



*Book Criteria and Condition Evaluation
Reference Guide For
Non-Destructive Scanning*

Document #: ND-407
Revision: V - Draft

Disclaimer:

All information presented in this document is confidential and the property of Google, Inc. Dissemination of all or any of this material is not allowed.

TABLE OF CONTENTS

I. Revision History:	4
II. Introduction:.....	6
III. Definitions	7
A. Book Part Definitions.....	7
B. Symbol Definitions	11
IV. Book Condition Reference Guide.....	12
A. Book Binding Conditions	12
1. Inner Joint Condition Scale Examples.....	15
2. Outer Joint Condition Scale Examples	23
3. Text Block Condition Scale Examples	32
4. Book Opening Condition Scale Examples.....	44
B. Book Page Conditions.....	48
1. Testing	49
2. Brittle Page Condition Scale Examples.....	53
3. Torn Pages Condition Scale Examples.....	58
V. Book Criteria & Condition Evaluation Quick Reference Table	63
VI. Acceptable Book Condition for Scanning & Criteria for Partner Libraries.....	64
Google	64
BCUL (Bibliothèque Cantonale et Universitaire – Lausanne)	64
BNC (Biblioteca de Catalunya).....	65
BSB (Bayerische Staatsbibliothek)	65
CIC (Committee on Institutional Cooperation).....	65
GENT (Universiteitsbibliotheek Gent)	66
HVD (Harvard University Library).....	67
LoC (Library of Congress).....	67
NYPL (New York Public Library)	68
OXFD (Oxford University Library).....	68
PRNC (Princeton University Library)	69
STNF (Stanford University Library)	69
UC (University of California Libraries)	70
UCM (Universidad Complutense de Madrid).....	70
TXU (University of Texas).....	71
UVA (University of Virginia).....	71
VII. Index to Pictures and Tables	72

I. Revision History:

Rev	Date Revised	Updates
A&B	2005-12-28	Outline Review with Alexander & Doug. Received doc from Faisal.
C	2006-01-06	Conferred with Todd and revamped condition criteria and scale. Eliminated one degree of condition discernment.
D	2006-01-11	Reformatting some pages for easier readability.
E	2006-01-26	Conferred with Doug. Plan to add more color indicators to criteria to scan in addition to logos for scanning.
F	2006-02-08	Conferred with Sami for feedback and will be reviewed by Helen for additional feedback.
G	2006-02-13	Shared the guide with the Site Mgrs via the conference call.
H	2006-02-15	Alexander reviewed document with Werner Haun, Conservator for the Library of Congress, and established the ND scanning tolerance levels for the LoC.
I	2006-02-22	Alexander reviewed document with Ben Bunnell, who provided feedback from Shannon Zachary, the Conservator at the University of Michigan. She established the ND scanning tolerance levels for the University of Michigan.
J	2006-03-01	Including information to relate physical reference set to condition guide.
K	2006-03-13	Included comments from Cathy Aster, the Conservator, and Cathy Tierney from Stanford via conference call.
L	2006-04-04	Included second round of comments from Cathy Aster at Stanford and first round of comments from Oxford. Two outstanding issues are handling Pamphlets and Leather Bound books.
M	2006-04-06	Huw and Ben spoke with David Howell, conservator for Oxford, and received feedback on the document which has been incorporated.
N	2006-04-10	Included comments from Sue, Jan (Preservation), Ethel (Conservator) and Dale, from Harvard. Focused primarily on the Book Joint and Text Block for agreement. Requires additional call for Brittle Page and Torn Page.
O	2006-04-21	Spoke with Helga from NYPL, the conservator and John Baylor, the project manager for NYPL and received feedback from both.
P	2006-05-16	Added suggestions from Harvard.
Q	2006-06-22	Updated pictures to reflect Harvard suggestions. Added secondary Brittle Page test.
R	2006-07-06	Included feedback from Harvard via conference call and updated acceptable tolerance levels. Included definition for symbols.
S	2006-09-03	New input from Harvard: Page 15, Table VI.11-IJ Condition B: green check Page 25, Table VI.39 - TB Condition C: green check Page 32, Table VI.53 BP Condition 2: green check. Corrected Page 13 Table VI.7 OJ:C verbiage. Added Section V. A. Book Size Criteria.
T	2006-10-18	Added UC's set of condition specifications to the document. Added Special Conditions (Broken Goblet) for Harvard regarding BP:3 and TP:2

U	2007-06-19	Added UT, UVA & UW set of condition specifications to the document
V	2008-03-30	<ul style="list-style-type: none"> - Removed sections on "Specimen Kit", "Book Size Criteria", "Book Language," Public Domain and Copyright Criteria", "Other Criteria", "Guide to Predicting Anticipated Changes in Book Condition Levels from ND Scanning", "Procedures for ND Scanning at Each Book Condition Level" - Added descriptions and example pictures for vellum and leather bindings. - Added a new criterion on Book Opening was added. - Condition Scale Summary Tables updated - Book Joints, Text Block, and Book Opening introduction defined. - Book Page Conditions defined. - Primary Brittle Page Test redefined to be performed 1/3 into the book on bottom corner. - Brittle Page condition level 3 updated to state "Breaks do not invade text". - Torn Page condition level 1, 2 & 3 updated to include statement "There is a reasonable expectation that pages can be turned without causing further damage" - Added condition specifications for BCUL, BNC, BSB, GENT, UCM

II. Introduction:

This document provides comprehensive guidelines for the:

- Evaluation of book condition at any stage in the selection and scanning process against an objective scale.

- Identification of the acceptable, agreed-upon scanning book condition levels for each partner library.

This reference guide provides descriptions and picture examples of various conditions of typically, western binding types. Although there are many binding types not depicted herein, the same guidelines apply as applicable. This guide cannot possibly depict illustrations of every type of book binding. When other binding types are encountered within the scope of Google Book Search scanning operations, this guideline may be updated if the properties of those binding styles are unique and do not fit into the current descriptions.

The intended audiences of this document are Library Partner Staff, Site Leaders, Site Supervisors, and Material Handlers who may use this document as part of evaluation and training for evaluating books.

The audience is reminded always to exercise good care and handling of all library materials. Given the damaged and fragile nature of many of the items approved for scanning, it is essential this document be considered in the broader context of good care and handling practices.

Helping to prevent further damage from occurring by handling materials according to preservation procedures in the Google Standard Operating Procedure: Book Handling Guide (Document #GEN-901), and through training provided at each facility goes hand-in-hand with all book scanning operations.

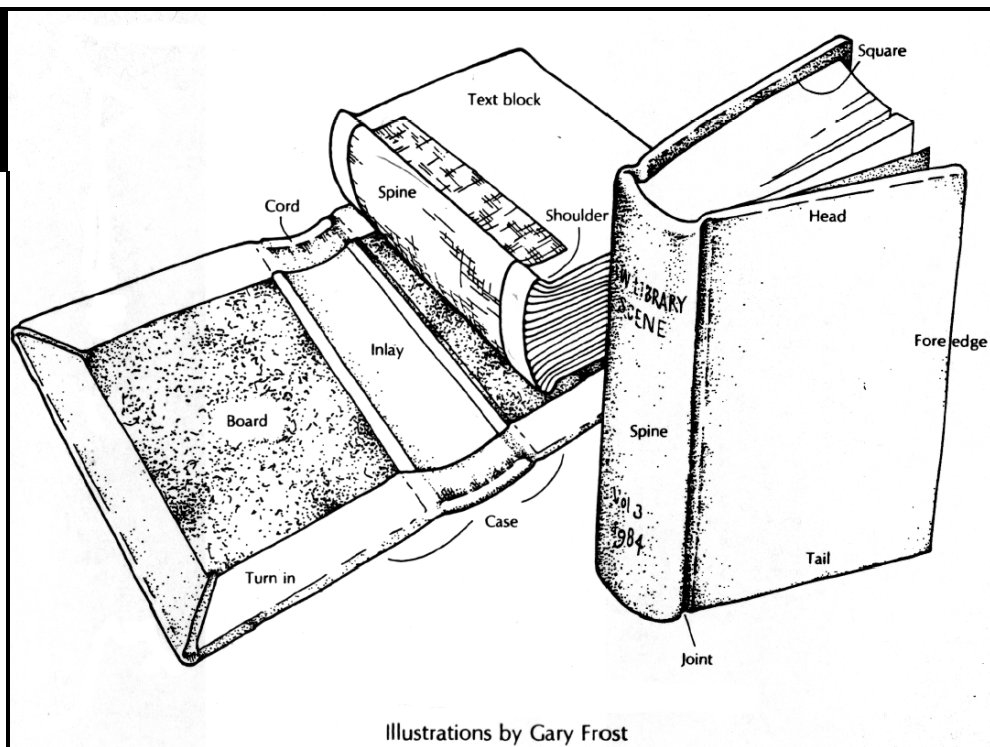
III. Definitions

A. Book Part Definitions

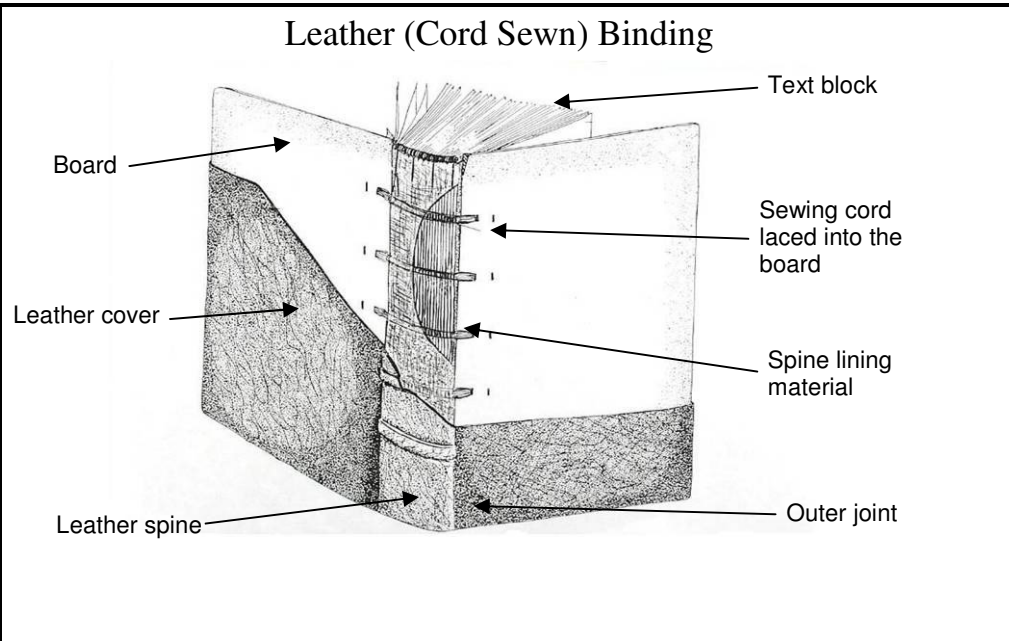
This section contains definitions and diagrams for the parts of a case bound book used in the evaluation of its condition.

1. **Text Block:** The pages of the book and the means of attaching them together, making up the unit to be bound.
2. **Case or Cover:** A book cover that is attached to the text block and protects it.
3. **Binding (or page attachment):** The method of securing the leaves of a text block so as to keep them in proper order and to protect them (e.g. sewn, laced, adhesive, stapled, etc.)
4. **Text Block Shoulder:** the vertical edge of the text block.

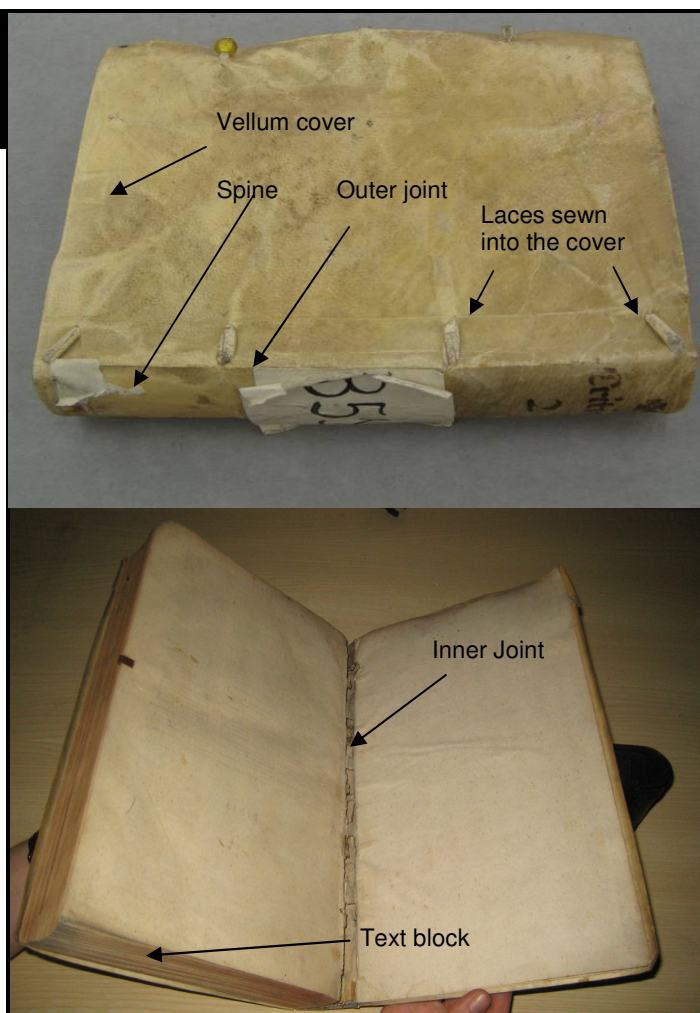
**Picture 1 -
Book
Diagram:
Cloth-Based
Binding**



