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Condition Assessment of the Rare Books Collection: Final Report

Appendix 1 - Rare Books General Condition Assessment: Statistical tabulation of data collected on damages

Table 1. Dirt/Dust/Soil [Damage]

Location	Minimal	Medium	High	Total
General	188	214	81	483
Text block	78	23	9	110
Cover	25	36	31	92
End papers	12	18	10	40
Plates	11	1	0	12
Original Case	3	3	4	10
Brochure	1	7	0	8
Edges	7	0	0	7
None	N/A	N/A	N/A	7
Enclosures	0	1	2	3
End bands	2	0	1	3
Original custom-made Box	0	1	2	3
Original Folder	0	1	2	3
Duplicate Text block	0	0	1	1
Original Box	0	1	0	1
Original custom-made four flap enclosure with tying tapes	0	1	0	1
Original envelope	0	0	1	1
Original folder with zipper	0	0	1	1
Original four flap enclosure	0	1	0	1
Original four flap folder with tying tapes	0	0	1	1
Original Jacket	0	0	1	1
Original Text block	0	1	0	1
Photo block	1	0	0	1
Total	328	309	147	

Table 2. Losses/Missing materials [Damage]

Location	Minimal	Medium	High	Total
Cover	127	102	32	261
None	N/A	N/A	N/A	239
Text block	82	17	6	105
Original Folder	12	6	8	26
Spine	11	9	5	25
End papers	18	5	0	23
Corners	6	3	2	11
General	4	6	0	10
Head Caps	4	4	0	8
Original Case	4	2	2	8
Plates	6	0	0	6
Original Jacket	2	1	0	3
Original Cover	1	0	1	2
Original four flap folder	0	2	0	2
Title Page	1	1	0	2
Corner's cover	0	1	0	1
Edges	0	1	0	1
Enclosures	1	0	0	1
Loose paper	0	0	1	1
Original custom-made Box	0	1	0	1
Original envelope	0	0	1	1
Original Text block	1	0	0	1
Outer Back Joint	0	1	0	1
Spine Case	0	0	1	1
Top Edge	0	1	0	1
N/A	N/A	N/A	N/A	1
One losses page	0	0	1	1
Total	280	163	60	

Table 3. Brittleness [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	409
Text block	94	76	25	195
General	9	8	2	19
Plates	3	1	5	9
Cover	5	0	2	7
End papers	0	3	3	6
Duplicate Text block	0	1	0	1
Loose paper	0	1	0	1
Original Text block	0	1	0	1
N/A	N/A	N/A	N/A	1

Total	111	91	37	
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Table 4. Stains [Damage]

Location	Minimal	Medium	High	Total
End papers	86	82	65	233
Cover	71	97	49	217
None	N/A	N/A	N/A	182
Text block	33	15	6	54
Original Folder	4	8	10	22
Brochure	0	4	2	6
General	1	3	0	4
Original Case	1	3	0	4
Enclosures	0	2	1	3
Original Jacket	1	2	0	3
Plates	1	2	0	3
Title Page	0	1	2	3
Fore Edge	1	1	0	2
Original Box	0	0	2	2
Original Cover	0	1	1	2
Spine	1	1	0	2
Duplicate Text block	0	0	1	1
Edges	1	0	0	1
End bands	0	0	1	1
Joints	1	0	0	1
Original envelope	0	0	1	1
Original four flap enclosure	0	1	0	1
Original four flap folder	0	0	1	1
Original four flap folder with tying tapes	0	1	0	1
Postcards	1	0	0	1
Top Edge	0	1	0	1
Lower Edge	1	0	0	1
N/A	N/A	N/A	N/A	1
Total	204	225	142	

Table 5. Tears [Damage]

