

BINDERY HANDBOOK – BINDING SPECIFICATIONS

Rationale: The purpose of this section is to outline the Library's binding specifications. These are used by the Library to determine what binding styles to choose and by the bindery to determine what binding styles will be used. The specifications are used by both organizations to outline the terms and conditions of work completed for the Library.

I. Definitions of Binding Units: The following definitions of binding units shall be the basis for unit prices in any proposal or resulting contract for binding services for the University of Illinois Libraries. The University will designate the binding style to be provided; any deviations from such designations are to be made only with the prior written consent of the University. The University will be charged the unit price as agreed to by the Binder in this proposal request and the resulting contract, for the style that was actually employed for each binding unit.

A. Book(s)/Monograph(s): A book or monograph is defined as one piece of graphic material submitted for binding or rebinding as a single unit without reference to another unit, or with no demand placed on the Binder to match one (1) unit to another. Although some items in this category may be bibliographically classed as serials or may be part of a set, the Library assumes responsibility for uniformity of color of cloth and stamping foil.

B. Serials/Periodicals: A serial and/or periodical is defined as a single piece of graphic material bound separately, or a series of two (2) or more serially numbered graphic units bound together, for which the cloth color shall be selected, and the cover stamped with information so as to match other publications in the same set or series. The Library initially supplies the stamping information, but the Binder assumes responsibility for maintaining the integrity of it for the duration of the contract.

C. Paperbacks: Identical to *4.9.1 Book(s)/Monograph(s)*.

D. Thesis/Dissertation: A dissertation and/or theses is defined as one piece of graphic material submitted for binding as a single unit without reference to another unit. The color is pre-selected by the Library, and the spine stamped with lettering running from bottom to top, so as to match other publications in the same category. The imprinting information for each is provided to the Binder by the Library. The Binder assumes responsibility for maintaining the integrity of non-variable information for the duration of the contract.

E. Enclosures: Enclosures are defined as any containers constructed by the Binder for the Libraries.

II. Basic Specifications for Monograph and Periodical Bindings

A. Examination and Collation

1. All volumes shall be examined according to the Standard to detect damaged leaves and peculiarities that might make either first-time binding or rebinding inadvisable.
2. Whenever necessary, the Binder shall set out (with strips of alkaline paper or cloth of an appropriate weight) all double leaves, maps, and inserts, in order to preserve printed matter that would otherwise be destroyed by trimming and/or sewing along the spine edge.
3. Incomplete or imperfect volumes shall be returned to the Library unbound unless the Library has acknowledged the incompleteness in some way. For example, a note instructing the Binder to “Bind as is”.

B. Mending and Extending

1. **Mending:** The Binder may only repair tears along the binding edge if necessary to bind the volume and shall use pressure-sensitive alkaline paper mending tape or Japanese tissue and paste. The Binder is not authorized to make other repairs unless the Libraries specifically ask for the treatment.
2. **Extending:** Whenever necessary, the Binder shall extend or set out with strips of alkaline paper or cloth of an appropriate weight, all double leaves, maps, and inserts, in order to preserve the printed matter which would otherwise be destroyed by trimming and/or sewing along the binding edge.

C. Removing Backs & Preparing Text Blocks for Binding

1. For the text blocks which must have the spine edge trimmed or milled away in preparation for oversewing or double fan adhesive binding, care should be taken to preserve as much as possible of the inner margin. Milling shall conform to *ANSI/NISO/LBI Z39.78-2000* 7.3.1 or 7.4.1.
2. Very bulky periodical issues that are saddle stitched, and which cannot be sewn through the fold (i.e., when they must be bound together with non-saddle stitched issues) shall be prepared for adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.
3. All staples must be pulled from side stapled text blocks to provide an inner margin of maximum width.
4. Staples shall be removed from all saddle-stitched issues prior to their being sewn through the fold.

