Wet Book Kit
for MIT Libraries Access Services Desks

First, bag the wet item

• Put on plastic gloves (optional).
• Place wet item in a zip-top storage bag and seal.
• Label bag with date and problem. (Write on bag or slip paper inside.)

Then, call CPS & update Aleph

• Call Curation and Preservation Services (CPS) at 253-5282 for advice and guidance.
• Update the Item Process Status in Aleph to "PR - At Preservation Services."

If no answer from CPS or if after hours...

• Email preservation-team@mit.edu.
• If the item appears to be moldy, leave the bagged item in a safe place for CPS staff to retrieve. Do not place the moldy item in a refrigerator or freezer used for food, even temporarily.
• If the item is not moldy, follow these steps:
  • Books with regular matte paper: Stand partially-wet books on end and fan out their pages to facilitate air-drying. Items that are too fragile to stand upright should be double-bagged and placed in a refrigerator or freezer until CPS staff can assess.
  • Books with glossy paper (science journals, art books, etc.): Do not allow book to air dry. Double-bag the item and place in a refrigerator or freezer until CPS staff can assess.

Lastly, follow up

• Be sure a CPS staff member sees the wet book as soon as possible, and definitely within 24-48 hours. Call 253-5282 or email preservation-team@mit.edu.
• NEVER send a wet book through Delivery Services. Hand-deliver to the Wunsch Conservation Lab (14-0513) or arrange for CPS staff to pick up.
• If this kit needs more gloves or bags, email preservation-team@mit.edu.

Kit contents: plastic gloves, zipper storage bags (small, medium, large, and XL)
This instruction page is available at: https://wikis.mit.edu/confluence/x/tdPZAw

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