

# Appendix 5: Fun Stuff

CONTENTS	PAGE
Summer 1962 . . . . .	1
<i>Poem by author and poet Ron Koertge.</i>	
Helpful Hints for Tyrone . . . . .	3
The Strangest Thing I Ever Found in a Book Was... . . . . .	7
25 Things to Say to Difficult People . . . . .	9
<i>Satirical piece giving 25 possible responses to difficult patrons reprinted with permission from Steve Barnhart, Eagle Rock Consulting.</i>	

# Summer 1962

Ron Koertge  
Author and Poet

When I worked at the library, my favorite job  
was opening up in the morning. Strolling toward  
the big, wooden doors I felt like the manager  
in a store of ideas.

If it weren't for those long hours at the desk, I might  
still be there. But I not only watched the days pass,  
I marked each one with an indelible stamp.

When I told the head librarian, he was disappointed.  
"Should you change your mind," he said, "your job  
will be waiting."

He sounded like the vicar in a book about a plucky  
but misguided lad who goes off to the city.  
I pictured my job waiting for me at the crossroads  
or lying by the grave of the person I almost was,  
it's face on its paws.

# Helpful Hints for Tyrone...

## **Cleaning Book Jackets or Covers (various approaches are working)**

One idea we use for cleaning book covers: Huggies Natural Care Unscented Baby Wipes! Bound To Stay Bound Company passed along that idea. It works especially well for their buckram covers, as it doesn't harm the protective coating. It works well for the plastic covers too.

*Marge Asplund—Dixon Public Library*

A hint I picked up elsewhere is using wet wipes (baby wipes) to clean plastic book covers and also children's books without covers that have a sort of plastic finish. They not only remove dirt but sticky who knows what. Also, they are very convenient. We use the cheap house brand from Target or Wal-Mart.

*Shirley Wilhelmsen—Squaw Grove Public Library*

Best book jacket cleaner: Goo Gone (if it's sticky or on cloth bindings) Windex for ordinary dirt on plastic covers. Best remover for adhesive residue: Goo Gone

*Chrys Rudnik—Park Forest Public Library*

The best cleaner for book jackets is Dow Bathroom Cleaner sprayed on a cleaning fabric (not paper towel), then used gently on jacket. Everyone else seems to leave a residue!

*Ruthann Yeaton—Creston-Dement  
Public Library District*

The best book jacket cleaner I've found is a damp (wet, but well wrung out) cloth plus lots of elbow grease, followed by a dry cloth. This is preferably applied by a dedicated volunteer who likes the library to have clean books. It can also be applied by pages who have extra time or anyone who comes across a really dirty book. The damp cloth and elbow grease takes care of most everyday dirt. If there is an adhesive residue or other stuff that doesn't come off with water, a little isopropyl (rubbing) alcohol, Goo Gone (available at most hardware stores) or Tape-Away Tape Adhesive Remover (available from Gaylord) on a soft cloth may do the job. We keep a supply of terry cloth washcloths or dishcloths by the sink ready for use. We have enough so that there are always clean ones, even when some of

them are at home waiting to be run through the washing machine.

*Iris Henderson—Park Ridge Public Library*

The best cleaner for book jackets is Dow Bathroom Cleaner sprayed on a cleaning fabric (not paper towel), then used gently on jacket. Everyone else seems to leave a residue!

*Ruthann Yeaton—Creston-Dement  
Public Library District*

We were told by Bound to Stay Bound that the best way to clean their prebound books is with baby wipes. So, we always have them on hand.

*Jane Koehler—Woodstock Public Library*

Best book jacket cleaner I have used is Baby Wipes.

*Judy Gilbert—Tripp Elementary School*

The best thing for removing sticky tape residue from book covers is GOO GONE. Let it sit for a bit and the sticky wipes right off.

*Kathy Hoel—North Suburban District Library*

## **Cleaning Pages, Including Stain Removal**

Patrons have been known to think of our books as their own when reading for school assignments. We have seen sentences underlined and editorial comments have been scribbled in the margins. To clean the pages of the book properly, the following supplies are needed: an Opaline pad, a Pink Pearl eraser, and a soft bristle brush. Begin by rotating and pressing the Opaline pad between the palms of the hands to release the cleaning granules. Gently rub the granules over the dirt or pencil marks. The granules will absorb the dirt. Use the brush to wipe them away. More difficult marks will need to be removed with a Pink Pearl eraser. Work with a light touch and use small strokes.

