

# PRESERVATION FLYER

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## Choose one:

- Mark as is
- Bind

## BINDERY

- Picture Cover
  - Retain Flaps
- Cloth
  - Mount Cover
  - Retain all
- Music Part
- Music Score
- Phase Box
- Portfolio

## COLLECTIONS CARE

- In-house pamphlet binder
- In-house pocket
- In-house pressboard binder
- In-house 3-ring binder
- Deacidification
- Encapsulation
- Kapco (polyester sheeting applied to cover)
- Shrinkwrap
- Mend (add Special Instructions)
- Cut pages
- Tip-in
- Glue flaps
- Other (see Special Instructions)

## DIGITAL PRESERVATION

- Reproduction paper copy
- Other (use below to explain request)

## Special Instructions:

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