FABLEHURST UNIVERSITY
WICKHAM MEMORIAL LIBRARY

Collection recovery request

Records Services / CR-26-073 | July 24, 2026

Routing cover sheet

FROM	TO
Dr. Mortimer Vale / University Librarian	Facilities records desk
PAGES INCLUDING COVER	REFERENCE
3	CR-26-073 / Hollis Reading Room

A leaking radiator affected the return cart outside the Hollis Reading Room. The attached inventory records six volumes held for conservation assessment. Do not return these volumes to open shelving until the release column has been completed.

Use this copy. Earlier list has wrong shelf numbers.

Only SIX volumes — not the whole collection!

Handling note

Keep the affected volumes flat and separate. The library will arrange transport to the conservation workroom. Levels 9 through 14 remain closed pending investigation; this request does not authorize entry.

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Affected-volume inventory

CR-26-073 | Cart H-4 | Checked July 24, 2026

Shelf mark	Short title		Condition	Release
HM 12.4	Atlas of Quiet Doors		damp edge	hold
BT 8.2	Winter Mosses		wet cover	hold
AR 31.6	Lantern Accounts, 1711		ink bleed	hold
EN 5.9	Foundations of Binding		dry	yes
HS 14.2	Hollowmere Field Notes		damp	hold
DV 3.7	Forecast Register, Vol. II		dry	yes

AR 31.6: no rubbing / no heat

2 released. 4 remain on hold.

Inventory count: 6 volumes. Two dry volumes may return to shelving. Four volumes remain in the conservation queue. A release applies only to the listed shelf mark.

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Conservation handover

CR-26-073 | Conservation workroom copy

Custody log

Date / time	From	To	Volumes
July 24 / 09:10	Hollis Reading Room	Circulation desk	6
July 24 / 10:45	Circulation desk	Conservation workroom	4
July 24 / 11:20	Circulation desk	Open shelving	2

Release instructions

Each held volume requires a condition photograph and a signed release entry. If a shelf mark cannot be read, retain the volume and consult the inventory on page 2. Do not infer a shelf mark from the title alone.

Check the ink bleed before moving AR 31.6.

M. Vale / 24 July

University Librarian