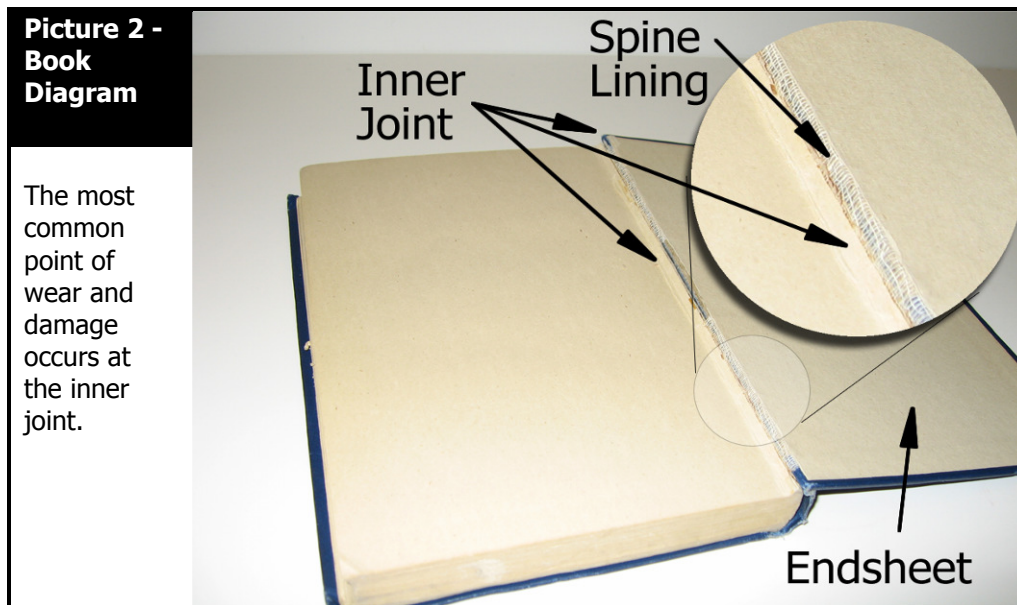
**Picture 2 -
Book
Diagram:
Leather
Bound Books**



**Picture 3 - Book
Diagram: Vellum-
Based Binding**



5. **Spine:** a) The part of the book cover that connects the front and back boards. Also b) the bound edge of the text block.
6. **Inside Joint (also called the Hinge):** Located inside the front and back cover where the cover is joined to the text block.
7. **Spine Lining:** The material (fabric or paper) that is adhered to the spine of the text block and the inside front and back boards
8. **Endsheet:** A folded sheet of paper, one half of which is adhered to the inside surface of the front (or back) board or covers: this refers to books that do not have boards, like vellum, where endsheet is directly pasted/applied to the inside of the cover itself., the other half of which hinges freely between the board and the text block.

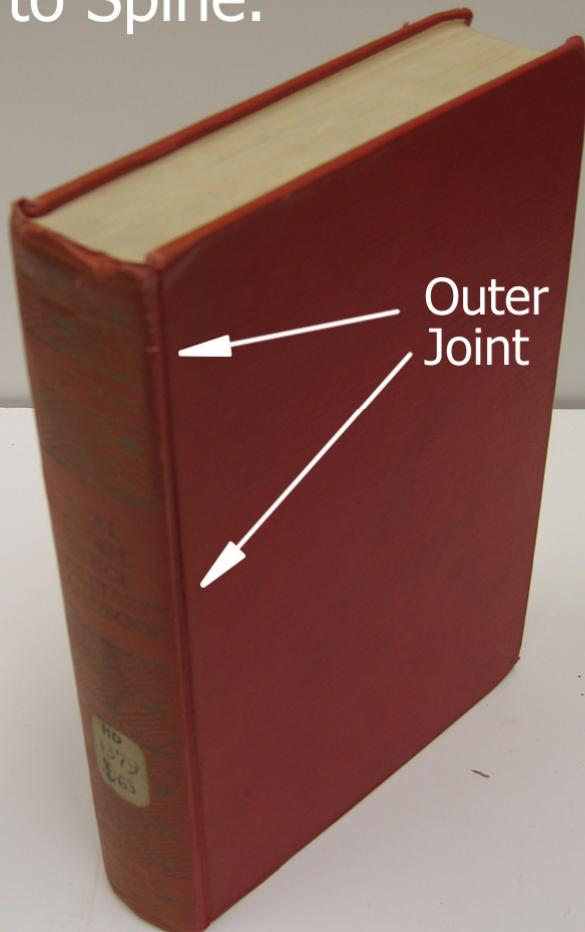


9. **Outer Joint:** Location on the outside cover where the board or binding material is joined to the spine.

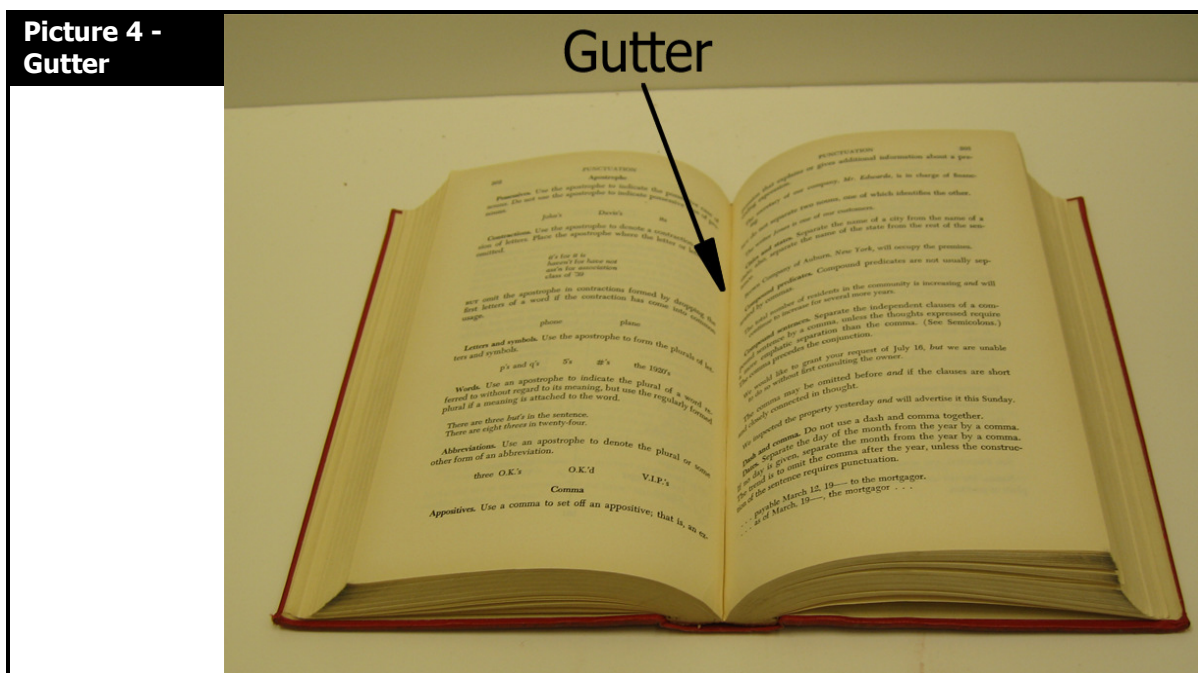
**Picture 3 -
Outer Joints
Case to Spine**

This is the
front Outer
Joint at the
Case in good
condition.

Outer Joint.
Case to Spine.






10. **Gutter:** The area along the binding edge, between any two pages.



B. Symbol Definitions

This section contains definitions of the symbols used in this document.

1.  **Ok to Proceed:** Ok to scan book or perform procedure.
2.  **Possible Special Handling:** If necessary, special equipment, procedures, or personnel may be used to adhere to the standards specified for each condition level and accepted by the partner.
3.  **Do not Proceed:** Do not proceed with either scanning the book or performing the procedure.

IV. Book Condition Reference Guide

A. Book Binding Conditions





This section defines Book Condition based on three criteria: the condition level of the Book Joints, Text Block, and Book Opening.

1. The **Inner Joints** are the areas from the endsheets to the Text Block.
2. The **Outer Joints** are the areas from the covers to the spine and along the spine.
3. The **Text Block** or Book Block is everything between the covers of the book including the endpapers.
4. **Book Opening:** Note that this criterion is typically only a consideration for stiff-board books. The action of a stiff-board binding comes partly from its spine and partly from its joints. How well it opens is a factor of the flexibility in the combination of the two. If a book has both stiff joints and a stiff spine it will not open without causing damage to the book. There must be a balance between the two. In some books the joints act independently of the spine; in others, moving the joints will move the spine.

Joint, Text Block, & Book Opening





Condition Scale Table

Table 1 - Joint, Text Block, and Book Opening Condition Scale

← Best ————— Worst →			
A	B	C	D
			
<p>- No cracks or tears in Endsheets at the inner joint or very minor cracks or tears. For stitched or cord sewn books, inner cords or laces are either not visible or slightly visible and firmly in place.</p> <p>- And -</p> <p>- Endsheets attached firmly to text block and case.</p>	<p>- Spine lining partially exposed or partially torn but not more than 50% of the length of the inner joint (front or back). For stitched or cord sewn books cords or laces are beginning to show, but are intact.</p> <p>- And -</p> <p>- Pages can be turned without further damage to joint.</p>	<p>- Spine lining at either front or back endsheet more than 50% detached from text block. For stitched or cord sewn books, front/back covers are visibly loose due to at least one cord or lace loosening, straining, or tearing.</p> <p>- Or -</p> <p>- Turning pages may cause further separation in the joint.</p>	<p>Spine lining at either front or back of book completely detached from text block. For stitched or cord sewn books, the text block shoulder is completely visible and front/back covers are completely disconnected due to more than one broken cord or lace.</p> <p>- Or -</p> <p>The case is detached from the text block.</p>
<p>- Very minor or no cracks or tears in outer joint. For leather books some cord bands may be exposed, but the spine is connected to all cords. For vellum books, where the laces join the cover the binding is firm.</p> <p>- And -</p> <p>- Spine attached firmly to front and back cover.</p>	<p>- Spine is more than 25% separated from the cover, but still attached. For leather books, endcaps may be tearing down spine and outer joints are somewhat detaching from spine and cord bands. For vellum books, lace supports may be protruding along spine and covers, but are intact. The laces may show slightly near the spine.</p>	<p>- Spine detached completely from front and / or back cover. For leather books the outer joints are detached from the spine and cord bands. For vellum books the lace supports are detached from the cord bands, and the spine and covers are detached. Laces on the sides of the boards may be exposed.</p>	<p>- Not applicable.</p>

Inner
Joint:
Endsheet
to Text
Block
(IJ)

Outer
Joint:
Cover to
Spine
(OJ)

Table 1 <u>cont</u> Joint, Text Block, and Book Opening Condition Scale				
← Best ————— Worst →				
	A	B	C	D
				
<i>Text Block (TB)</i>	<ul style="list-style-type: none"> - No separations of text block. For stitched or cord sewn books the text block is tightly sewn. Cord bands or Laces are tight. - And - - No loose pages. 	<ul style="list-style-type: none"> - Text block in one piece with pages loose, but still attached. For stitched or cord sewn books, the cords/laces may be loose, but intact. - Or – - Adhesive or sewing in gutter partially visible. 	Text block solid and intact, however pages or sections of pages are fully detached. For stitched or cord sewn books cords or laces in gutter very visible.	<ul style="list-style-type: none"> - Text block split into two or more sections. For stitched or cord sewn books, text block is also separated from spine and covers and split into several sections.
<i>Book Opening (BO)</i>	Book can easily be opened to the required 120 degrees without stress to the binding.	Book is somewhat stiff and closes partially in on itself, but the spine is in good condition and the cover and pages can be carefully opened to reach the required 120 degrees on the cradle.	Both joints and spine are stiff and Spine is inflexible and opening book relies on spine to move. Resulting action may cause spine to split or text block to break.	- Not applicable.

1. Inner Joint Condition Scale Examples

**Picture 5 - IJ:
Condition A:
Cloth-Binding**

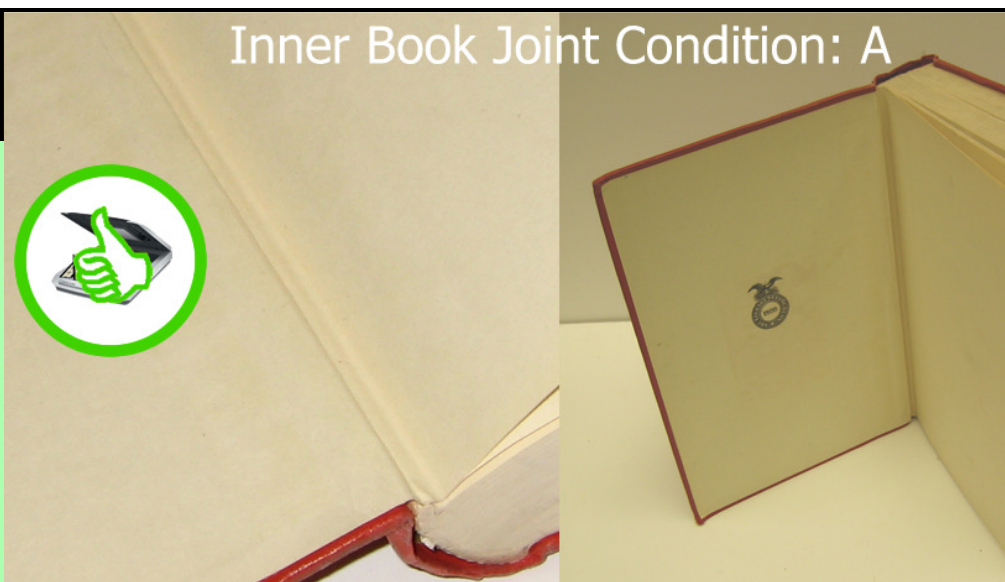
- No cracks or tears in joint or very minor cracks or tears.

