

Cover One Book Repair Policy

Introduction

The Cover One Book Repair System is owned and operated by Oakley Public Library. Under a memorandum of understanding between NWKLS and Oakley Public Library, the Oakley Public Library staff will provide book repair services utilizing their Cover One Book Repair System for the NWKLS Office and Member Libraries (All Academic, Public, School, and Special Libraries). The policies set forth below will guide Oakley Public Library Staff in working with member libraries and guide member libraries in determining what books to send for repairs.

Repairs

The Cover One Book Repair System can:

- only repair books that have a spine of 2 inches or smaller and a maximum of 14 inches in length.
- repair hardback and paperback books.
- only repair a book if this is the first repair being made to that book. It cannot repair a book that has been previously repaired in any way.
- only repair a book that has a cover separated or partially attached to the page block, or a split in the page block that exposes the inside portion of the spine.

Limitations

Member Libraries may have 10 items repaired per year. It is the member library's responsibility to track the number of repairs requested in a year.

Please do not send books that need to be removed from your collection to Oakley Public Library for repair. This includes old or outdated books, books that are in bad shape with stains or water damage, or items of no discernable value.

Oakley Public Library has the right to refuse to repair any item.

Process

1. The NWKLS Office and Member Libraries will evaluate prospective repairs using the "Repairs" and "Limitations" sections of this policy.
2. If it is decided that the item can be repaired, email the Oakley Public Library at oaklib@st-tel.net and let them know you are sending an item to repair with information about the shipping process. (*Also, please include a note with the book letting them know that this is a book repair.)
3. The NWKLS Office or Member Library should send the item directly to Oakley Public Library. (This can be done on the courier, rotation van, USPS mail, or any other means determined by the library.)
4. Oakley Public Library Staff will also evaluate the book and begin the repair, if warranted. Once the repair is complete, Oakley Public Library Staff will send the item back through the same shipping process and email the library that the repair is complete, and the item is in transit.