



Spring 2005

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The Libraries' Information Connection

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The End of Another Academic Year *Haven*

Heart of the

Those of us who work in academic libraries love the end of the spring semester. The whole place is teeming with activity – students enthusiastically bustling about to finish papers, pull group projects together, and study for finals. First year students are showing more confidence, and seniors are standing tall in anticipation of their entry into their careers. Of course, spring fever generates a few pranks we could all live without, and the stress can make students a little testy on occasion, but on balance the energy is positive and infectious. The end of April helps us all remember what it feels like to be 20 and on the verge of summer vacation.

The library plays many important roles at this time of year. Reference librarians help students find the perfect quote or statistic to make a point in their research paper. People at the media services desk make sure that students are ready with the visual images, music clips, and equipment they need to do a PowerPoint presentation in class. In technical services, we respond to requests to, for example, rush process a new book that is just what a student teacher needs in her elementary class this week. At the circulation desk, we make sure graduating seniors don't have any outstanding fines or lost books to resolve before commencement.

On May 7 the library will join the faculty in breathing a sigh of relief that we survived another academic year, and that we have a little time to catch up before the summer session begins. The truth is, though, that we miss the students during intercession, and eagerly await another busy opening day of the semester!



Librarian's Role in Preparing for Accreditation

Brenda Corman

Is your program preparing for accreditation or reaccreditation? If so, read on. Though requirements vary from discipline to discipline, all accreditors look for a program that has strong information resources. By contacting your librarian liaison early in the process of accreditation, you can ensure that that aspect of the process goes smoothly. Your liaison will meet with you and discuss the type of documentation that is necessary for your program. We can supply information about electronic databases, online and print journals, reference works, and the general book collection. We can review current information resources for your discipline and create a plan to enhance the collection. We can also update you on the latest library services, such as access to materials in other libraries through E-Zborrow. Finally, we will discuss ways to improve the information literacy skills of students in your discipline. When the paperwork is finished and the accreditation team arrives, we are available to meet with the team and explain in detail the many collections and services available to LHU students, faculty and staff.

From Part time Job to Career Choice: Becoming a Librarian

Bernadette Heiney

In August 2001, Kristen Rook arrived on campus as a freshman political science major. Her goals at the time included earning her BA in Political Science and attending law school. Like many of her peers, Kristen's financial aid package included work study hours that would fund a part-time job on campus. As Kristen recalls, finding a job on campus was her primary concern and it did not really matter what department that job was in. She applied for several positions and was hired at the library, not knowing at the time how significant this decision would be to her future. Throughout the next four years, Kristen worked as a student library assistant for both Rick Lilla and Bernadette Heiney. Her primary responsibilities have ranged from assisting with the Library's website, reference computers and instruction room to providing help with the University Archive and Display Areas. According to Kristen, "I never felt like a student worker. With each new project I was given more responsibilities and was able to offer more input towards the final project. The atmosphere within the library and amongst the staff has made my experience here very memorable." Currently, Kristen is waiting for acceptance letters from Drexel, Rutgers, and Long Island University before she makes her final decision as to where she will be attending library school. We wish her well and will miss her here at Stevenson Library!



Caring for Older Books

Joby Topper and Cheryl Hartman



Are you wondering how to preserve those old books you just discovered in the attic? Here are some tips:

Check immediately for dust, mold, and insects

Put on a dust-mask and gloves and examine the books in a well-ventilated area, preferably outdoors. Look carefully for dust, mold, and insect infestation.

Removing dust

Dust the books with a soft-bristled brush or a soft, clean cloth. Keep the book tightly closed and wipe away from the spine toward the fore-edge. If you wipe in the other direction, the dust will get trapped in the spine.

Removing mold

Mold must not be dealt with lightly. Mold will eat and discolor books and will often leave an unpleasant odor. And above all, **some molds are highly toxic. For this reason, never handle books that may be moldy without wearing an OSHA-approved particle mask and gloves.** If you discover mold on your books, whether it is active (the mold looks wet and slippery or soft and fuzzy) or inactive (the mold looks dry and powdery), remove the books to a safe, isolated place and consult a book conservator. Cleaning and repairing books is the conservator's business. To find a conservator in your area, go to the website of The American Institute for Conservation of Historic & Artistic Works (<http://aic.stanford.edu/>) and click on "To Find a Conservator." Read the guidelines, complete and submit the request form, and select a conservator from the resulting list.

The bottom line is that you should not add books to your home collection until they are mold-free. Mold can spread very quickly. If any of your books are badly molded, you might want to consider discarding them rather than risk infecting your entire collection, not to mention risk your and your family's health.

Removing insects and other pests

Insects, worms, and other pests eat books and, like mold, can quickly infest a collection. If possible, capture one or two of the tiny culprits so that you can later show them to a conservator or to an entomologist for identification. Identification of the pest can indicate the level of danger to your collection. If the infestation is severe, the conservator will probably recommend fumigation. If relatively few books are affected, the conservator will most likely freeze the books and thereby kill the pests. In either case, it is best to have a conservator take care of the problem.