*The Staff of the Vernon Area Public Library District*

The best way I've found to separate pages of a book that are stuck together by gum or some other unknown substance is to soften the material with heat from an iron. Put a piece of plain white paper under and over

the stuck pages. Press lightly with a hot iron on the covering white paper. See if the pages will peel apart. If it doesn't peel easily, press again until the material softens and the pages peel apart. Once the pages are apart you can do any or all of a variety of things, depending on the consistency and quantity of the material involved and on the stability of the paper:

- Scrape off excess material with a table knife or comparable tool.
- Wipe off water-soluble material with a damp cloth if the paper can tolerate wiping with water.
- Place clean paper against the material and press again from the outside through clean paper to blot some of the material into the paper. This may need to be repeated many times to remove materials such as gum. (See Dealing with gum)

Some brownish or colored stains on pages of a book can be removed or reduced by treating them with hydrogen peroxide. Place a piece of plain white paper under the sheet with the stain. Put a drop of hydrogen peroxide on the stain. If the stain goes through the paper, apply the hydrogen peroxide from both sides of the page. Put a piece of plain white paper on top of the treated stain. If the moisture goes through the paper, put in another piece of paper to absorb the moisture. Close the book and place it under a weight or a stack of books so it is held flat while it dries. Allow it to dry overnight. If the stain is reduced but not eliminated the procedure can be repeated. If the stain doesn't budge with one treatment it probably will not respond to a second treatment. If the paper is slightly wrinkled, press with a hot iron with plain white paper above and below the pressed page.

*Iris Henderson—Park Ridge Public Library*

## Dealing With Gum

### On pages:

A good way to get gum off book pages: put the injured volume in the freezer for 30 minutes (don't forget it or you'll be dealing with damp pages and mold). Snap off the wad of gum and the book's nearly as good as new.

*Eileen Sullivan—Cook Memorial Public Library District*

Gum stuck on a page could be a real problem. To help remove it freeze the book until the gum is good and hard and simply pop it off.

*The Staff of the Vernon Area Public Library District*

Gum may leave an oily residue, which may be removable with a spot removal solvent. However the spot remover may also affect inks on the paper. Oily residues just may not be removable.

*Iris Henderson—Park Ridge Public Library*

### On carpeting:

The best way to get gum off the carpet: apply ice (preferably wrapped in a paper towel to prevent freeze bite) directly to the spot. When stiff, scrape up gum with a spackle knife (scissor blade, etc.)

*Eileen Sullivan—Cook Memorial Public Library District*

## General Book Repair

Torn pages get taped with "magic tape" on both sides. Loose pages will get the edge painted with "norbond" glue then inserted in the book. The book is then clamped at the spine with binder clips.

To mend a cracked spine — if it is split open — measure the correct length of binder tape, moisten it and attach to one then the other side of the two pieces. Use several rubber bands around the width of the book and insert a "bone" under the rubber bands and along the spine to help secure the glued part.

If a clump of pages is pulling away from the spine then simply paint some norbond onto the spine tape and secure the book for 24 hours.

We have seen children's artwork on the first page of a book. Often times there is no information on this page or if there is information it is repeated on the following page. You can do one of two things. Either cut the page out being very careful to only cut through that one page and not the next and secure the cut area with a strip of tape. (No information is lost.) Or you could cover the page with "studiotac" then simply secure the page to the inside of the cover. If you do have the barcode and date due slip on that page be sure that it is first transferred to the following page.

If a book comes back smelling funny simply enclose it in a plastic bag with baking soda. The baking soda will absorb the odors. Or stand it up and open so that the air can get to the pages. Keeping it away from heat is best as the glue could dry out.

We have been successful with ironing pages if they have gotten wet then dried and have become wrinkled. Be sure to sandwich the wrinkled page between two sheets of paper to avoid scorching.

*The Staff of the Vernon Area Public Library District*

A few of the things our staff say are helpful are EZ Blaster, absorbent paper towels, a Xacto knife, sharp scissors, and a couple of various erasers. I know they use an art eraser occasionally. The other eraser is called a dirt eraser (I think they got it from Demco), and it can actually get rid of the majority of crayon marks (or at least lighten them) that sometimes decorate returning books. And sometimes they ‘wrap’ a book with baking soda to get rid of smells. We use EZ Blaster instead of Goo Gone, since it is obtainable through a library supply company. She has a list of the five companies we use, in case anyone is interested. She said the dirt eraser is from one of the companies, but it might not be Demco, she just had it in that bag to contain the dust.

