

#### **4.00 Policies & Procedures—Processing**

##### *Mission Statement*

The mission of the processing department is to oversee the preparation, preservation, and maintenance of all materials, while fostering an atmosphere of participation and communication between staff and providing the best product to our patrons.

#### **4.1 Procedures**

The Library acquires materials in a variety of formats. The Processing Department strives to prepare items for public use in such a way as to maximize their lifespan, as well as to make them look attractive on the shelf.

The library does not cover books, laminate papers, or mend old books for the public.

#### **4.2 Mending**

Mending should proceed in an orderly manner. All books should be inspected and sorted according to work needed. A work slip must be placed in each book, listing the repairs to be made. Books that are very old or in very poor condition should be set aside for evaluation to determine if they are worth mending. If not worth mending, they should be withdrawn.