- And -

- Endsheets attached firmly to text block and case.



Inner Book Joint Condition: A



**Picture 6 - IJ:
Condition A:
Leather-Based
Binding**

Spine is connected to all cord bands, boards and text block. Some cord bands may be exposed.



**Picture 9 - IJ
Condition: B
Cloth-Based
Binding**

- Spine lining partially exposed or partially torn but not more than 50% of the total length of the joint either front or back.

- And -

- Pages can be turned without causing further damage to joint.

Inner Joint Condition: B



Less than
50% of Joint
Detached

Joint, Text Block, & Book Opening

IJ: Inner Joint Condition B

Picture 10 - IJ
Condition: B
Leather-Based
Binding

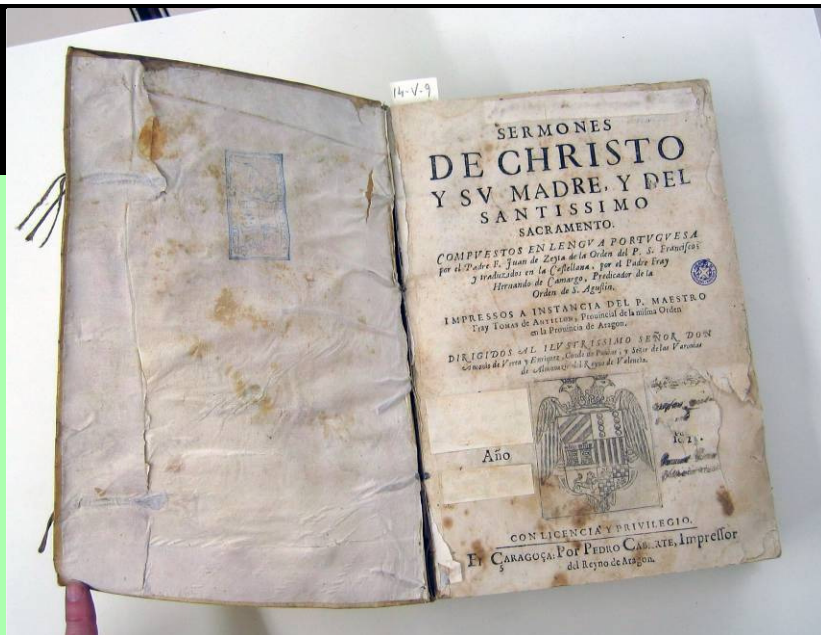
Cords are beginning to show, but are intact.



Cords showing, but intact.

Picture 11 - IJ
Condition: B
Vellum-Based
Binding

The laces or cords that hold the covers to the text block may be beginning to show, but are still intact



**Picture 12 -
Inner Book
Joint
Condition: C
Cloth-Based
Binding**

- Spine lining
at either front
or back of
book more
than 50%
detached
from text
block

- Or -

- Turning
pages may
cause further
separation in
the joint.

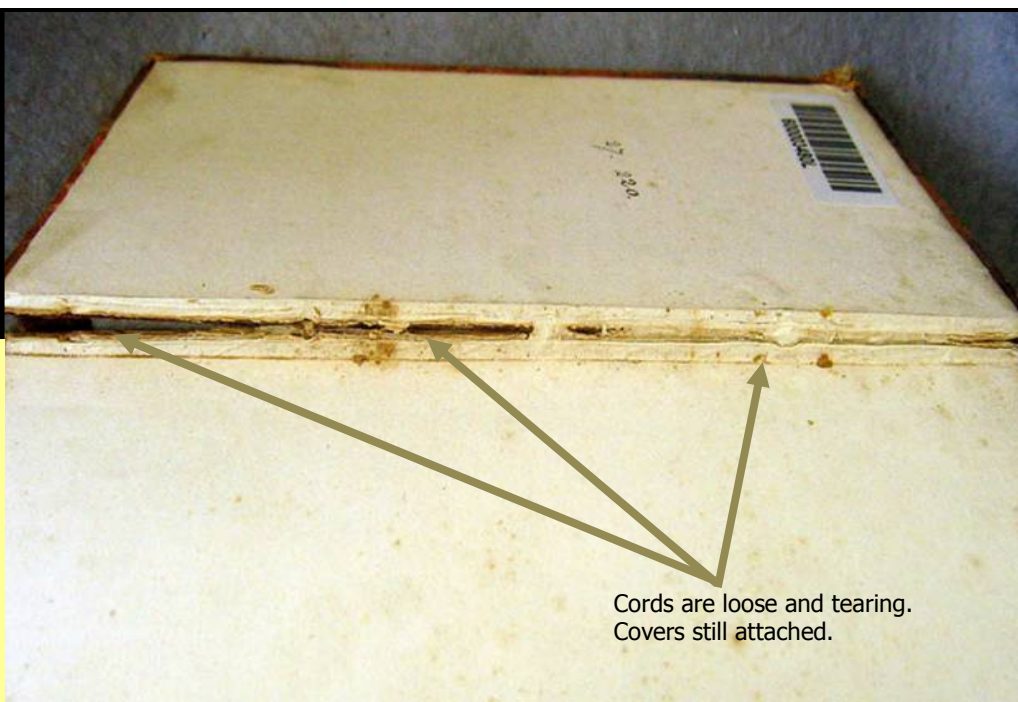
Inner Joint Condition: C



More than
50% of Joint
Detached

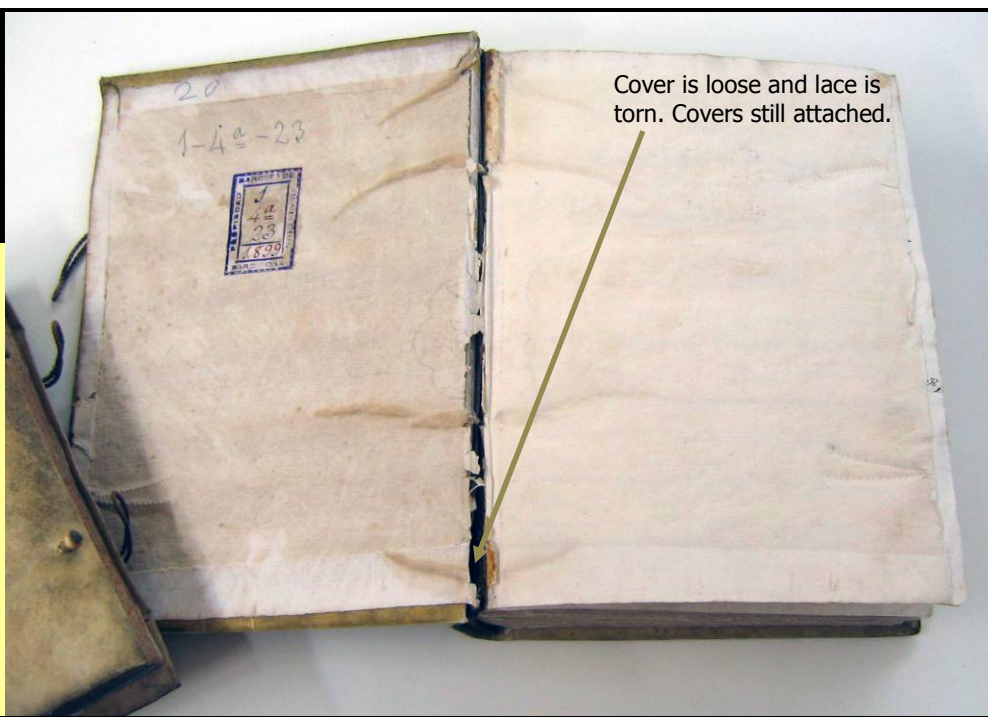
**Picture 13 -
Inner Book
Joint
Condition:
C Leather-
Based
Binding,
Second
Example**

Front/ back covers are visibly loose due to at least one cord loosening, straining, or tearing.



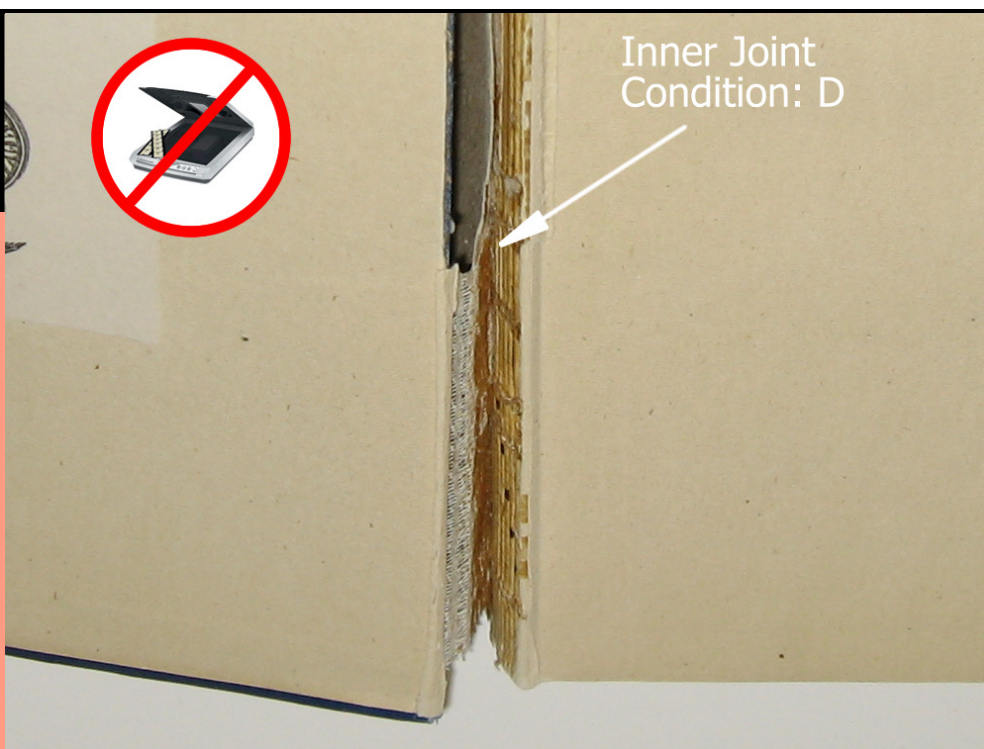
**Picture 14 -
Inner Book
Joint
Condition: C
Vellum-Based
Binding**

Front/ back covers are visibly loose due to at least one lace loosening, straining, or tearing.



**Picture 15 -
Inner Joint
Condition: D
Cloth-Based
Binding**

- Spine lining at either front or back of book completely detached from text block
- Or -
- The case is detached from the text block.



**Picture 16 -
Inner Joint
Condition: D
Leather
Binding**

- Outer joints are detached from the spine and cord bands



**Picture 17 -
Inner Joint
Condition: D
Vellum
Binding**

The text block shoulder is completely visible and front/back covers are completely disconnected due to more than one broken cord or lace.



**Picture 18 -
Inner Joint
Condition: D
Vellum
Binding**

*Additional
Example*

Back cover detached from
Text Block.

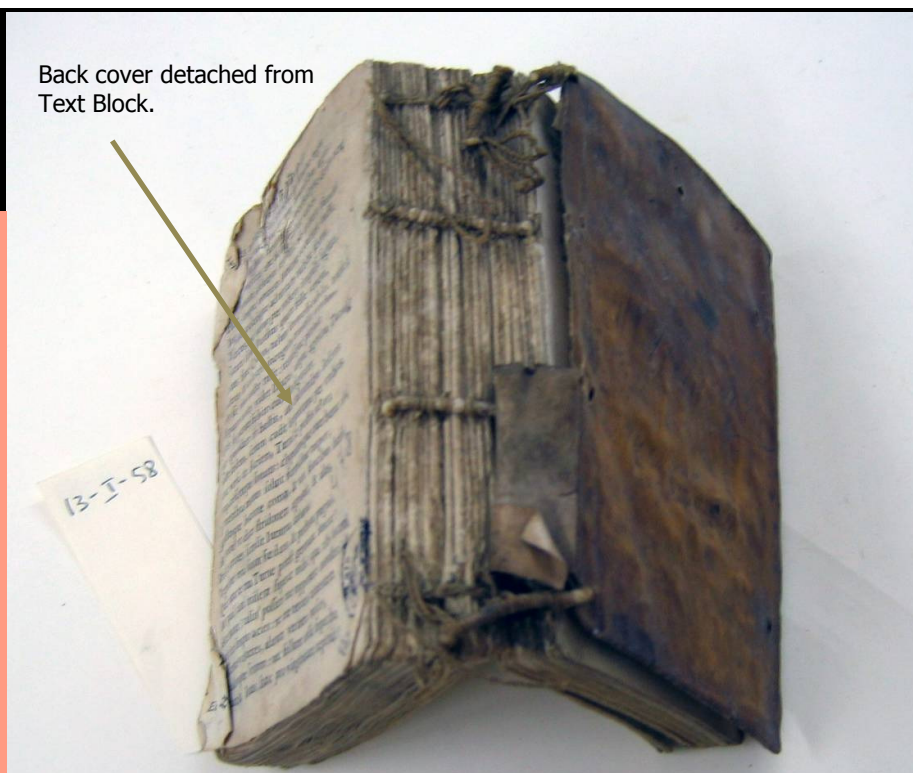


Table 2 - IJ Condition A-D Library Partner Quick Reference				
IJ	A	B	C	D
GOOG	✓	✓	✓	✗
BCUL	✓	✓	✓	✗
BNC	✓	✓	✓	✗
BSB	✓	✓	✓	✗
CIC	✓	✓	✓	✗
GENT	✓	✓	✓	✗
HVD	✓	✓	✗	✗
LoC	✓	✓	✓	✗
NYPL	✓	✓	🚫	✗
OXFD	✓	✓	✓	✗
STNF	✓	✓	✓	✗
PRNC	✓	✓	✓	✗
UC	✓	✓	✓	✗
UCM	✓	✓	✓	✗
TXU	✓	✓	✓	✗
UVA	✓	✓	✓	✗

🚫 - NYPL, no details on special handling was specified.

