

**Yale University Library  
Preservation Department**

**How Do I Send Damaged Books/Collections to Preservation Services at 344 Winchester?**

1. Collect volumes to be bound/boxes/reviewed and place in a Library delivery tote/crate; use paper or bubble wrap to pad out the tote if needed. Totes/ crates can be ordered from staff in Library Collections Services (e.g. Eli Express, LSF).
2. Charge each volume to a pseudo patron that indicates that the volume is going to Preservation; each library/ collection is responsible for getting a pseudo patron card from Access/ Public Services.

NOTE: this step is optional – the items are charged to Preservation Department pseudo patrons soon after their arrival for tracking purposes.

3. Place a large, printed note inside the box that says "To: Preservation Department 344 Winchester." Do not use tape to tape the note to the books.
  - a. If you use a tote with a lid, please tape the note to the lid of the tote.
4. Arrange for the tote/crate to be delivered to the Preservation Department through Library Collections Services (e.g. Eli Express, LSF).