

Hinge Tightening

Link: <http://www.dartmouth.edu/~preserve/repair/html/hingetight.htm>

Suggested Equipment & Supplies

Adhesive (PVA)
Bone folder
Knitting needles
Weights (e.g. bag of beans or bricks wrapped in brown paper)
Wax paper
Pressing boards
Damp sponge or paper towels
Glue brush or sponge

Procedure:

1. Place the book on its tail with cover open. Expose the inside of the hinges.
2. Dip the knitting needle into the adhesive and coat. Insert the needle into the hinge area between the backbone of the book block and the spine of the case, and roll it into the joint. Be careful to put glue only into the hinge area, or the book will not open properly.
3. Lay the book flat and bone in the hinge on the outside cover of the book. Apply pressure with the bone, but be careful not to tear the bookcloth (cover). Immediately wipe away any glue that oozes through the bookcloth with a damp sponge or paper towels.
4. Repeat steps for the other hinge.
5. Place wax paper between the folds of both front and back endsheets. Center the book block between the covers.
6. Place the book cover down on a hard clean surface. Place a knitting needle on top of each hinge. Place a clean board over the book and a brick on top of the board. The brick should be aligned with the hinge of the repaired book.
7. Let repair dry for thirty minutes.

Torn pages--Two Approaches to Repair

Link: <http://www.dartmouth.edu/~preserve/repair/html/tornpages.htm>

Suggested Equipment & Supplies

Archival document repair tape
Adhesive (methyl cellulose or wheat paste)
Scalpel or x-acto knife
Micro-spatula
Japanese paper
Tweezers
Press board
Wax paper
Weights
Small brush
Q-tip

Using Archival Repair Tape:

1. Small tears and those that must be mended quickly may be repaired with archival document repair tape. Use only as much as is necessary to cover the tear. While using the archival document repair tape is quick, a major disadvantage is that it often does not adhere well. You may need to use a warm tacking iron covered by a light blotter paper to set the repair tape. Paper tears mended with archival repair tape will never be as strong or last as long as those repaired with Japanese paper and methyl cellulose or wheat paste.

Using Japanese paper and a starch paste:

- 1.** On a small place in the book test the ink solubility by lightly brushing text with a wet Q-tip. Let it soak in very briefly, and then blot. If the ink runs or fades, do not use this method to mend a tear. See Using Archival Repair Tape. If the ink appears stable proceed with the mend.
- 2.** Support the book by opening it to the page needing repair and resting the remaining part of the book against two covered bricks or other books. The book will form an L with the repair page parallel to the work surface. Put a piece of wax paper between the page to be repaired and the next page in the book.
- 3.** Use a little water to tear a strip of Japanese paper, along its grain, approximately 1/2 inch wide and slightly longer than the tear. Lay the strip on a sheet of wax paper and paste, brush from the center out. Using tweezers gently lift the strip and center it over the tear. Use the micro-spatula to gently work the strip into the correct position. Place a piece of wax paper over the mend.
- 4.** Leaving the wax paper in place put a piece of press board and a small weight on top of the repair and let dry for at least one hour. If the tear extends to the edge of the page, the mending strip should be trimmed to 1/8 inch over the page edge. Add paste to the extended mend strip edge and fold it over the other side of the page. Repeat drying procedure.

Tip-ins – Replacing loose pages

Link: <http://www.lib.rochester.edu/index.cfm?PAGE=3242#f>

Tip-ins are loose leaves that must be inserted into a bound volume. They are usually errata slips, tables of contents, indexes, or replacement leaves for those that have been lost, cut, torn out, or misprinted.

Single leaves are easily tipped in, but judgment must be used when tipping in a number of leaves. If the inserted material is too thick, it will strain and possibly damage the binding. It is not possible to issue an absolute rule with regard to the maximum number of leaves that should be tipped in because the thickness and condition of paper varies. A very general guideline is 10 leaves. If a large number of leaves are missing from a book, replacement, reproduction, or commercial binding may be necessary.

PROCEDURE FOR TIPPING IN SINGLE LEAVES

Materials: Adhesive, small brush, sanding block, ruler, Japanese paper or archival paper, bone folder, waste paper, waxed paper, pressing board and weight.

1. Put the tip-in on a waste sheet. Place another sheet of waste on top aligned with the score mark. This exposes only the area that you want to receive adhesive. Glue/paste out the stub.
2. Position the tip-in as far into the gutter of the book as possible. Using a bone folder, gently rub down the tip-in (through waxed paper).
3. Place clean waxed paper into the book on either side of tip-in to protect adjacent leaves from cockling.
4. Close the book and let it dry under a weight before removing the waxed paper.
5. When dry, trim the tip-in as necessary

PROCEDURE FOR HINGING SINGLE LEAVES FOR TIP-INS

In cases of brittle/fragile paper or narrow margins, a tip-in may have to be hinged with a strip of Japanese paper.

1. Trim the tip-in to size, as above.
2. TEAR a strip of Japanese paper (selected for its appropriate weight and color) about ½ " wide and just longer than the tip-in.
3. Using waste paper, mask out the tip-in so that only about 1/8" of the gutter edge is exposed and apply paste to it. Remove the waste sheets. Place the strip of Japanese paper over the pasted area.
4. Rub down gently, sandwich between polyester webbing and blotters and place beneath boards and weights until dry.
5. When dry, trim the excess tissue at the head and tail. Fold the Japanese tissue along the edge of the tip-in, creating a V hinge or guard.
6. Paste out the hinge area only, remove waste, position the hinge as far into the gutter as possible and gently rub down.
7. Place waxed paper into the book on either side of the tip-in to protect adjacent leaves. Let dry under weight.