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Create a safe and stable environment

Now that your books have been screened for dust, mold, and pests, the next step is to create a safe and stable environment for them. Follow these general guidelines:

- Keep the air temperature in the room constant at 65-70° F. Keep the relative humidity as close as possible to 50 %. Books are made of organic materials such as paper, leather, cloth, and glue and are therefore vulnerable to fluctuations in light, temperature, and humidity. A room with an air temperature and relative humidity level over 70 is a perfect breeding ground for mold. Also, moisture attracts pests: insects, worms, and mice need water as well as food.
- Use curtains or shades to limit your books' exposure to sunlight, and keep the lights turned off when the room is not in use. Sunlight and fluorescent light contain high levels of ultraviolet (UV) radiation. UV rays cause fading and accelerate a book's deterioration by breaking down the fibers in the paper.
- Clean your bookshelves with Lysol to kill any existing fungi and molds and to decrease the chance of future growth. Make sure the shelves are dry before shelving your books.
- If you paint your bookshelves, don't use a latex paint. It will sometimes stick to the books. If you don't know what kind of paint is on your bookshelves, put down a layer of acid-free shelf paper as a precaution.

Shelve, handle, and repair your books with care

- Place your books upright on the shelf and snug against one another, but not so tightly that you can't easily pull them from the shelf.
- When you pull a book from the shelf, push in the neighboring books, grasp the book near the middle of its spine, and pull outward. If you pull a book from the shelf by the cap of its spine, you risk tearing it.
- If you have books taller (or wider) than about 16 inches, lay them flat. Shelving these oversized books upright may warp their spines. As a general rule, don't stack more than two or three on top of one another. Otherwise, you might crush the binding of the bottom book.
- Never shelve a book spine-up, fore-edge down. This puts excessive stress on the spine and could result in a tear.

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- Before handling your books, wash your hands. Most book-stains are created by dirt and oil from users' hands.
 - Remove newspaper clippings, letters, dried flowers, and the like from your books. These items will stain the pages. If you choose to keep them inside the books to preserve their sentimental value, put the clippings, letters, and flowers in acid-free envelopes.
 - If your books are damaged, resist the urge to repair them yourself. Instead, use flat cloth or ribbon to tie a loose book together until it can be properly repaired by a book conservator. You can also put the damaged book in an acid-free box for extra protection.
 - Acid-free boxes aren't just for books already damaged. You might want to put your fragile, most valuable books in acid-free boxes as well. A conservator can construct a drop-spine (or clamshell) box to perfectly fit your book so that it is adequately supported and protected on your shelf.
 - Think twice before rebinding your older books. If you plan to someday sell them, be aware that most rare book dealers will pay more for a book in its original casing—even if stained and loose—than they would for the same book newly re-bound.

Conclusion

Although the title of this article is "caring for *older* books," the aforementioned guidelines apply to books of all ages. However, please bear in mind that we have mentioned only the basics of book care. There are excellent resources available on the Web that provide additional information. Read as much as you can before you bring down those boxes of dusty books from the attic.

Sources:

- American Institute for Conservation of Historic & Artistic Works (AIC). *Caring for Your Books* (<http://aic.stanford.edu/library/online/brochures/books.html>)
- Association of College & Research Libraries (ACRL), Rare Books & Manuscripts Section. *Your Old Books* (<http://www.rbms.nd.edu/yob.shtml>)
- Horton, Richard. *Protecting Books with Custom-fitted Boxes*. Northeast Document Conservation Center: Storage and Handling, Section 4, Leaflet 5 (<http://www.nedcc.org/plam3/leaf45.htm>)
- Library of Congress. Care, Handling, and Storage of Books (<http://www.loc.gov/preserve/care/books.html>)
- Library of Congress. *Frequently Asked Questions on Preservation* (<http://palimpsest.stanford.edu/mirrors/faq/loc/presfaq.html>)
- Northeast Document Conservation Center. *Caring for Your Collections* (<http://www.nedcc.org/>)
- Yale University, Sterling Memorial Library. *Notes on Shelving Procedures* (http://www.library.yale.edu/smlcirc/stacks/shelving_definitions.html)

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THE LIBRARIES'
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welcomes feedback
or suggestions from
its readers.

Please contact the
Stevenson Library
Office at
cward@lhup.edu or
(570) 893-2310

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LHU Libraries Celebrate National Library Week

Stephanie Kulas and Bernadette Heiney

National Library Week was celebrated this year during the week of April 10th through April 16th. Students, faculty and staff visited the Clearfield Library throughout the week and stopped in on Wednesday, the 13th to enjoy snacks and refreshments while helping to celebrate National Library Week. Old and new library friends took the opportunity to view our new books and equipment, and to register to win a Lock Haven University sweatshirt. The winner, Diane Cartwright, is one of our nursing students. In addition to the sweatshirt, the 50 first entries received a magnetic “things to do” notepad.

The staff at Stevenson Library observed the week by decorating the library with posters, book kites, and balloons. A “Count the Candy” contest was also held where library patrons were invited to guess how many starburst candies were in the jar. Pictured is the winner, Geoff Whitworth with his friend, Kevin O’Toole. With a guess of 982 candies, he was closest to the 975 candies that were in the jar! As a prize, he got to keep the candy!



What’s New – The Clearfield Library has added resume making software, a clip art package and Easy Media Creator 7 software to the media room computer. Students preparing presentations or getting ready to job hunt will hopefully find these new additions useful.

