paper with wide binding margins
- Gray scales scanned as gray whenever illustrations are continuous tone
- Color scanned as color whenever color appears
- Fold-outs scanned full-sized
- Bookplates and flyleaves scanned with annotations included
- First pages and marginalia throughout the book cleaned up
- All provenance and catalogers' marks on the title page and verso retained

Acme inserts a colophon after the front flyleaf to identify the book as a preservation facsimile of a Harvard College Library book and Acme as the source of the copying and binding.



HARVARD  
COLLEGE  
LIBRARY

Preservation facsimile  
printed on alkaline/buffered paper  
and bound by  
Acme Bookbinding  
Charlestown, Massachusetts  
Date

Widener specifications call for all preservation facsimiles to be bound in blue buckram (color 48) to provide a consistent means of identifying them in the stacks.

The Acme Bookbinding website, <http://www.acmebook.com/digital/facsim/>, contains information about its facsimile services, including binding slips and packing slips.



## **PROCESSING FACSIMILES**

Upon return from Acme, originals and facsimiles are reviewed for accuracy and quality, then sent for cataloging by the Senior Librarian for Conservation Services. Facsimiles receive shelf preparation and are stored either in the Widener stacks or the Harvard Depository. Originals are evaluated for retention according to guidelines below.

## **DISPOSITION OF ORIGINALS**

Original volumes are boxed and sent to the Harvard Depository when they possess artifactual value, e.g., original bindings, illustrative material, and/or are the only copies in the Harvard Libraries. Items with text only may also be sent to HD because of the rarity of the edition, limited print run, or because high use may make the facsimile vulnerable to theft or loss. Highly brittle items may be withdrawn when multiple copies exist in other Harvard libraries, when Harvard owns the microfilm master, or when the facsimile is considered comparable to a reprint replacement of a popular text. Collection Development staff will be consulted when questions about disposition arise. Item records for originals sent to HD are suppressed.