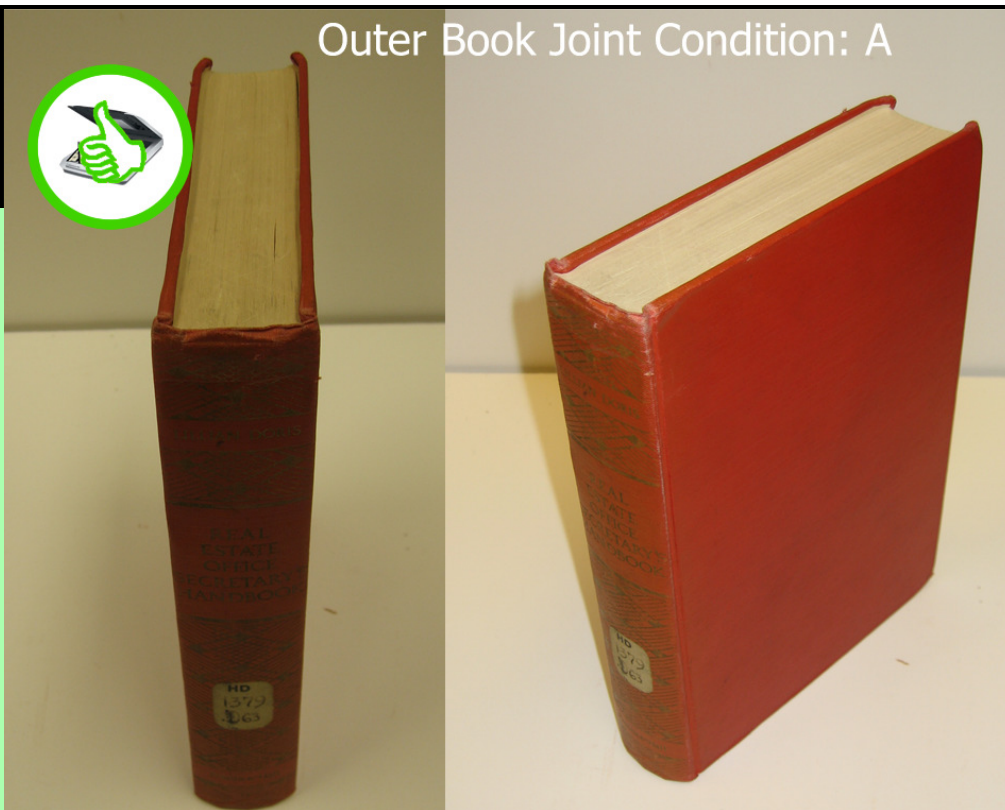
2. Outer Joint Condition Scale Examples

**Picture 19 -
Outer Joint
Condition: A
Cloth-Based
Binding**

- Very minor or no cracks or tears in outer joint.
- And -
- Spine attached firmly to front and back cover.



Outer Book Joint Condition: A



**Picture 20 -
Outer Joint
Condition: A
Leather-
Based
Binding**

Some cord
bands may be
exposed, but
the spine is
connected to
all cords.



**Picture 21 - Outer
Joint Condition: A
Vellum-Based
Binding**

Where the laces
join the binding it
is firm. The laces
may show slightly
near the spine.

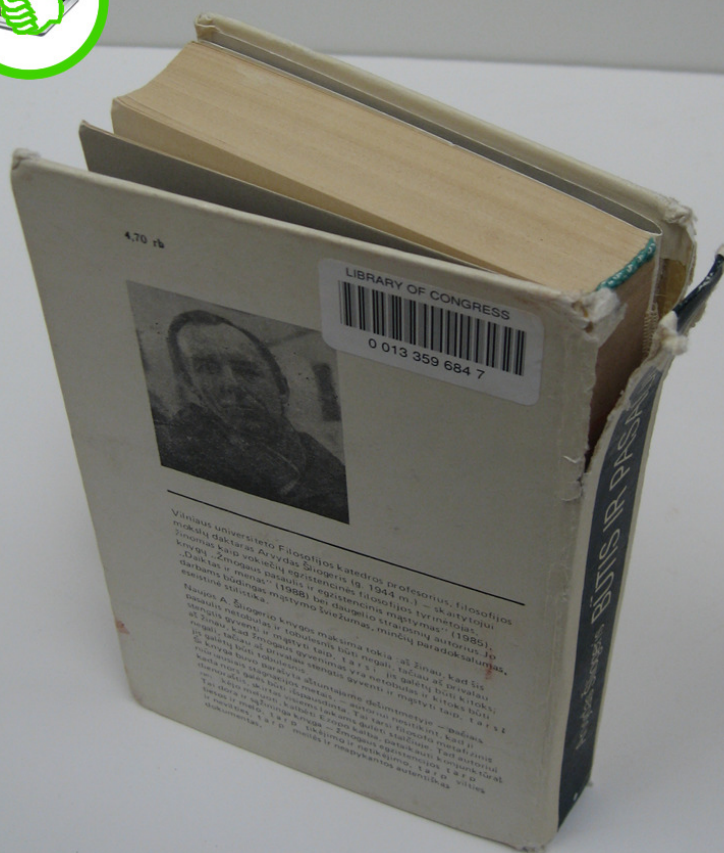


**Picture 22 -
Outer Joint
Condition: B
Cloth-Based
Binding**

- Spine is more
than 25%
separated from
the cover, but
still attached.



Outer Joint Condition: B



**Picture 23 - Outer Joint Condition: B
Leather-Based Binding**

Endcaps may be tearing down spine and outer joints are detaching from spine and cord bands.



**Picture 24 -
Outer Joint
Condition: C
Cloth-Based
Binding**

- Spine detached completely from front and/ or back cover.

Handling Note: If spine. Or pieces of the spine detach during scanning process, place pieces inside front cover when returning for re-shelving.



**Picture 25 -
Outer Joint
Condition: C
Leather-Based
Binding**

The outer joints are detached from the spine and cord bands.

***Handling Note:
If spine. Or
pieces of the
spine detach
during scanning
process, place
pieces inside
front cover when
returning for re-
shelving.***

Outer Joint is detached from spine and cord bands.



**Picture 26 -
Outer Joint
Condition: C
Leather-Based
Binding, Second
Example**

*Additional
Example*

***Handling Note:
If spine. Or
pieces of the
spine detach
during scanning
process, place
pieces inside
front cover
when returning
for re-shelving.***



Table 3 - OJ Condition A-C Library Partner Quick Reference				
IJ	A	B	C	
GOOG	✓	✓	✓	
BCUL	✓	✓	✓	
BNC	✓	✓	✓	
BSB	✓	✓	✓	
CIC	✓	✓	✓	
GENT	✓	✓	✓	
HVD	✓	✓	✓	
LoC	✓	✓	✓	
NYPL	✓	✓	✓	
OXFD	✓	✓	✓	
STNF	✓	✓	✓	
PRNC	✓	✓	✓	
UC	✓	✓	✓	
UCM	✓	✓	✓	
TXU	✓	✓	✓	
UVA	✓	✓	✓	

3. Text Block Condition Scale Examples

**Picture 27 -
Text Block
Condition: A
Cloth-Based
Binding**

- No separations of text block.
- And -
- No loose pages.

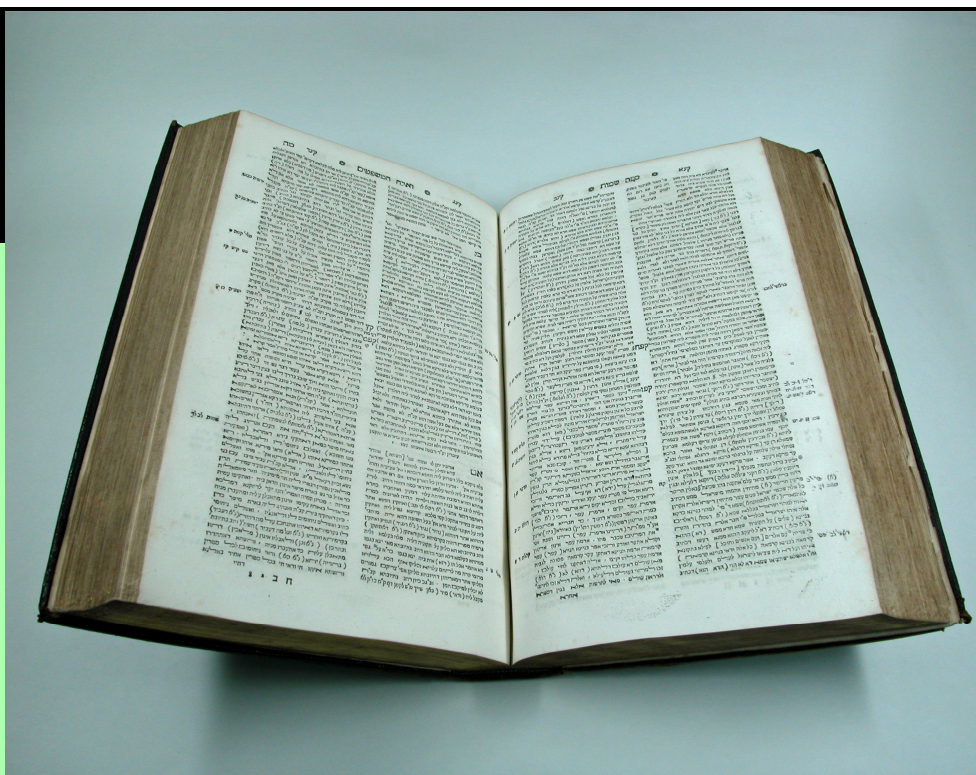


Text Block Condition: A



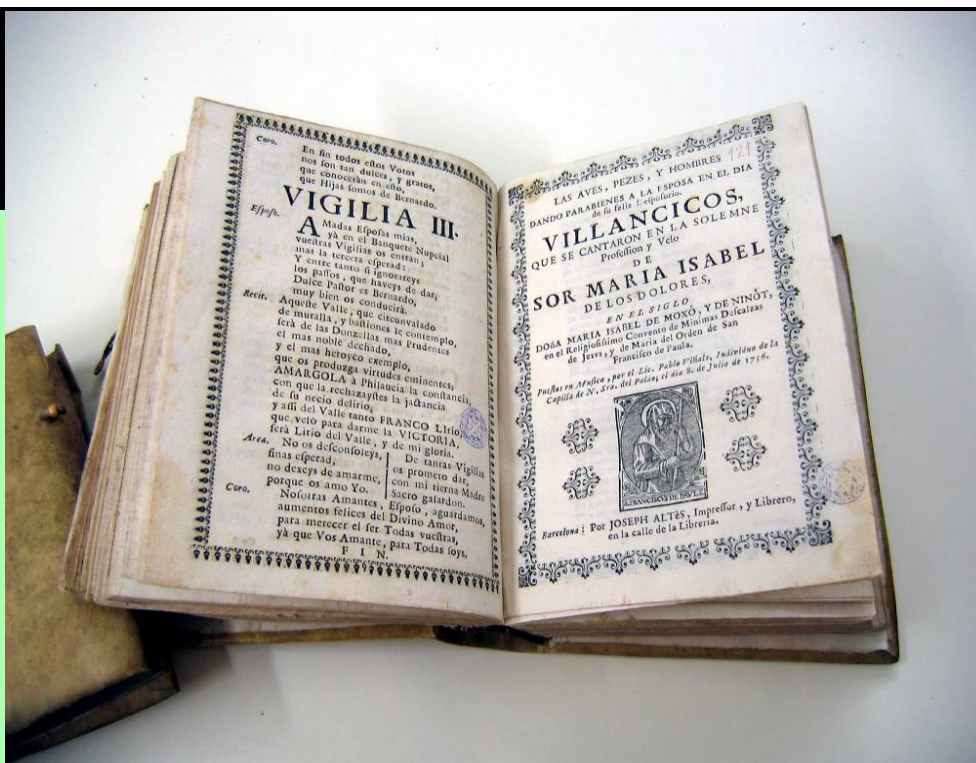
**Picture 28 -
Text Block
Condition: A
Leather-
Based
Binding**

The text block
is tightly
sewn. Cord
bands are
tight.



Picture 29 -
Text Block
Condition: A
Vellum-Based
Binding

Additional
Example

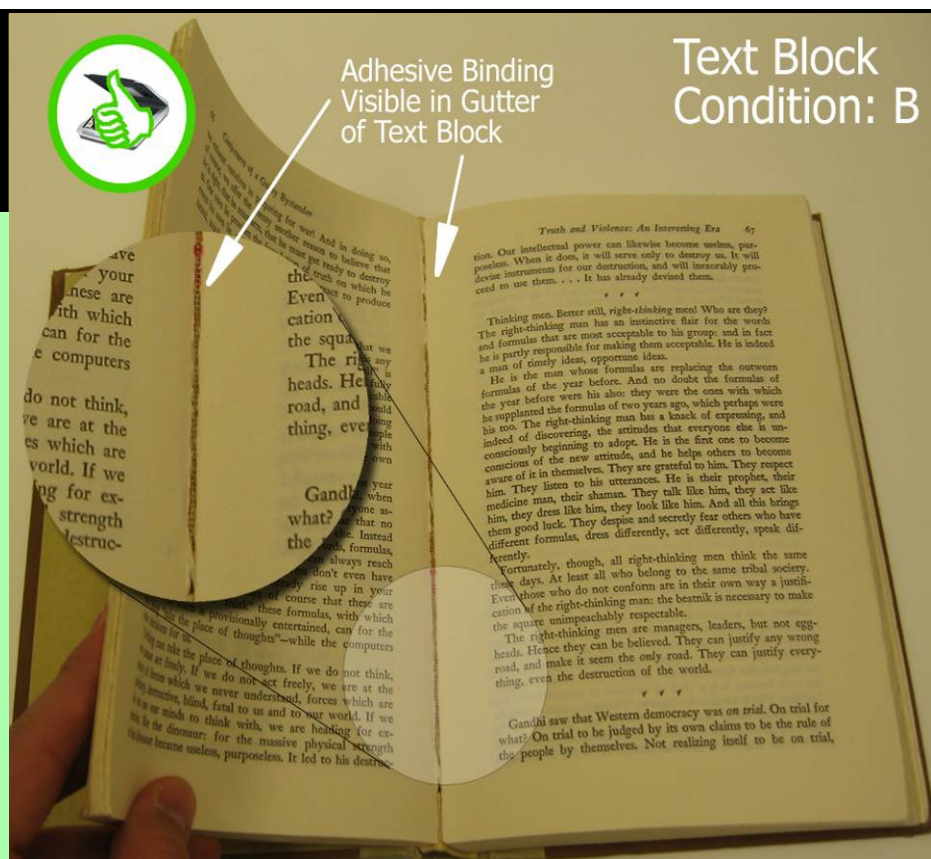


**Picture 30 -
Text Block
Condition: B
Cloth-Based
Binding**

- Binding of text block in one piece with pages loose, but still attached.

