In accordance with the mission of the library and resources available, the Linscheid Library preserves materials in its collection and offers assistance to individuals and institutions in the greater Ada area. The library is happy to offer advice on the care and preservation of antiquarian books and documents. Please consult the Public Services Librarian, 580.559.5308, if you are in need of assistance. The library is not able to provide appraisals.

Since prevention of damage is the best preservation strategy, the library strives to maintain a suitable environment* for items in the collection and to encourage the proper handling of all materials. Library users can do a great deal to assist in the preservation of the collection by following the library's Preservation Tips.

For items that do become damaged, the following services can generally be provided in-house for books within the collection:

- Repairs of torn pages
- Tipping/hinging in of a limited number of loose pages
- Limited construction of simple enclosures
- Tape removal
- Encapsulation
- Simple aqueous calcium carbonate “de-acidification” treatment

In cases where a damaged item requires rebinding, it will be sent to a bindery.

**Digitization**

All digitization is done in as non-destructive a manner as possible. Items are evaluated for conservation treatment, which, if needed, will be performed before scanning. All files are produced in multiple formats that are universally readable. It is the responsibility of the Public Services Librarian to keep abreast of current trends in file formats and to know if files need to be migrated to newer technologies. All digital exhibits are produced in a manner that facilitates access to the collection for all users. The library makes every effort to remove barriers to physical access to digital objects.

*A suitable environment for library collections would include the following:

- limited exposure to UV light,
- temperature of 65-70 degrees F, and
- 40% relative humidity.*