

# Condition Review and Requirements

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- All print volumes shall be inspected by staff at the originating library and deemed mold and pest free before shipping to the storage facility. Staff at the facility will examine arriving volumes for these issues. If any materials arrive in a wet, moldy, or infested condition, the originating library will be notified that JLF will not store these materials and that the volumes will be shipped back to them at the expense of the originating library. This includes but is not limited to microform collections that are deteriorating due to age or “Vinegar Syndrome”.

JLF retains the right to return contaminated material to the originating library or discard the material at the instruction of the originating library if it poses a threat to items currently shelved in the facility. Costs incurred in returning or disposing of materials will be charged back to the originating library.

- A reasonable effort should be expended by the originating library to ensure that the volume is intellectually complete before shipment to the facility. (e.g. does the item record indicate that the volume is missing an issue; are there sections that have been obviously cut out with a razor blade) Before sending known incomplete volumes, originating libraries are expected to contact peer participants to see if another participating library can provide a complete volume in lieu of the known incomplete one.

- Any monographs and journals selected for shipment to the storage facility that are in a deteriorated condition (loose or tattered pages, brittle paper, broken bindings, etc.) should be placed in an appropriately fitted preservation container at the originating library prior to delivery. All identifying information (title/author, etc.) and barcode must be placed on the exterior of the container so that it can be processed and retrieved without the contents having to be examined. JLF is not set up to provide any preservation or conservation work on-site. If any materials arrive for inclusion in the collection in a deteriorated condition, the originating library will be notified that JLF will not store these materials and that the volumes will be shipped back to them at the expense of the originating library.

- As this is not a long-term, preservation-level storage facility, originating libraries are not expected to review or filter materials for superficial blemishes (such as underlining, highlighting, ruffled edges, general foxing, faded colors, etc.) Volumes will not be reviewed by the JLF staff for this prior to processing into the collection.

- The Director of the Joint Library Facility, who is also a librarian and member of the faculty at Texas A&M University, will be the final authority on rejecting material for inclusion based on contamination or condition.