- Or -

- Adhesive binding or sewing in gutter partially visible.

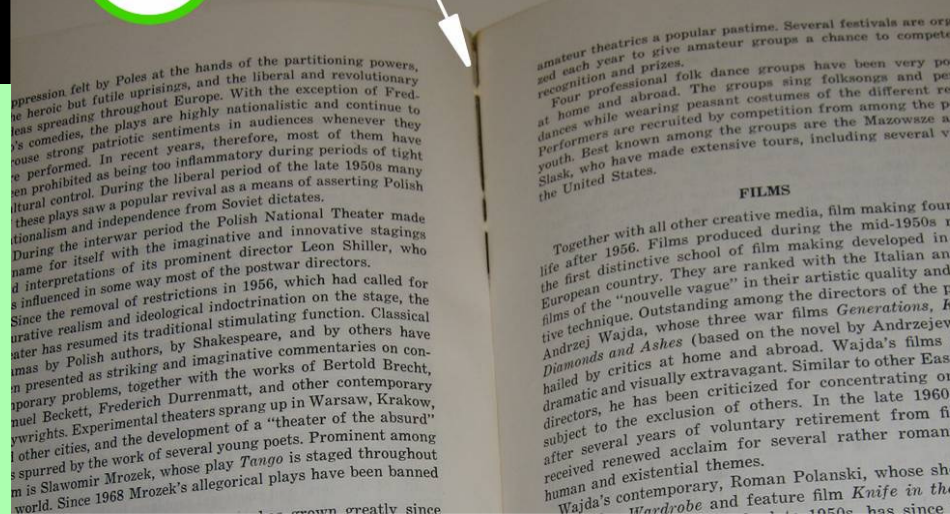


Additional Example



Sewn Binding Visible in Gutter of Text Block

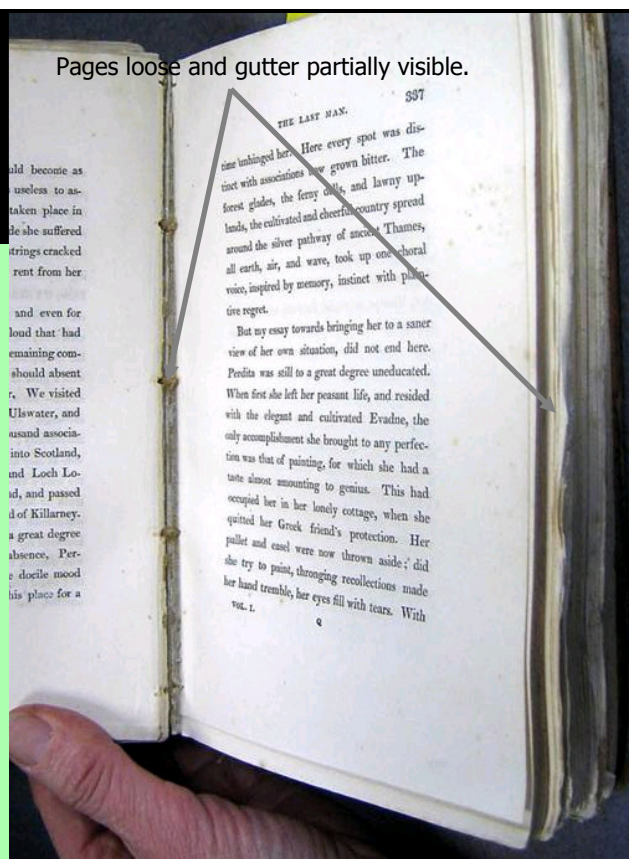
Text Block
Condition: B
Second Example



**Picture 32 -
Text Block
Condition: B
Leather-
Based
Binding**

The cords and
pages may be
loose, but
intact.

Gutter
partially
visible.

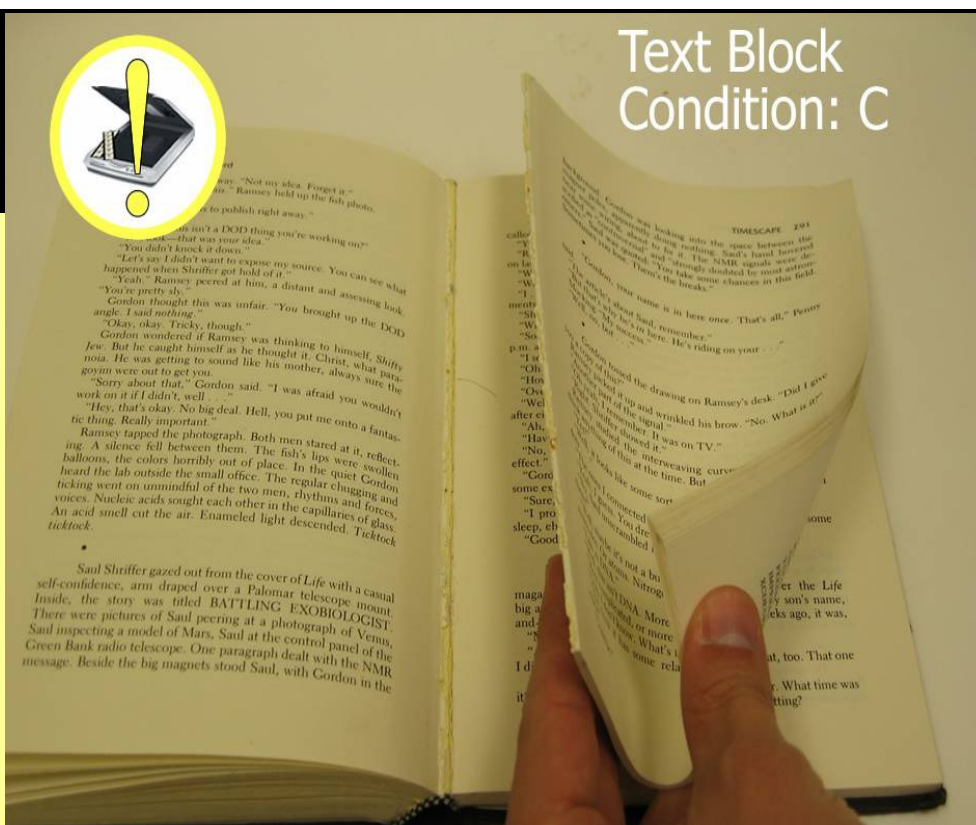


**Picture 33 -
Text Block
Condition: C
Cloth-Based
Binding**

- Case of text block in one piece but sections or pages are fully detached.

- Or -

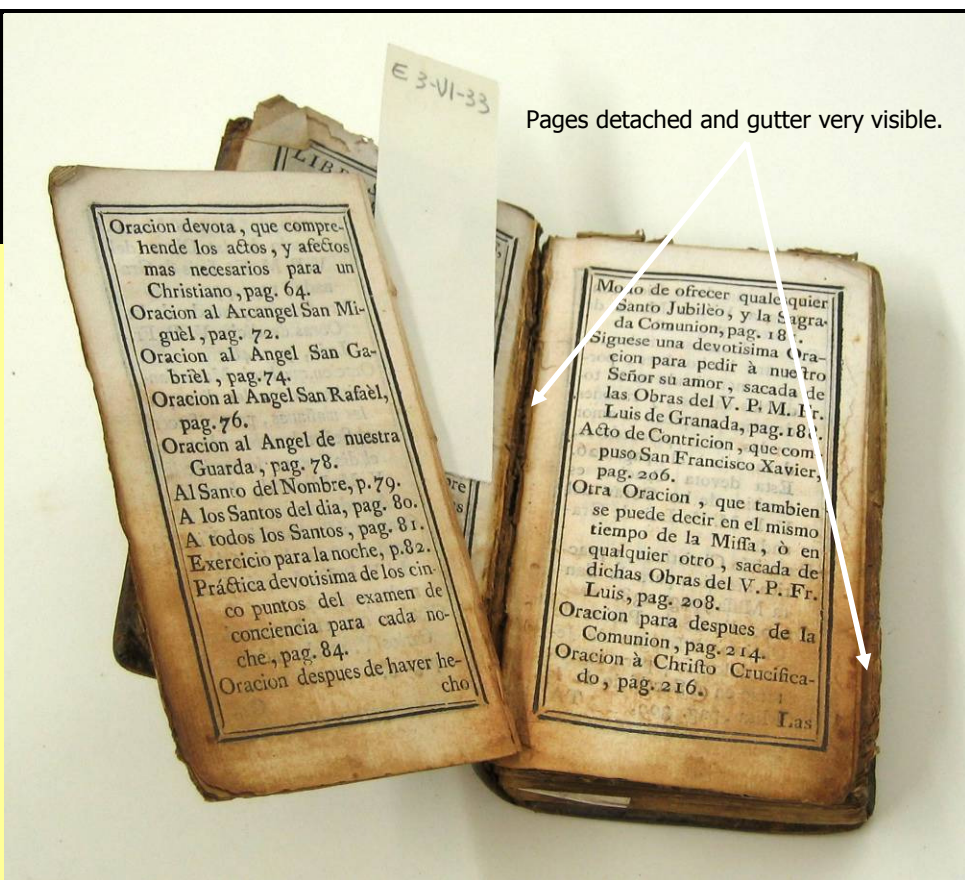
- Adhesive binding or sewing in gutter very visible.



**Picture 34 -
Text Block
Condition: C
Leather-
Based
Binding**

Cords or
Laces are
very visible.

Text block
solid and
intact,
however
pages or
sections of
pages may be
fully
detached.

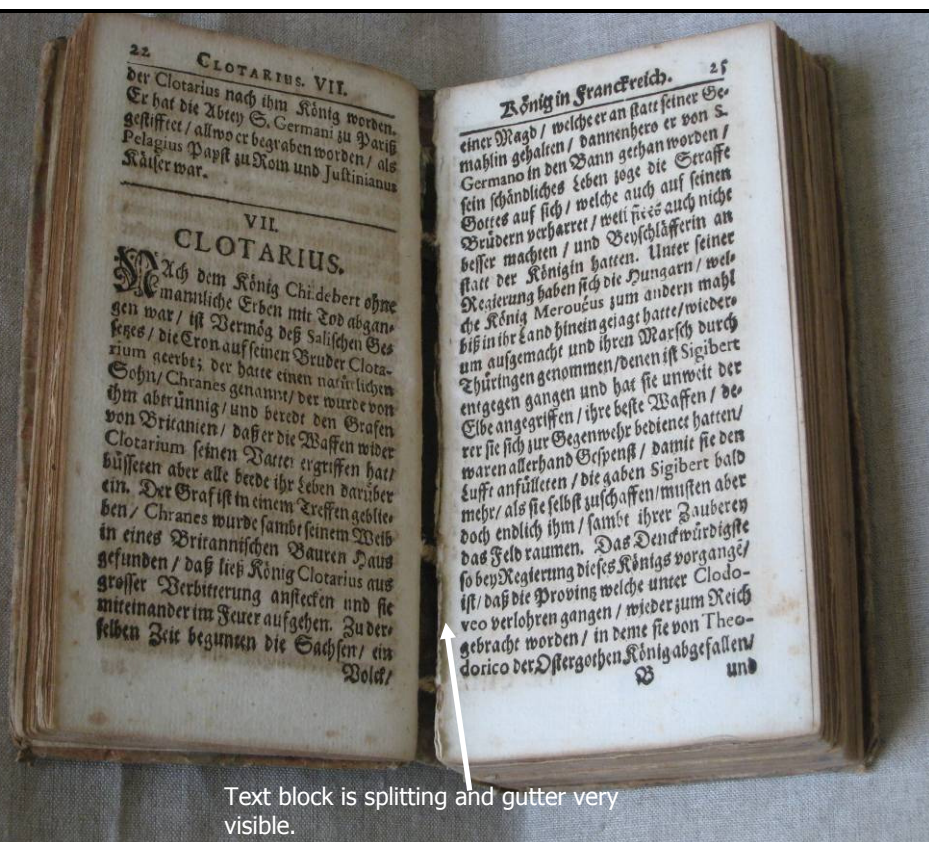


Pages detached and gutter very visible.

**Picture 35 -
Text Block
Condition: C
Vellum-Based
Binding**

Laces and
gutter are very
visible.

Text block is
splitting and
pages or
sections of
pages may be
detached.



