

LIBRARY POLICY MANUAL

SECTION: Technical Services

Date Issued: 8/21/02

Revised:

SUBJECT: Bindery Policy

Attachment(s): 3

I. Purpose

The purpose of this policy is to outline the policy and procedures used when selecting items for the bindery.

II. Policy

Items are sent to the bindery twice a year. Sending items to the bindery is the exception, not the rule. Each item is first evaluated for possible repair. Some books with binding problems cannot be repaired. The Technical Services Supervisor reviews the items and makes the final decision after consulting with the appropriate area selector. The majority of the books are discarded, but possible candidates for binding include:

1. Fiction titles that complete a high circulating series
2. Out of print books which are of high value to the Library collection
3. Non-fiction volumes that complete a highly valued set

Books that are not sent to the bindery include:

1. Mass market and trade paperbacks
2. Books which have already been rebound
3. Books with yellowing or brittle paper
4. Books with an inside gutter of less than ½” and/or outside margins less than 3/8”
5. Books still in print
6. Books with pages missing
7. Books with multiple copies
8. Books with replacements on the gift shelf

Only the *National Geographic* and *Virginia Cavalcade* magazines are sent to the bindery.

III. Procedures

1. To select books for the bindery:

Note: The minimum number of books that can go to the bindery is 25.

- a. Place damaged books returning from circulation in the “Tech Processing” basket at the Circulation Desk; **(Circulation staff)**
- b. Collect items once a day and check out to the “repair” patron; **(Technical Services staff)**
- c. Repair books that can be done quickly (approximately 15 minutes); **(Technical Services staff or volunteer)**
- d. Give books that can not be repaired easily or quickly to the Technical Services Supervisor for evaluation; **(Technical Services staff)**
- e. Give books to area selector for possible discard. **(Technical Services Supervisor)**

2. To send books to the bindery:

Note: All these tasks are performed by Technical Services staff or volunteers.

- a. Check books out to the bindery card for a three month period;
- b. Remove the plastic jacket and book jacket;
- c. Note the special stickers (such as Mystery, Science Fiction/Fantasy, Biography) on the back page of the book;
- d. Make sure the barcode number and title are physically affixed or noted on the back page of the book;
- e. Mark the chosen color number of the binding on the back page;
- g. Cut out the back page of the item;
- h. Type the order slip (attached) for each book in capital letters with no beginning articles (i.e. the, an, a);
- i. Staple each order slip with the corresponding back page and place it on on the bindery shelf in the compact shelving in Technical Services.

3. Special Magazines:

- a. Prepare one year of the magazine for the bindery;
- b. Take out all unattached advertisements from each magazine;
- c. Separate the *National Geographic Magazine* into two groups by date: January-June, July-December; *Virginia Cavalcade* into one group;
- d. Rubber band each group separately;
- e. Make separate order slips for each future volume;
- f. Check the last volumes on the library shelf to see that the volume numbers are correct.

4. Paperwork procedure

Technical Services staff performs these procedures.

- a. Fill out bindery forms for each book (see attached)

All books in Title/Variable box:

Type name and library address;

Type title, author of book or volume (all capital letters);

Type “no call number on spine”;

Write any necessary notes in the “Instruction Box.”

Hardbacks:

Choose the color of the binding from the pamphlet list;

Choose “custom book.”

Paperbacks:

Choose “Flex-M” for paperbacks;

Write any necessary notes in the “Instruction Box” on the bottom of the bindery form.

Magazines:

Type the volume number, month and year;

Mark cover color to be used: Blue for *National Geographic*; Black for *Virginia Cavalcade*;

Mark print cover to be used: Gold for *National Geographic*; White for *Virginia Cavalcade*.

- b. Fill out the shipping form using the same information on the bindery form (attached);

- c. Prepare an estimate of costs based on the bindery price guide;
 - d. Give one copy of the estimate to the Senior Administrative Assistant and one copy to the Technical Services Supervisor;
 - e. Call Mid-Atlantic Bindery at 800-831-9400 to request pick up of the items; Note: Bindery items are usually returned in two to three weeks.
5. Procedure for processing items returned from the bindery
Technical Services or volunteers perform these procedures.
- a. Unpack the items and place them on a separate bindery book truck in the Technical Services area;
 - b. Check the number of items returned against the number of items on the packing slip;
 - c. Note the quality of the binding and for any missing items;
 - d. Maintain a checklist of work needed for books on the bindery book cart (i.e. spine label, security strip, cover, 3M tag, ownership stamp, barcode change, subject stickers);
 - e. Match the book jacket that had been removed prior to leaving the library with each item;
 - f. Type and affix needed labels;
 - g. Affix magnetic security strips;
 - h. Cover items that have book jackets;
 - i. Trim book jackets to fix the book;
 - j. Affix the library address label on the inside of the back cover;
 - k. Write on the label the number of times the item has circulated, price, and the bindery date;
 - l. Change the barcode in the database and affix a new one on the back cover of the item;
 - m. Place on the “revising” book truck for stamping and check in;
 - n. Check in and tag each item using the 3M staff workstation, which is

is located in the Circulation area;

o. Place items on the appropriate shelves for reshelving.