Location	Minimal	Medium	High	Total
Cover	118	82	37	237
Text block	194	31	8	233
None	N/A	N/A	N/A	150
End papers	41	9	5	55
Original Folder	11	7	8	26
Spine	7	9	4	20
General	7	9	0	16
Plates	12	0	0	12
Original Case	3	5	1	9
Head Caps	4	4	0	8
Original Box	3	1	1	5
Original Jacket	3	1	0	4
Custom-Made Folder	1	2	0	3
Enclosures	1	1	1	3
Joints	0	1	2	3
Original Cover	2	1	0	3
Title Page	3	0	0	3
Corners	1	1	0	2
Edges	2	0	0	2
Loose paper	1	1	0	2
Original four flap folder	1	1	0	2
Duplicate Text block	1	0	0	1
Fore Edge	0	1	0	1
Head bands	1	0	0	1
Original custom-made Box	0	1	0	1
Original custom-made four flap enclosure with tying tapes	1	0	0	1
Original envelope	0	0	1	1
Original Loose paper	1	0	0	1
Original Text block	1	0	0	1
Outer bottom Joint	0	0	1	1
Pocket	0	1	0	1
Total	420	169	69	

Table 6. Folds/Creases [Damage]

Location	Minimal	Medium	High	Total
Text block	227	32	7	266
None	N/A	N/A	N/A	235
Cover	58	30	5	93
End papers	29	9	4	42
Plates	17	0	0	17
General	8	4	0	12
Original Folder	4	3	1	8
Head Caps	2	4	0	6
Spine	2	4	0	6
Original Case	4	1	0	5
Loose paper	3	1	0	4
Edges	1	1	0	2
Original Cover	0	2	0	2
Original Jacket	2	0	0	2
Title Page	2	0	0	2
Cardboards	1	0	0	1
Duplicate Text block	1	0	0	1
Loose leaves	1	0	0	1
Original Box	1	0	0	1
Original custom-made Box	1	0	0	1
Original envelope	0	0	1	1
Original Loose paper	1	0	0	1
Original Text block	1	0	0	1
Outer Upper Joint	0	1	0	1
Photo block	1	0	0	1
Pocket	1	0	0	1
Postcards	1	0	0	1
Original Four Flap Folder	1	0	0	1
Total	370	92	18	

Table 7. Delamination/Splits [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	398
Cover	35	53	33	121
Corners	32	31	18	81
Original Folder	7	6	5	18
N/A	N/A	N/A	N/A	9
Original Case	2	1	2	5
Text block	1	1	1	3
Cover Edges	0	1	1	2
Head Caps	0	2	0	2
Original Box	0	1	1	2
Spine	0	1	1	2
Enclosures	0	1	0	1
Original Jacket	0	1	0	1
Total	77	99	62	

Table 8. Peeling/Skinned [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	484
Cover	35	41	48	124
Spine	8	4	6	18
N/A	N/A	N/A	N/A	12
Corners	2	5	1	8
Original Case	1	0	0	1
Original Folder	1	0	0	1
Text block	0	0	1	1
Total	47	50	56	

Table 9. Holes/Dent [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	429
Cover	135	37	7	179
Original Folder	5	7	2	14
Fore Edge	2	1	0	3
Lower Edge	3	0	0	3
Original Box	2	0	1	3
Spine	2	1	0	3
Original custom-made Box	2	0	0	2
Top Edge	0	2	0	2
Cardboards	0	1	0	1
Corners	0	0	1	1
End papers	0	1	0	1
Original Case	1	0	0	1
Original four flap folder	1	0	0	1
Text block	0	1	0	1
Upper Edge	1	0	0	1
N/A	N/A	N/A	N/A	1
Total	154	51	11	

Table 10. Insect damage [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	446
Text block	21	6	2	29
Cover	16	4	3	23
General	9	5	3	17
N/A	N/A	N/A	N/A	12
End papers	4	1	1	6
Spine	1	4	0	5
Edges	1	0	1	2
Inner Joint	1	1	0	2
Cardboards	1	0	0	1
Enclosures	1	0	0	1
Inner Cover	1	0	0	1
Joints	0	1	0	1
Original Folder	1	0	0	1
Top Edge	1	0	0	1
Original Box	0	1	0	1
Total	58	23	10	