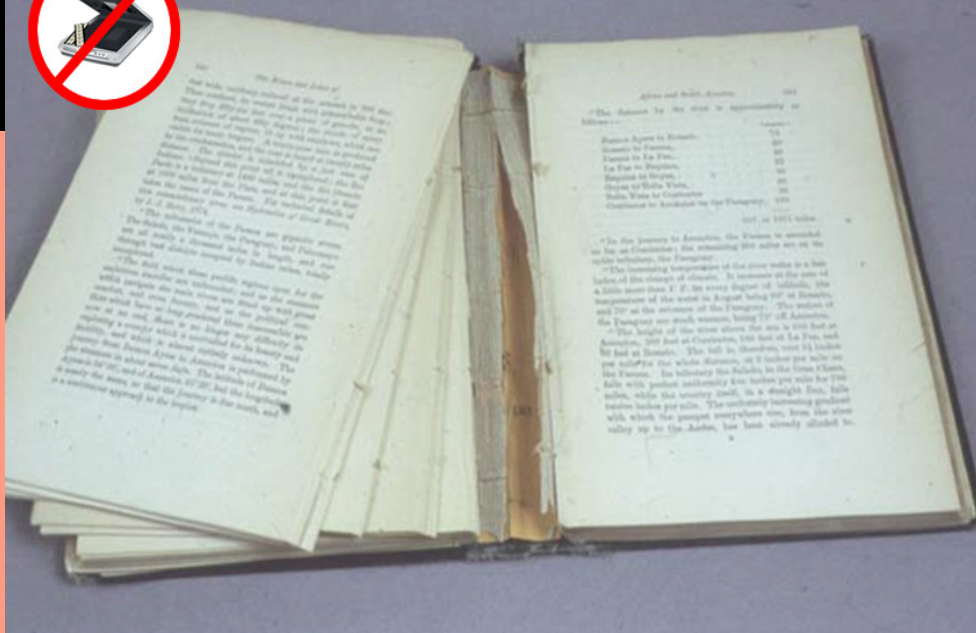
Text block is splitting and gutter very
visible.

**Picture 36 -
Text Block
Condition: D
Cloth-Based
Binding**

Case of text
block split
with sections
fully
detached.



Text Block Condition: D



Text block is separated from spine and covers and split into two or more sections.

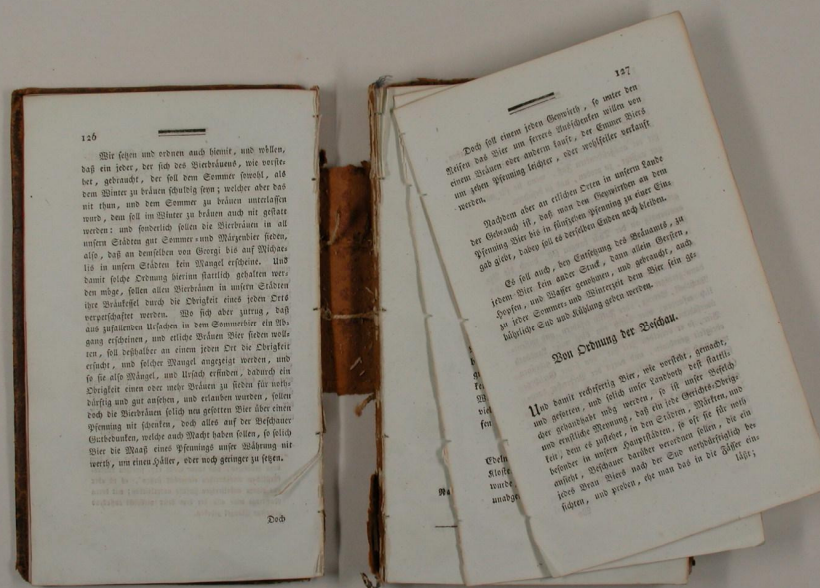


Table 4 - TB Condition A-D Library Partner Quick Reference				
IJ	A	B	C	D
GOOG	✓	✓	✓	✗
BCUL	✓	✓	✓	✗
BNC	✓	✓	✓	✗
BSB	✓	✓	✓	✗
CIC	✓	✓	✓	✗
GENT	✓	✓	✓	✗
HVD	✓	✓	✓	✗
LoC	✓	✓	✗	✗
NYPL	✓	✓	✓	✗
OXFD	✓	✓	✓	✗
STNF	✓	✓	✗	✗
PRNC	✓	✓	✓	✗
UC	✓	✓	✓	✗
UCM	✓	✓	✓	✗
TXU	✓	✓	✓	✗
UVA	✓	✓	✓	✗

4. Book Opening Condition Scale Examples

***Picture 38 -
Book
Opening:
Condition A***

Book can easily be opened to the required 120 degrees without stress to the binding.



**Picture 39 - Book Opening:
Condition B**

Book is somewhat stiff and closes partially in on itself, but the spine is in good condition and the cover and pages can be carefully opened to reach the required 120 degrees on the cradle.



**Picture 40 - Book Opening:
Condition C**

Both joints and spine are stiff

- OR -

Spine is inflexible and opening book relies on spine to move. Resulting action will cause spine to split or text block to break.



**Picture 41 - Book Opening:
Condition C**

Second Example



Table 5 - BO Condition A - C Library Partner Quick Reference				
IJ	A	B	C	
GOOG				
BCUL				
BNC				
BSB				
CIC				
GENT				
HVD				
LoC				
NYPL				
OXFD				
STNF				
PRNC				
UC				
UCM				
TXU				
UVA				

B. Book Page Conditions

This section defines Book Page Condition along two condition criteria: the condition level of the brittleness of pages and the severity of torn pages.

1. **Brittle Pages:** A page likely to break, snap, or crack when subjected to pressure such as turning the page. Fails the Brittle Page Test.
2. **Torn Pages:** A page with an existing tear anywhere on the page. Torn Pages differ from Brittle Pages in that for Torn Pages the condition of the page (paper) is still flexible and does not break but rather rips due to pressure.

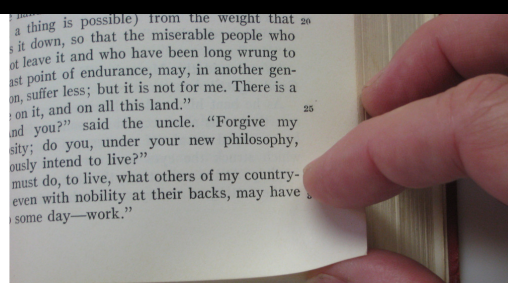
1. Testing

To check for brittle pages two tests may be used. These are called the "Primary Brittle Paper Test," and the "Secondary Brittle Page Test."

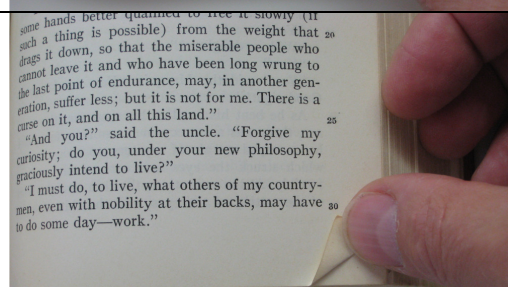
a. Primary Brittle Paper Test – Double Fold Brittle Test

Table 6 - Primary Brittle Paper Test

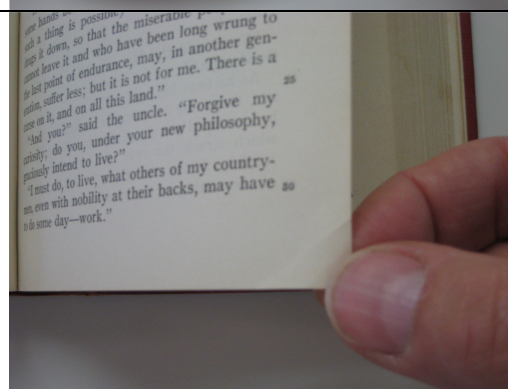
Step 1: Open the book to a page approximately 1/3 into the book and lift the bottom corner of the page.



Step 2: Fold corner of page all the way down, and then fold it all the way to opposite side.



Step 3: Evaluate Condition. If the piece breaks off, the paper is brittle.



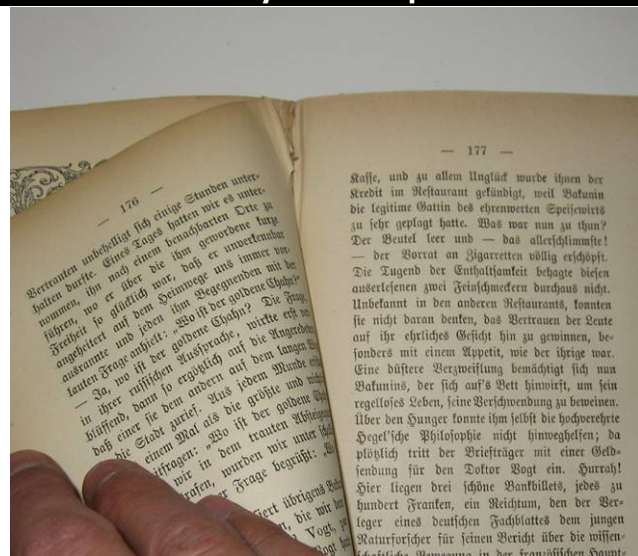
b. Secondary Brittle Page Test – Visual Examination

i. Examine the first 10 pages for breaks. Examine:

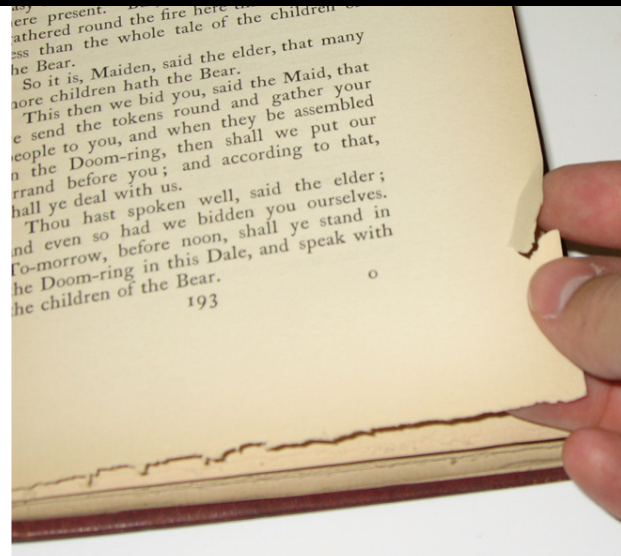
- the gutter
- the corners
- all along the edges

ii. If there are any breaks in these areas the pages are brittle.

Table 7 - Secondary Brittle Paper Test



Breaks in the gutter.







Breaks along the edges.

Table 8 - IJ Condition A-D Library Partner Quick Reference		
IJ	Primary Test	Secondary Test
GOOG	✓	✗
BCUL	✗	✓
BNC	✗	✓
BSB	✗	✓
CIC	✓	✗
GENT	✗	✓
HVD	✗	✓
LOC	✓	✗
NYPL	✓	✗
OXFD	✗	✗
PRNC	✓	✓
STNF	✓	✗
UC	✗	✓
UCM	✗	✓
TXU	✗	✓
UVA	✗	✓

Note: Oxford specifies, Do not perform brittle page test on Oxford Material.

Brittle and Torn Pages

Condition Scale Table

Table 9 - Book Page Condition Scale				
← Best ————— Worst →				
	1	2	3	4
				
Brittle Pages (BP)	<ul style="list-style-type: none"> - No cracking or breaking when turning pages. 	<ul style="list-style-type: none"> - Fails brittle paper test. - Pages can be turned slowly with no more than 1 in 20 pages incurring minor breakage or crumbling. - And – - Breaks do not invade the text of the page. 	<ul style="list-style-type: none"> - Fails brittle paper test. - And – - Turning pages causes more than 1 in 20 to break or crumble. - Breaks do not invade the text of the page. 	<ul style="list-style-type: none"> - One out of four pages breaks completely in two when turned. - Or - - Breaks occur at any point of the page, including across the text.
Torn Pages (TP)	<ul style="list-style-type: none"> - No existing tears in pages. - Pages may be turned without causing further damage. 	<ul style="list-style-type: none"> - Fewer than 5 pages are torn no more than 25% in the gutter. - Or - - Fewer than 5 pages are torn through the text block no more than 1 inch. - Or – - First or last one to two pages are torn out, but rest of pages ok. - And - - There is a reasonable expectation that pages can be turned without causing further damage. 	<ul style="list-style-type: none"> - Fewer than 10 pages are completely torn in the gutter. - Or - - Fewer than 5 pages are torn completely through the page of text. - And – - There is a reasonable expectation that pages can be turned without causing further damage. 	<ul style="list-style-type: none"> - Any set of 5 or more pages completely torn in two pieces through a block of text. - Or - - Over 50% of pages are already torn, and tear more with normal page turning. - Or - - There is an expectation that pages will tear with normal page turning.

