

Binding, CoLibri Binding & Book Jacket Retention Policy

| Collection | Bind or CoLibri Bind Paperbacks? | Dust Jackets retention |
|----------------------------|---|---|
| Archives Rare Books | Colibri bind all paperback books. | CoLibri bind all books with the jackets. |
| Dornish | Do not bind. | Keep dust jackets, but do not adhere them to the book. |
| CMC PA Doc Reference | Do not bind. | Discard dust jackets. |
| Library Science | Send all paperbacks to the bindery except for some Dornish gift books with multiple copies. | CoLibri bind with dust jackets. |
| Main | Colibri bind all paperback books except for computer books. Special case: PA Collection. Send to bindery. | Discard dust Jackets. Special cases: Biographies. Keep and CoLibri bind with the jacket if it is the only source of a photo or portrait of the biographee. |
| Oversized | Send paperback books to the bindery if the book is particularly unwieldy or fragile or part of the PA Collection. Otherwise Colibri bind. | Discard dust Jackets. Special cases: Biographies. Keep and CoLibri bind with the jacket if it is the only source of a photo or portrait of the biographee. |
| Rental books | Not applicable | Tape dust jackets to the book. |

March 31, 2022 (M. Weber)