Table 11. Distortion [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	402
General	69	71	17	157
Cover	18	18	5	41
Original Folder	6	5	1	12
Text block	3	8	0	11
N/A	N/A	N/A	N/A	8
Original Case	1	2	1	4
Original Box	1	1	1	3
Original custom-made Box	0	1	1	2
Brochure	0	1	0	1
Cardboards	1	0	0	1
Enclosure Box	0	0	1	1
Loose leave photograph	0	1	0	1
Original custom-made four flap enclosure with tying tapes	0	1	0	1
Original four flap folder with tying tapes	1	0	0	1
End papers	0	1	0	1
Total	100	110	27	

Table 12. Water damage [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	363
Cover	46	56	30	132
Text block	56	20	7	83
General	19	22	4	45
End papers	21	9	5	35
Original Folder	4	7	1	12
Plates	2	1	0	3
Top Edge	3	0	0	3
Engravings	2	0	0	2
Original Box	0	1	1	2
Original Case	0	2	0	2
Original Jacket	1	0	1	2
Spine	0	2	0	2
Upper Edge	2	0	0	2
Cardboards	1	0	0	1
Duplicate Text block	1	0	0	1
Enclosures	0	1	0	1
Fore Edge	1	0	0	1
Original Cover	1	0	0	1
Original custom-made four flap enclosure with tying tapes	1	0	0	1
Original folder with zipper	0	0	1	1
Original four flap folder	0	0	1	1
Original four flap folder with tying tapes	0	1	0	1
Tissue envelope	1	0	0	1
N/A	N/A	N/A	N/A	1
Edges	0	1	0	1
Total	162	123	51	

Table 13. Foxing [Damage]

Location	Minimal	Medium	High	Total
Text block	289	127	36	452
End papers	20	82	84	186
General	34	28	1	63
None	N/A	N/A	N/A	38
Plates	14	8	1	23
Cover	7	11	4	22
Original Folder	12	3	2	17
Brochure	8	2	0	10
End bands	2	2	4	8
Edges	6	1	0	7
Enclosures	0	3	0	3
Original Box	1	2	0	3
Title Page	0	1	2	3
Original Jacket	1	1	0	2
Duplicate Text block	0	1	0	1
Engravings	0	1	0	1
Original Case	0	1	0	1
Original Cover	1	0	0	1
Original custom-made four flap enclosure with tying tapes	0	1	0	1
Original folder with tying tapes	0	0	1	1
Original Text block	1	0	0	1
Photo block	0	1	0	1
Top Edge	0	1	0	1
Original four flap folder	0	1	0	1
Total	396	278	135	

Table 14. Mold [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	537
End papers	16	22	5	43
Text block	17	19	3	39
Cover	3	8	3	14
General	1	5	0	6
Original Case	3	0	3	6
Tray Plate	0	0	6	6
Brochure	5	0	0	5
Original Box	0	1	2	3
Plates	3	0	0	3
End bands	1	1	0	2
Original custom-made Box	0	2	0	2
Inner Spine	0	0	1	1
Original four flap folder with tying tapes	0	1	0	1
Original Text block	1	0	0	1
Support Plate	0	0	1	1
Total	50	59	24	

Table 15. Detachment [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	473
Text block	10	24	42	76
End papers	3	5	15	23
N/A	N/A	N/A	N/A	24
Cover	0	5	17	22
Spine	2	4	4	10
Loose paper	0	0	7	7
Text block from cover	0	0	6	6
Original Case	1	1	1	3
Title Page	0	1	1	2
Cover Spine	0	0	1	1
End papers envelopes	0	1	0	1
Images detach	0	0	1	1
Original Box	0	0	1	1
Original custom-made four flap enclosure with tying tapes	1	0	0	1
Original Folder	0	1	0	1
Original Jacket	0	0	1	1
Total	17	42	97	

Table 16.1 Yellowing/Discoloration [Damage]