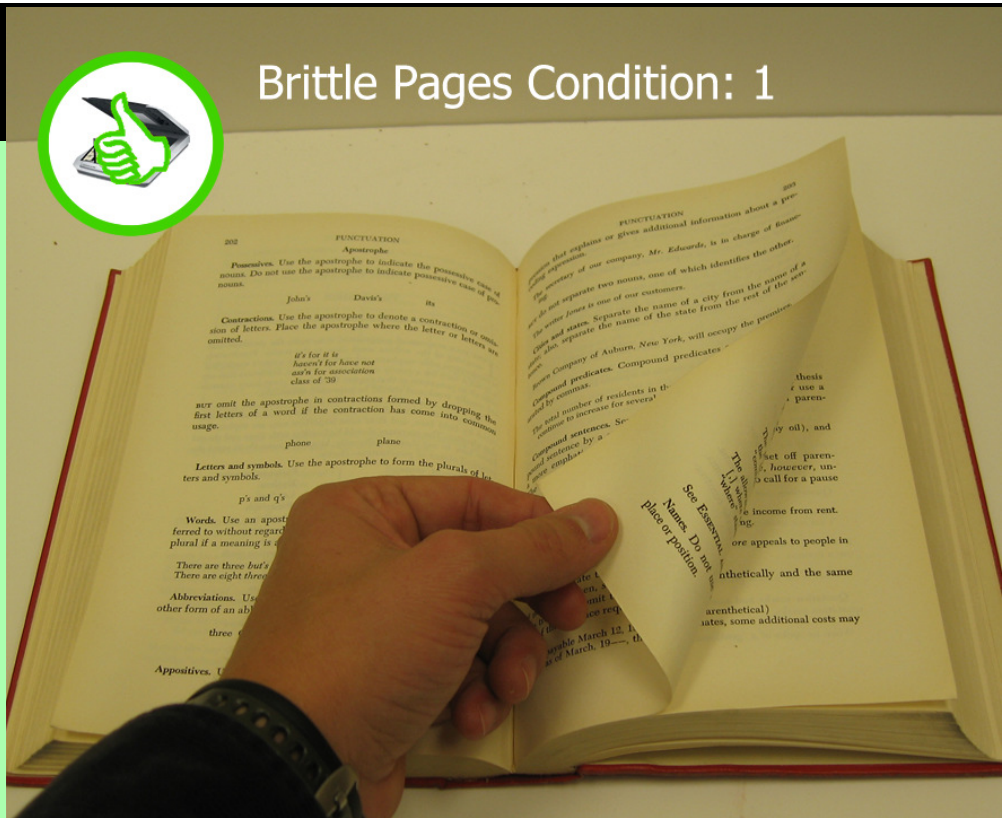
2. Brittle Page Condition Scale Examples

**Picture 42 -
Brittle Pages
Condition 1**

- No cracking
or breaking
when turning
pages.

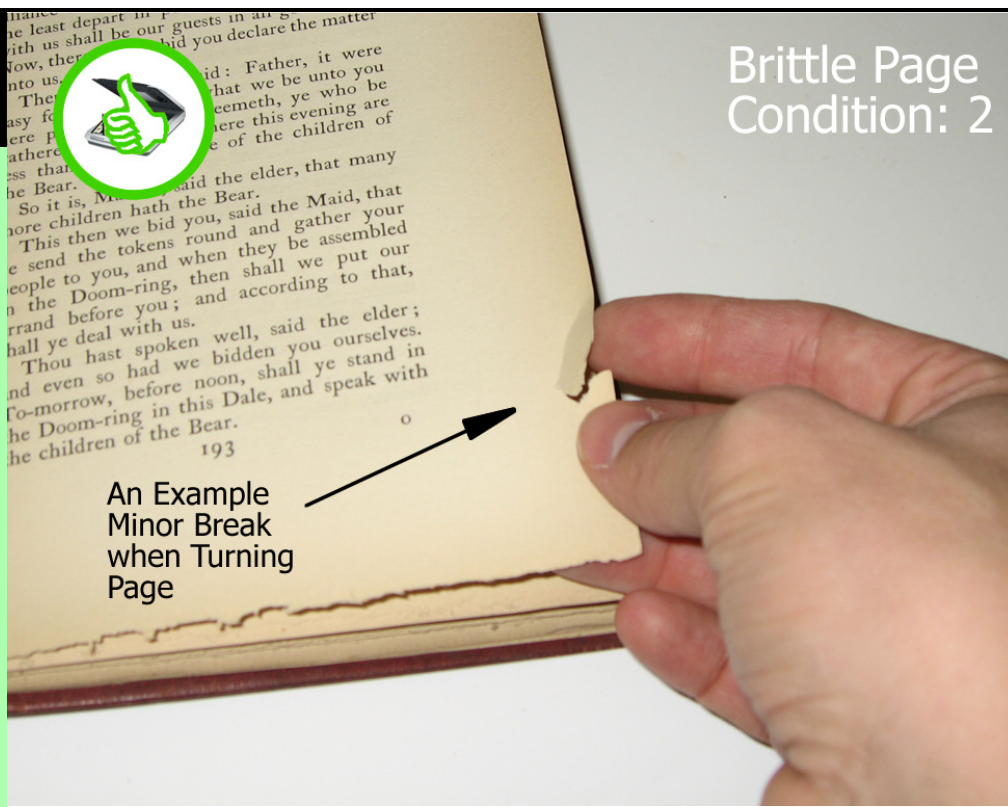


Brittle Pages Condition: 1



**Picture 43 -
Brittle Pages
Condition 2**

- Fails brittle paper test,
- Pages can be turned slowly with no more than 1 in 20 pages incurring minor breaks.
- And -
- Breaks do not invade the text of the page.



Brittle Page
Condition: 3

- Fails brittle paper test.
- Turning pages, even slowly, causes breaks to occur on more than 1 in 20 pages.
- And -
- Breaks do not invade the text of the page.



**Picture 46 -
Brittle Pages
Condition 4**

One out of four
pages break
when turned.

- Or -

Breaks occur at
any point of
the page,
including
across the text.

Brittle Pages Condition: 4

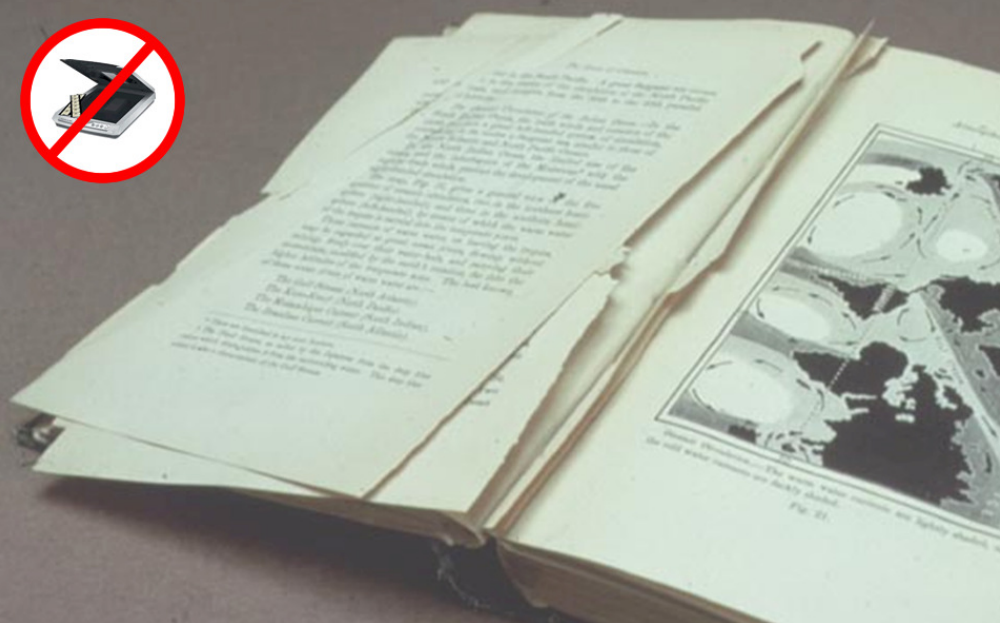


Table 10 - BP Condition A-D Library Partner Quick Reference				
IJ	A	B	C	D
GOOG	✓	✓	✓	✗
BCUL	✓	✓	✓	✗
BNC	✓	✓	✓	✗
BSB	✓	✓	✓	✗
CIC	✓	✓	✓	✗
GENT	✓	✓	✓	✗
HVD	✓	✓	✓	✗
LOC	✓	✓	✓	✗
NYPL	✓	✓	✗	✗
OXFD	✓	✓	✓	✗
PRNC	✓	✓	✓	✗
STNF	✓	✓	✓	✗
UC	✓	✓	✓	✗
UCM	✓	✓	✓	✗
TXU	✓	✓	✓	✗
UVA	✓	✓	✓	✗

3. Torn Pages Condition Scale Examples

**Picture 47 -
Torn Pages
Condition 1**

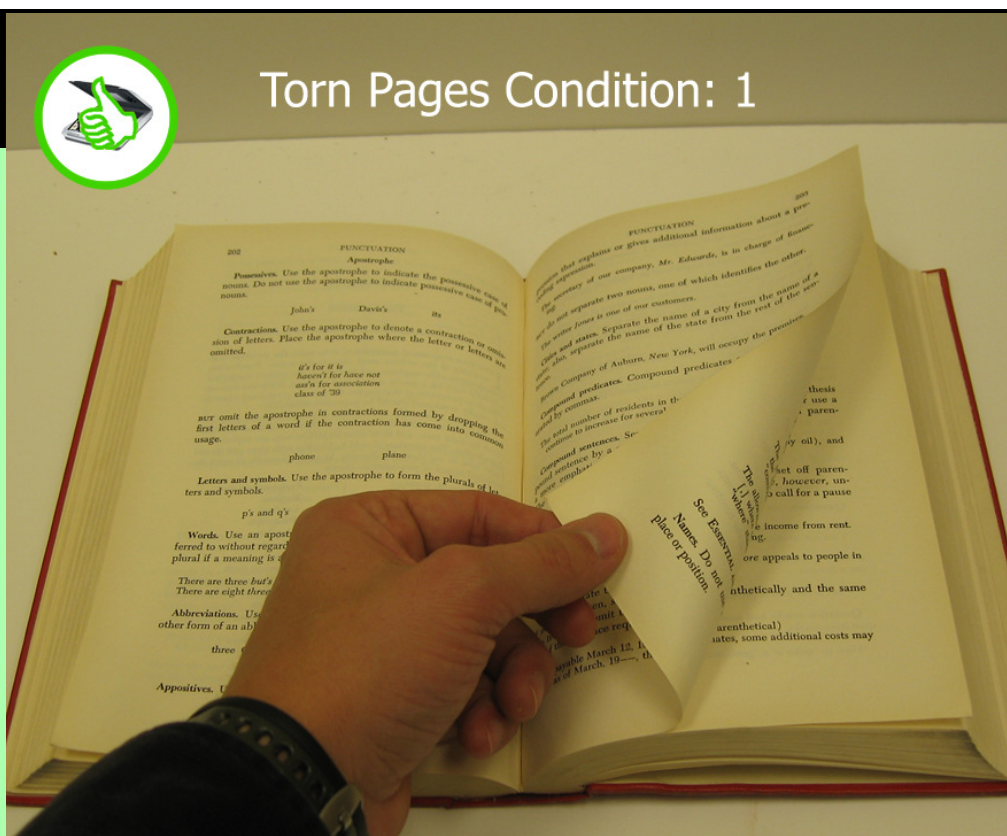
- No existing tears in book.

- And -

- Pages do not tear with normal page turning.

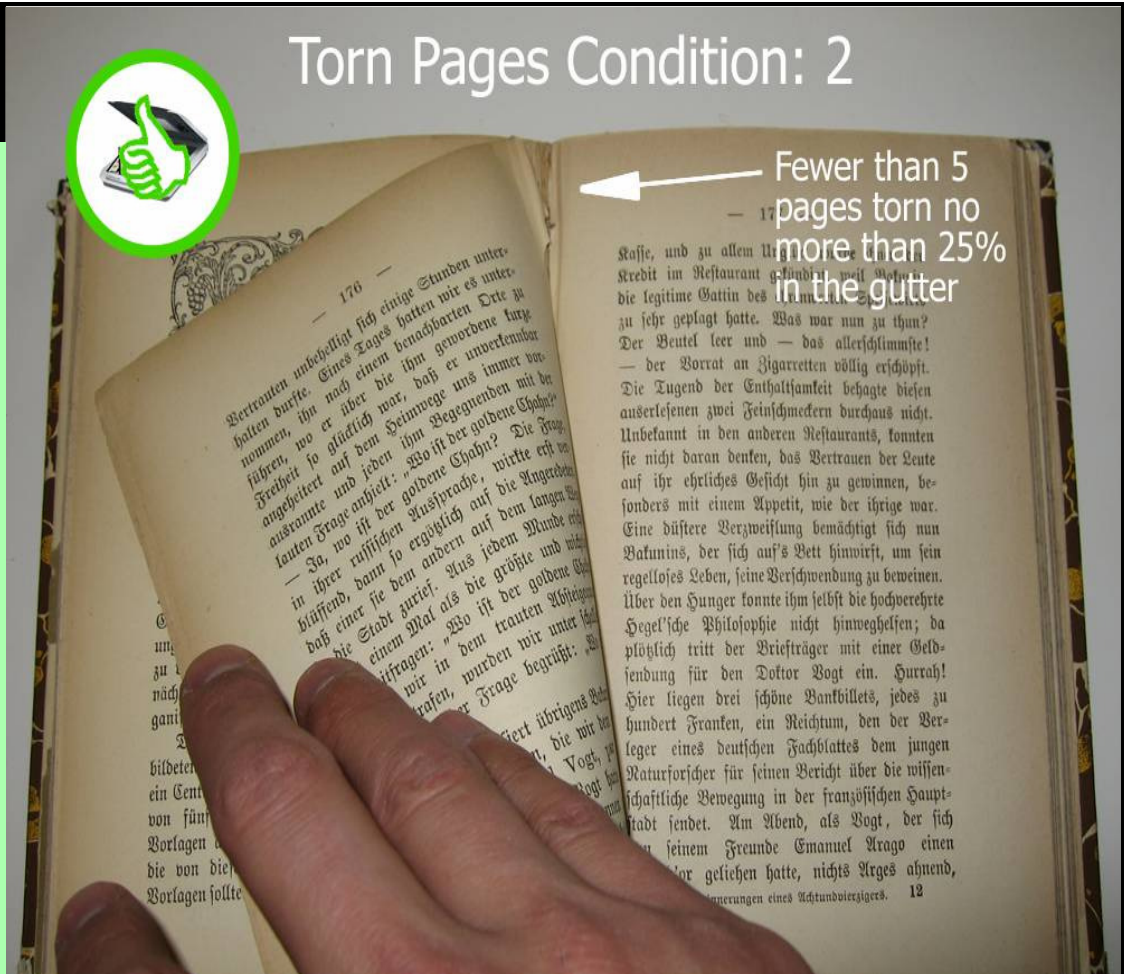


Torn Pages Condition: 1



**Picture 48 -
Torn Pages
Condition 2**

- Fewer than 5 pages are torn no more than 25% in the gutter.
- Or -
- Fewer than 5 pages are torn through the text block no more than 1 inch.
- Or -
- First or last one to two pages are torn out, but rest of pages ok.
- And -
- There is a reasonable expectation that pages can be turned without causing further damage.