*Theresa Winterbauer—DeKalb Public Library*

### **Disinfecting Surfaces**

Keep a container of disinfectant wipes at your reference desk. These are great for disinfecting phone, computer, etc. that are used by multiple staff members. This cuts down on sick days!

*The Staff of the Rolling Meadows Library*

### **Label Removal**

Here’s a good little tip that I use. If you have a book or item (such as something purchased for a gift or prize) that has a sticky label or price tag on it use a hair dryer on the sticker or label for a minute or two, this will loosen the adhesive backing and it will peel right off.

*Jackie Weiss—Cahokia Public Library District*

To get old labels off of plastic containers use Goo Gone. Apply Goo Gone, wait a few minutes, then scrape off with straight edged razor blade. It’s easier and faster than a paper towel or cloth, which means you don’t have to sit there and inhale the Goo Gone so long!

*The Staff of the Rolling Meadows Library*

### **Occupational Hazards – Paper Cuts**

My best tip is for an occupational hazard—paper cuts. Cut up a band aid and tape the cut with one of the two tape portions. Throw the rest away. The cut’s healed the next day. Actually any tape will do but I figure that’s the most sanitary way to go.

*Barbara J. Lintner—The Urbana Free Library*

### **Shelf Size for Non-Automated Libraries**

Rule of thumb: To estimate the size of your collection, measure your shelf list cards. One inch equals approximately 100 cards.

*Lois B. Schultz—Independent Consultant*

### **Storytime Tips**

Use small, craft sized, clothespins to attach nametags to kids.

*The Staff of the Rolling Meadows Library*

### **On Making Flannel Board Stories**

I use pellow, which is fabric stiffener. It comes in several thicknesses. I get the heaviest weight that you can still see through. I trace the pictures from the book, outlining them in black. Then I use colored pencils.

Unless it is absolutely necessary I cut out the figures in a cloud so that there is some white space around the outline. This is faster to cut out and easier for very young children to handle.

Sometimes I tell the stories with the pieces, and sometimes I use the pieces as follow-up for the theme, handing out the pieces as the last activity, and having the children put them on the board in response to a cue, e.g. “Who has an animal that says, ‘Moo?’”

*Clara Sheffer—Niles Public Library District*

# The Strangest Thing I Ever Found in a Book Was...

Chewing tobacco — already chewed and spit into book

Cards

Receipts

Pictures

Love letter — a favorite of the Evans Public Library

Newspaper clippings

Dollar Bills

Half-eaten sucker — luckily the sticky part was stinking out of the book

Flattened cigarettes

Baby tooth — THE favorite of the Evans Public Library

Two fifty dollar bills in a birthday card signed “Love, Grandma”

Opera tickets

Half-eaten candy bar

# 25 Things to Say to Difficult People\*

1. Thank you. We're all refreshed and challenged by your unique point of view.
2. The fact that no one understands you doesn't mean you're an artist.
3. I don't know what your problem is, but I'll bet it's hard to pronounce.
4. Any connection between your reality and mine is purely coincidental.
5. I have plenty of talent and vision. I just don't care.
6. I like you. You remind me of when I was young and stupid.
7. What am I? Flypaper for freaks?
8. I'm not being rude. You're just insignificant.
9. I'm already visualizing the duct tape over your mouth.
10. I will always cherish the initial misconceptions I had about you.
11. It's a thankless job, but I've got a lot of Karma to burn off.
12. Yes, I am an agent of Satan, but my duties are largely ceremonial.
13. How about never? Is never good for you?
14. I'm really easy to get along with once you people learn to worship me.
15. You sound reasonable...Time to up my medication.
16. I'll try being nicer if you'll try being smarter.
17. I'm out of my mind, but feel free to leave a message...
18. I don't work here. I'm a consultant.
19. Who me? I just wander from room to room.
20. My toys! My toys! I can't do this job without my toys!
21. It might look like I'm doing nothing, but at the cellular level I'm really quite busy.
22. At least I have a positive attitude about my destructive habits.
23. You are validating my inherent mistrust of strangers.
24. I see you've set aside this special time to humiliate yourself in public.
25. Someday, we'll look back on this, laugh nervously and change the subject.

\* Compiled by: Steve Barnhart – Eagle Rock Consulting (309) 747-3456 from the web site of [www.ivillage.com](http://www.ivillage.com)