Location	Minimal	Medium	High	Total
Text block: Y	251	165	37	453
Cover: D	113	135	63	311
End papers: Y	5	31	49	85
General: Y	15	24	14	53
Spine: D	6	10	27	43
None	N/A	N/A	N/A	25
Cover: Y	3	9	6	18
Plates: Y	6	9	1	16
Original Folder: Y	4	4	4	12
Original Folder: D	4	5	0	9
Spine: Y	0	6	3	9
Brochure: Y	8	0	0	8
General: D	5	2	1	8
Original Case: D	1	2	2	5
End papers: D	2	2	0	4
Original Box: D	2	1	0	3
Original Box: Y	0	2	0	2
Original Cover: Y	1	0	1	2
Original custom-made Box: D	2	0	0	2
Original Jacket: Y	1	1	0	2
Brochure: D	0	1	0	1
Duplicate Text block: Y	0	1	0	1
Edges: D	0	1	0	1
Edges: Y	1	0	0	1
Original Case: Y	1	0	0	1
Original custom-made four flap enclosure with tying tapes: Y	1	0	0	1
Original envelope: D	1	0	0	1
Original folder with tying tapes: D	0	0	1	1
Original folder with tying tapes: Y	0	0	1	1
Original four flap enclosure: Y	1	0	0	1
Original four flap folder with tying tapes: D	0	1	0	1
Original four flap folder: D	0	0	1	1
Original four flap folder: Y	0	1	0	1
Original Jacket: D	0	1	0	1
Original Text block: Y	1	0	0	1
Photo block: Y	1	0	0	1
Postcards: Y	1	0	0	1

Table 16.2 Yellowing/Discoloration [Damage]

Location	Minimal	Medium	High	Total
Text block	251	165	37	453
Cover	116	144	69	329
End papers	1	1	0	2
General	7	33	49	89
Spine	3	0	1	4
None	N/A	N/A	N/A	25
Original Folder	2	0	1	3
Plates	6	9	1	16
Brochure	10	33	50	93
Original Case	3	0	1	4
Original Box	3	0	1	4
Original Jacket	8	9	4	21
Edges	2	0	1	3
Original Cover	1	0	1	2
Original custom-made Box	2	0	0	2
Original folder with tying tapes	5	4	4	13
Duplicate Text block	0	1	0	1
Original custom-made four flap enclosure with tying tapes	1	0	0	1
Original envelope	1	0	0	1
Original four flap enclosure	1	0	0	1
Original four flap folder with tying tapes	0	1	0	1
Original four flap folder	7	7	9	1
Original Text block	1	0	0	1
Photo block	1	0	0	1
Postcards	1	0	0	1
Total	433	407	229	

Table 17. Cracked/Brocken joints/hinges [Damage]

Location	Minimal	Medium	High	Total
None	N/A	N/A	N/A	414
Joints	39	38	54	131
N/A	N/A	N/A	N/A	75
Inner Joints	19	14	20	53
Spine	1	7	0	8
General	1	0	3	4
Text block	0	1	2	3
Cover	0	0	2	2
Fragile Joints	0	2	0	2
Binding Fragile	0	1	0	1
Broken Joints	0	0	1	1
Case	0	1	0	1
Revise binding	0	1	0	1
Total	60	65	82	

Table 18. Abrasion/Scratches [Damage]

Location	Minimal	Medium	High	Total
Cover	123	186	226	535
Original Folder	5	8	20	33
None	N/A	N/A	N/A	30
Original Case	3	5	6	14
Edges	4	3	0	7
Original Box	0	2	3	5
Spine	3	1	1	5
End papers	0	4	0	4
Original custom-made Box	0	2	2	4
Original Jacket	1	1	2	4
Text block	2	1	1	4
Enclosures	0	1	2	3
Corners	1	0	1	2
Fore Edge	2	0	0	2
Plates	2	0	0	2
Joints	1	0	0	1
Original Cover	0	1	0	1
Original custom-made four flap enclosure with tying tapes	1	0	0	1
Original envelope	0	0	1	1
Original folder with tying tapes	0	1	0	1
Original folder with zipper	0	0	1	1
Original four flap enclosure	1	0	0	1
Original four flap folder	0	0	1	1
Original four flap folder with tying tapes	0	0	1	1
Original Jacket Cover	0	0	1	1
Postcards	1	0	0	1
Title Page	0	1	0	1
Top Edge	1	0	0	1
N/A	N/A	N/A	N/A	1
Total	151	217	269	