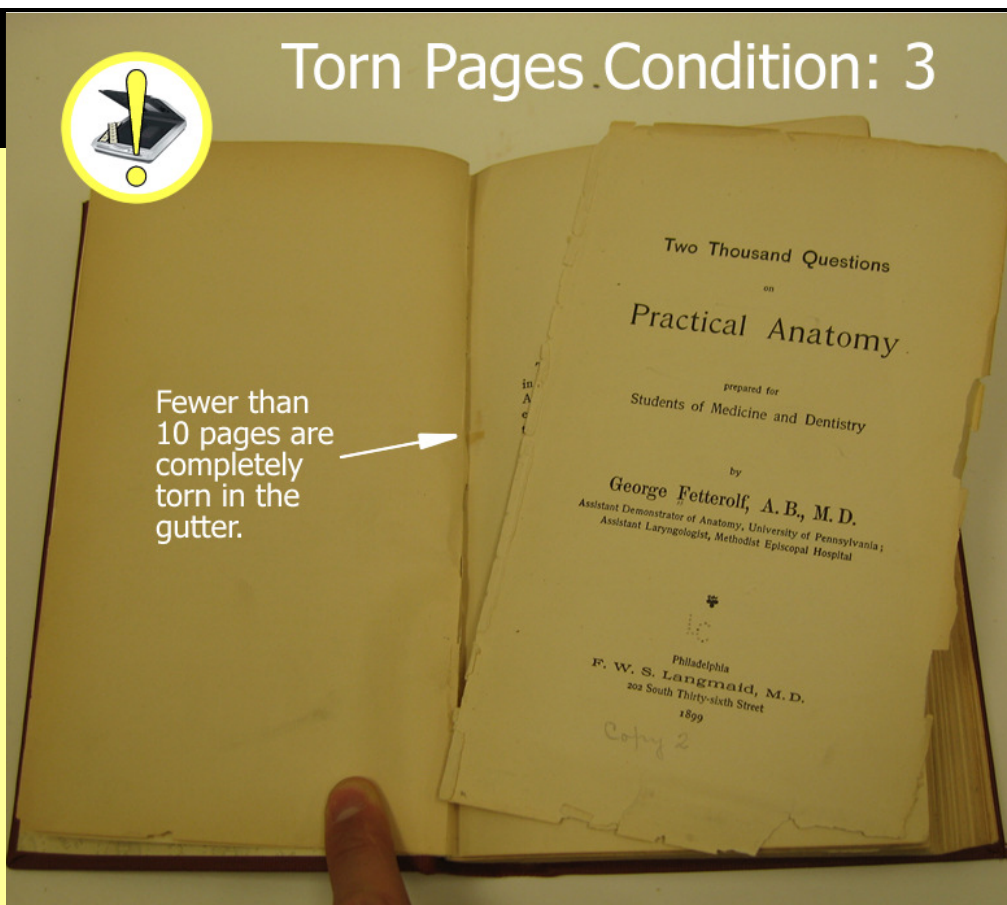
**Picture 49 -
Torn Pages
Condition 3**

- Fewer than 10 pages are completely torn in the gutter.
- Or -
- Fewer than 5 pages are torn completely through the page of text.
- And -
- There is a reasonable expectation that pages can be turned without causing further damage.



Torn Pages Condition: 3

Fewer than 10 pages are completely torn in the gutter.



**Picture 50 -
Torn Pages
Condition 4**

- Any set of 5 or more pages completely torn in two pieces through the page of text.

- OR -

- Pages tend to tear or tear more with normal page turning.



Brittle and Torn Pages

TP: Torn Pages *Library Partner Quick Reference Sheet*

Table 11 - TP Condition A-D Library Partner Quick Reference				
IJ	A	B	C	D
GOOG	✓	✓	✓	✗
BCUL	✓	✓	✓	✗
BNC	✓	✓	✗	✗
BSB	✓	✓	✓	✓
CIC	✓	✓	✓	✗
GENT	✓	✓	✓	✗
HVD	✓	🚫	✗	✗
LOC	✓	✓	✓	✗
NYPL	✓	✓	✗	✗
OXFD	✓	✓	✓	✗
PRNC	✓	✓	✓	✗
STNF	✓	✓	✓	✗
UC	✓	✓	✓	✗
UCM	✓	✓	✓	✗
TXU	✓	🚫	🚫	✗
UVA	✓	✓	✓	✗

🚫 - HVD and TXU specify it is Ok to scan under this condition with the understanding that scanning will stop if additional pages tear.

V. Book Criteria & Condition Evaluation Quick Reference Table

Table 12 - Book Criteria & Condition Evaluation Quick Reference Table		Book Joint, Text Block and Book Opening Condition Scale			
		← Best ————— Worst →			
		A	B	C	D
Book Page Condition Scale	Best ↑ ————— ↓ Worst	1	<i>Suitable to Scan</i>		
		2			
		3	<i>May be suitable to Scan</i>		
		4			
		<i>Not suitable to Scan</i>			

VI. Acceptable Book Condition for Scanning & Criteria for Partner Libraries

Google

Table 13 - Google Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	3	✓
Special Consideration Notes:		
None.		

BCUL (Bibliothèque Cantonale et Universitaire – Lausanne)

Table 14 - University of Lausanne Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	3	✓
Special Consideration Notes:		
None.		

BNC (Biblioteca de Catalunya)

Table 15 - Google Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint, Text Block & Book Opening		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
BO: Text Block	B	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	3	✓
Special Consideration Notes:		
None.		

BSB (Bayerische StaatsBibliothek)

Table 16 - Bavarian State Library Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	⚠
TP: Torn Pages	3	✓
Special Consideration Notes:		
None.		

CIC (Committee on Institutional Cooperation)

Table 17 – Committee on Institutional Cooperation Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	3	✓
Special Consideration Notes:		
None.		

GENT ([Universiteitsbibliotheek Gent](#))

Table 18 - University of Gent Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	3	✓
Special Consideration Notes:		
None.		






HVD (Harvard University Library)

Table 19 - Harvard Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	2	🏆
Special Consideration Notes:		
TP:2 Scanning must stop if additional pages tear		







LoC (Library of Congress)

Table 20 - Library of Congress Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	B	✓
Book Pages		
BP: Brittle Pages	3	🏆
TP: Torn Pages	3	🏆
Special Consideration Notes:		

NYPL (New York Public Library)

Table 21 - New York Public Library Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	
OJ: Outer Joint	C	
TB: Text Block	C	
Book Pages		
BP: Brittle Pages	2	
TP: Torn Pages	2	
Special Consideration Notes:		

OXFD (Oxford University Library)

Table 22 - Oxford Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	
OJ: Outer Joint	C	
TB: Text Block	C	
Book Pages		
BP: Brittle Pages	3	
TP: Torn Pages	3/4	 /- 
Special Consideration Notes:		
Do not perform brittle page test on Oxford Material.		

PRNC (Princeton University Library)

Table 23 – Princeton University Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	3	✓
Special Consideration Notes:		
None.		

STNF (Stanford University Library)

Table 24 - Stanford Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	B	✓
Book Pages		
BP: Brittle Pages	3	⚠
TP: Torn Pages	3	⚠
Special Consideration Notes:		

UC (University of California Libraries)

Table 25 - University of California Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	2	✓
TP: Torn Pages	4	✓
Special Consideration Notes:		
None.		

UCM (Universidad Complutense de Madrid)

Table 26 - University Complutense – Madrid Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	2	✓
TP: Torn Pages	4	✓
Special Consideration Notes:		
None.		

TXU (University of Texas)

Table 27 - University of Gent Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	3	✓
Special Consideration Notes:		
None.		

UVA (University of Virginia)

Table 28 - University of Virginia Minimum Book Condition Standards for ND Scanning		
	Minimum Score	Scanning Process
Book Joint and Text Block		
IJ: Inner Joint	C	✓
OJ: Outer Joint	C	✓
TB: Text Block	C	✓
Book Pages		
BP: Brittle Pages	3	✓
TP: Torn Pages	4	✓
Special Consideration Notes:		
None.		

VII. Index to Pictures and Tables

Picture 1 - Book Diagram: Cloth-Based Binding	7
Picture 10 - IJ Condition: B Leather-Based Binding	17
Picture 11 - IJ Condition: B Vellum-Based Binding	17
Picture 12 - Inner Book Joint Condition: C Cloth-Based Binding	18
Picture 13 - Inner Book Joint Condition: C Leather-Based Binding, Second Example	19
Picture 14 - Inner Book Joint Condition: C Vellum-Based Binding	19
Picture 15 - Inner Joint Condition: D Cloth-Based Binding	20
Picture 16 - Inner Joint Condition: D Leather Binding	20
Picture 17 - Inner Joint Condition: D Vellum Binding	21
Picture 18 - Inner Joint Condition: D Vellum Binding	21
Picture 19 - Outer Joint Condition: A Cloth-Based Binding	23
Picture 2 - Book Diagram: Leather Bound Books	8
Picture 20 - Outer Joint Condition: A Leather-Based Binding	24
Picture 21 - Outer Joint Condition: A Vellum-Based Binding	25
Picture 22 - Outer Joint Condition: B Cloth-Based Binding	26
Picture 23 - Outer Joint Condition: B Leather-Based Binding	27
Picture 24 - Outer Joint Condition: C Cloth-Based Binding	28
Picture 25 - Outer Joint Condition: C Leather-Based Binding	29
Picture 26 - Outer Joint Condition: C Leather-Based Binding, Second Example	30
Picture 27 - Text Block Condition: A Cloth-Based Binding	32
Picture 28 - Text Block Condition: A Leather-Based Binding	33
Picture 29 - Text Block Condition: A Vellum-Based Binding	34
Picture 3 - Book Diagram: Vellum-Based Binding	8
Picture 30 - Text Block Condition: B Cloth-Based Binding	35
Picture 31 - Text Block Condition: B Cloth-Based Binding, Second Example	36
Picture 32 - Text Block Condition: B Leather-Based Binding	37
Picture 33 - Text Block Condition: C Cloth-Based Binding	38
Picture 34 - Text Block Condition: C Leather-Based Binding	39
Picture 35 - Text Block Condition: C Vellum-Based Binding	40
Picture 36 - Text Block Condition: D Cloth-Based Binding	41
Picture 37 - Text Block Condition: D Leather-Based Binding	42
Picture 38 - Book Opening: Condition A	44
Picture 39 - Book Opening: Condition B	45
Picture 4 - Book Diagram	9
Picture 40 - Book Opening: Condition C	46
Picture 41 - Book Opening: Condition C	46
Picture 42 - Brittle Pages Condition 1	53
Picture 43 - Brittle Pages Condition 2	54
Picture 44 - Brittle Pages Condition 3	55
Picture 46 - Brittle Pages Condition 4	56
Picture 47 - Torn Pages Condition 1	58
Picture 48 - Torn Pages Condition 2	59

Picture 49 - Torn Pages Condition 3	60
Picture 5 - Outer Joints Case to Spine	10
Picture 50 - Torn Pages Condition 4	61
Picture 6 - Gutter	11
Picture 7 - IJ: Condition A: Cloth-Binding.....	15
Picture 8 - IJ: Condition A: Leather-Based Binding	15
Picture 9 - IJ Condition: B Cloth-Based Binding	16
Table 1 - Joint, Text Block, and Book Opening Condition Scale	13
Table 2 - IJ Condition A-D Library Partner Quick Reference	22
Table 3 - OJ Condition A-C Library Partner Quick Reference	31
Table 4 - TB Condition A-D Library Partner Quick Reference.....	43
Table 5 - BO Condition A - C Library Partner Quick Reference.....	47
Table 6 - Primary Brittle Paper Test	49
Table 7 - Secondary Brittle Paper Test	50
Table 8 - IJ Condition A-D Library Partner Quick Reference	51
Table 9 - Book Page Condition Scale.....	52
Table 10 - BP Condition A-D Library Partner Quick Reference.....	57
Table 11 - TP Condition A-D Library Partner Quick Reference.....	62
Table 12 - Book Criteria & Condition Evaluation Quick Reference Table.....	63
Table 13 - Google Minimum Book Condition Standards for ND Scanning.....	64
Table 14 - University of Lausanne Minimum Book Condition Standards for ND Scanning	64
Table 15 - Google Minimum Book Condition Standards for ND Scanning.....	65
Table 16 - Bavarian State Library Minimum Book Condition Standards for ND Scanning	65
Table 17 – Committee on Institutional Cooperation Minimum Book Condition Standards for ND Scanning.....	66
Table 17 - University of Gent Minimum Book Condition Standards for ND Scanning.....	66
Table 18 - Harvard Minimum Book Condition Standards for ND Scanning	67
Table 19 - Library of Congress Minimum Book Condition Standards for ND Scanning...	67
Table 20 - New York Public Library Minimum Book Condition Standards for ND Scanning	68
Table 21 - Oxford Minimum Book Condition Standards for ND Scanning	68
Table 17 – Princeton University Minimum Book Condition Standards for ND Scanning .	69
Table 22 - Stanford Minimum Book Condition Standards for ND Scanning	69
Table 23 - University of California Minimum Book Condition Standards for ND Scanning	70
Table 23 - University Complutense – Madrid Minimum Book Condition Standards for ND Scanning.....	70
Table 17 - University of Gent Minimum Book Condition Standards for ND Scanning.....	71
Table 17 - University of Virginia Minimum Book Condition Standards for ND Scanning.	71