

## Condition Cheatsheet

To ensure our collection is in excellent condition, pull items with any of the following issues. Selectors will review for replacement. Please separate potentially mendable items.

IF YOU ARE ASKING YOURSELF “*Is this damaged?*” - THE ANSWER IS YES. PULL IT FOR REVIEW!

### Potentially mendable

- Broken, warped, or split spines
- Missing, scratched, or broken discs
- Broken cases (warped, wrinkled, prongs, rings)
- Damaged or missing cover art
- Sandy, dirty, sticky, or torn book cover
- Items with missing parts
- Water damage, mold, food, or other stains
- Odors or smoke damage
- Insects
- Bite marks or chewed pages/covers
- Yellowed, brittle, or ripped pages
- Writing, highlighting, coloring, underlining
- Missing pages
- Torn and bent covers
- Splayed, creased, or tattered paperbacks
- Yellow, brittle, or dirty tape
- Malfunctioning electronics
- Re-bound items

AV EXAMPLES BELOW. SEE BOOKS ON REVERSE.