Table 19. Other [Damage]

Location	Minimal	Medium	High	Total
Tape on Spine	135	106	179	420
Corners bended	61	120	48	229
None	N/A	N/A	N/A	70
Corners hit	7	21	10	38
Tape on Cover	3	10	21	34
Tape on Original Folder	1	1	16	18
Staples	0	5	6	11
Tape on Original Case	2	8	1	11
Cover: Desiccated leather	1	9	0	10
Brochure: Rusted staples	0	4	4	8
End papers adhesives	1	5	1	7
Cover: Adhesive	2	1	3	6
End papers: Rust stains	1	4	1	6
Spine: Rusted Saddle stitches	0	1	4	5
Tape on Inner Joint	0	0	5	5
Tape on Text block	0	0	5	5
Edge hit	1	0	3	4
Spine: Adhesive	0	0	4	4
Tape on Original Box	0	1	3	4
Tape on Original custom-made box	1	2	1	4
Text Block: Wrinkles	0	4	0	4
Cover: Rust stains	2	1	0	3
Head Caps Wrinkles	3	0	0	3
Corner punch	1	1	0	2
Cover: Wrinkles	1	0	1	2
End papers accretion	0	2	0	2
General Ondulation	2	0	0	2
Loose paper	0	0	2	2
Loose papers: Rust stains	0	2	0	2
Original folder: Corners bended	0	2	0	2
Tape on End papers	0	0	2	2
Tape on Original four flap folder	0	1	1	2
Tape on Original Jacket	0	0	2	2
Text block: Ink Oxidation	0	2	0	2
Text block: Rust stains	0	2	0	2
Acid migration	0	0	1	1
Brochure: Rust stains	0	0	1	1
Broken Corners	0	0	1	1
Broken cotton tape	0	1	0	1
Clips on Loose Maps	1	0	0	1
Corners bended on Original folder with tying tapes	0	1	0	1

Cover accretion	1	0	0	1
Cover: Oxidize staples	0	0	1	1
End papers: Dent	0	1	0	1
End papers: Oxidation Glue	0	1	0	1
End papers: Stains	1	0	0	1
Front Cover hit	0	0	1	1
Hit on Original custom-made box	0	1	0	1
Joint: Reattach first pages	0	1	0	1
Joint: Rust stains	0	1	0	1
Label on Original four flap folder with tying tapes	1	0	0	1
Label on Spine	0	1	0	1
Lower edge accretion	0	1	0	1
N/A	N/A	N/A	N/A	1
Original box: adhesive residues	0	1	0	1
Original folder: Corners hit	0	1	0	1
Original Folder: Old adhesive	0	0	1	1
Original Folder: Unglued image	0	0	1	1
Original four flap folder: Rust stains	0	0	1	1
Paper bookmark: Stains	0	0	1	1
Paper clips	0	0	1	1
Papers glued on new papers	0	0	1	1
Pictures: Tape and adhesive	0	0	1	1
Plates: Rust stains	0	1	0	1
Rusted paper clip presence	0	1	0	1
Rusted staple presence	0	0	1	1
Spine Dry leather	0	0	1	1
Spine: Peeled	0	0	1	1
Spiral Distortion	0	0	1	1
Spiral rusted	1	0	0	1
Tape on Original custom-made four flap enclosure with tying tapes	1	0	0	1
Tape on Original envelope	0	0	1	1
Tape on Original folder Spine	0	0	1	1
Tape on Original folder with tying tapes	0	0	1	1
Tape on Original folder with zipper	1	0	0	1
Tape on Original four flap enclosure	1	0	0	1
Tape on Title page	0	0	1	1
Text block insert	1	0	0	1
Text block: Adhesive	0	0	1	1
Text block: Tape on Insect damage	0	1	0	1
Text block: Unglued image	0	0	1	1
Title page: Rust stains	0	1	0	1
Total	234	330	345	

