

BOOK PROBLEMS

Determine whether the book is defective or needs repair.

1. **Defective books** are usually covered by warranties:

If a book needs to be replaced, send the following information to your Area Media Specialist. It can be found in the copy editor part of the marc record.

Name of School

Title

Vendor

PO Number

Acquisition Date

2. **Damaged books.** If you can repair the book, do so. If the book is beyond repair or costly in time and materials to repair, place it in a box labeled "Consider for Discard." Your Area Media Specialist will review the books in this box. The book title may be placed on a request sheet if it is worthwhile to replace the book.

It is strongly recommended that you view videos #12319 and #12320 on correct book repair methods. Your Area Media Specialist can check these videos out for you from the district collection.

Suggestions for Book Repair Kit:

Hinge tape

Bones

Book glue (Norbond)

Undo sticky cleaner

Book cleaner

H rubber bands