### Registration #

**Jira**

*Photodoc ☐ Yes*

### Description

**BINDING**

- ☐ original binding
- ☐ not original binding
- ☐ dimensions

**Covering materials**

- **Leather**
  - ☐ full
  - ☐ quarter
  - ☐ half
- **Vellum**
  - ☐ full
  - ☐ quarter
  - ☐ half
  - ☐ limp
  - ☐ over boards
- **Paper**
  - ☐ full
  - ☐ quarter
  - ☐ limp
  - ☐ over boards
- **Cloth**
  - ☐ full
  - ☐ quarter
  - ☐ half

**Notes:**

### TEXT TO COVER ATTACHMENT

- ☐ laced-in boards
- ☐ laced case
- ☐ case binding
- ☐ other

**Notes:**

### TEXTBLOCK

**Sewing**

- ☐ unsupported
- ☐ supported
- ☐ textile
- ☐ leather
- ☐ paper
- ☐ vellum
- ☐ all along
- ☐ abbreviated
- ☐ other
- ☐ single raised cords/thongs
- ☐ double raised cords/thongs
- ☐ recessed cords
- ☐ tapes

#
Notes:

Endbands
☐ sewn ☐ stuck on ☐ laced-in

Spine linings
☐ adhesive only ☐ parchment ☐ textile ☐ paper ☐ hollow tube
☐ not visible ☐ other

Notes:

Condition

PAPER
☐ leaves torn
☐ leaves detached:
☐ leaves creased
☐ dog ears
☐ leaves missing
☐ water damage
☐ mold damage
☐ previously repaired
☐ tape/type
☐ iron gall ink problems

TEXTBLOCK
☐ adhesive binding failing
☐ sewing ☐ broken ☐ loose
☐ sewing supports broken
☐ spine linings deteriorated
☐ endbands ☐ broken ☐ loose ☐ missing
TEXT TO COVER ATTACHMENT

☐ boards weakly attached ☐ front ☐ back
☐ boards detached ☐ front ☐ back
☐ hinges split ☐ front ☐ back:

BINDING

☐ previously repaired
☐ corners ☐ broken ☐ soft ☐ missing
☐ covering material damaged/deteriorated
  ☐ torn ☐ missing areas ☐ lifted
  ☐ leather powdery ☐ water damage ☐ other

Notes:

Treatment

PAPER

☐ dry clean ☐ vinyl eraser ☐ other
☐ vacuum mold
☐ wash
☐ deacidify ☐ calcium hydroxide ☐ Bookkeeper ☐ other
☐ size: _
☐ remove tape solvents used:
☐ mend paper ☐ wheat starch paste
☐ fill losses

Notes:
TEXTBLOCK
☐ lift cover of spine  ☐ at head and tail  ☐ full spine  ☐ other
☐ clean spine  ☐ at head and tail  ☐ full spine  ☐ other
☐ reattach loose leaves  ☐ paper  ☐ wheat starch paste  ☐ stab sewn

Notes:

LEAF ATTACHMENT/SEWING
☐ repair failing adhesive leaf attachment
☐ mend sewing
☐ resew
  ☐ unsupported  #
  ☐ supported  #
    ☐ cords  ☐ tapes  ☐ tawed
    ☐ single  ☐ double
    ☐ recessed  ☐ flattened
☐ supported kettle
☐ all along  ☐ abbreviated
☐ repair endbands:  ☐ sewn  ☐ stuck on  ☐ laced-in

Notes: with Japanese paper and wsp hinge front fly and frontispiece

SPINE LININGS

<table>
<thead>
<tr>
<th></th>
<th>head and tail</th>
<th>full spine</th>
<th>wheat starch paste</th>
<th>pva</th>
</tr>
</thead>
<tbody>
<tr>
<td>first spine lining of Japanese paper</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>cotton cloth with hinge/joint extensions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>airplane linen with hinge/joint extensions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Jpn paper over cloth hinge/joint extensions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>paper with hinge/joint extensions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>paper (on spine only/no hinge extensions)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
Notes:

☐ hinges added ☐ paper ☐ cloth ☐
☐ sewn around first and last sections
☐ adhered at shoulder and board edge only ☐ wheat starch paste ☐ pva
☐ stab sewn

☐ new endpapers ☐ paper ______________________________________
☐ sewn ☐ tipped ☐ hinged/guarded

Notes:

TEXT TO COVER ATTACHMENT
☐ reattach boards ☐ front ☐ back
☐ hinge/joint extensions from spine linings
☐ cotton ☐ linen ☐ western paper ☐ Japanese paper
☐ Japanese paper hinge ☐ western paper hinge
☐ reback ☐ paper ☐ cloth ☐ leather

Notes:

COVER
☐ new cover ☐ materials __________________________________________
☐ consolidate corners with wheat starch paste
☐ rebuild corners
☐ recover corners ☐ Japanese paper ☐ cloth ☐ other _______________________

☒ leather treated with: ☐ Klucel-G ☐ Cellugel (hydroxy propylcellulose; isopropanol)
☐ repairs treated with: ☐ SC6000 wax ☐ Renaissance/microcrystalline wax

Notes:
### COLORING

<table>
<thead>
<tr>
<th></th>
<th>Colored Pencil</th>
<th>Artist’s Acrylics in mc</th>
<th>Gouache in mc</th>
<th>Watercolors</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>paper mends in text</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Japanese paper in joints</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>endpapers</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>hinges</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>rebacking material</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>covering material</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>leather</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Notes:**

☐ Recommendations for future care:

**Notes:**

**Overall treatment notes:**

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Examination and Treatment Performed By:

Date:

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Short title: Registration #
Publication date: Jira #
Photodoc □ Yes Video □ Yes
File name:

DESCRIPTION

BINDING

TEXT TO COVER ATTACHMENT

TEXTBLOCK
Sewing
Endbands
Spine linings

CONDITION

PAPER

TEXTBLOCK

TEXT TO COVER ATTACHMENT

BINDING

SUMMARY OF PROPOSED TREATMENT: ESTIMATED TREATMENT TIME:
TREATMENT

PAPER

TEXTBLOCK

LEAF ATTACHMENT/SEWING

SPINE LININGS AND TEXT TO COVER ATTACHMENT

<table>
<thead>
<tr>
<th>Material</th>
<th>Extended</th>
<th>Head &amp; Tail</th>
<th>Full spine</th>
<th>Paste</th>
<th>PVA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st lining</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd lining</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>hollow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd lining / Board attachment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COVER

COLORING

<table>
<thead>
<tr>
<th>Material</th>
<th>Colored pencil</th>
<th>Acrylics wash</th>
<th>Acrylics in MC</th>
<th>Gouache wash</th>
<th>Gouache in MC</th>
<th>Watercolors</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paper mends in text</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Guards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Japanese paper in joints</td>
<td></td>
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</tr>
<tr>
<td>Endpapers</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Hinges</td>
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<td></td>
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<tr>
<td>Rebacking material</td>
<td></td>
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<tr>
<td>Covering material</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
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</tbody>
</table>

NOTES:

Overall treatment time:
Over ______ days.

Examination and Treatment Performed By:

Date:

July 2018