5. Newspapers and periodicals with minimal inner margins should be prepared for adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.
6. For Double Fan Adhesive Binding, the Binder may choose to notch the spine to ensure greater durability. The notches shall not exceed 3/32 inch deep.

D. Trimming

1. Although the Libraries do permit trimming, it is expected that all trimming will be kept to an absolute minimum. When trimming is done, the heads, fore edges, and tails of text blocks shall be trimmed as slightly as possible, and under no circumstances shall printed matter be trimmed away.
2. Trimming shall not be used to remove staples from a side-stapled item; they shall be carefully pulled from the item instead.
3. Periodicals issued in signatures that are to be oversewn or adhesive bound shall be prepared by slitting through the fold rather than by trimming or milling.
4. The Libraries may specify that individual volumes remain untrimmed.
5. The Binder will leave text blocks untrimmed when necessary to preserve text, margin notes, illustrations, and folded maps and inserts.
6. Re-cases shall not be trimmed.
7. Should the Binder remove printed matter in trimming, this error will be corrected under the criteria presented in section **4.6 Damaged or Destroyed Materials** of this request.

E. Stubbing and Bound Together Materials

1. When periodical parts of different heights are to be bound together, the bottom of the resulting text block should be flush, not the top. Stubbing shall be used whenever practical to make up for size differences.
2. In no case shall one piece be trimmed excessively for the purpose of making it conform to a smaller piece with which it must be bound.
3. Stubbing shall be added to compensate for thick pockets on back covers and to correct text blocks which flair out towards the fore edge.

4. When media are bound together with text blocks, dense foam filling material, such as Plastizote, may be used to fill in around the media case.
5. Papers used for stubbing and setting out shall meet the specifications cited in *ANSI/NISO/LBI Z39.78-2000*.

F. Leaf Attachment:

The Binder shall use the specifications and standards set forth in *ANSI/NISO/LBI Standard for Library Binding* (ANSI/NISO/LBI Z39.78-2000) for all leaf attachment.

1. Preferred Order of Attachment

The Binder shall select the leaf attachment method in accordance with the specifications listed below. The Libraries' preferred order of choice for leaf attachment is:

- New case only (or re-case) for marginally brittle items or for volumes where this treatment is specified.
- Sewing through the fold
- Double fan adhesive binding
- Oversewing, or side sewing

The Binder shall adhere to that order of preferences using the decision tree and specifications included in this RFP to determine the appropriate method for each volume. On selected titles, the Library may state a specific leaf attachment method. When specified on the binding slip, the Binder shall follow those instructions; however, if the Binder determines that the specified leaf attachment method would be inappropriate for the volume, the Library shall be so advised in order to select a different method. Protective enclosures shall be by request only.

2. Methods of Leaf Attachment

All leaf attachment methods and practices should meet or exceed the specifications outlined in the *ANSI/NISO/LBI Standard*, Section 7. Any bindings considered to be deficient in this regard will be regarded as an error.

3. Double Fan Adhesive Binding

Any mechanized process for applying the adhesive, such as the "Ultrabind" shall be described in the proposal. Machinery used for notching must be described in the proposal.

4. Sewing Through the Fold

Sewing through the fold should comply with all applicable points of *ANSI/NISO/LBI Standard*. Items sewn through the fold should be sewn securely, without gaps between the signatures.

5. Items Unsuitable for Binding

Items which are unsuitable candidates for any of the above methods of leaf attachment shall be boxed in accordance with special instructions provided by the Libraries, or returned to the Libraries unbound.

G. Rounding and Backing

Text blocks shall be rounded and backed to conform to Section 10 Spine Treatment of the *ANSI/NISO/LBI Standard*, except the following:

1. Those which the Binder deems sufficiently rounded and backed.
2. Those that are too fragile or structurally too weak to be subjected to rounding and backing without the risk of damage to the text block or sewing structure.
3. Those that will not benefit from the rounding and backing process due to their structure or shall be damaged by the rounding and backing process.
4. Monograph or periodical volumes measuring less than 1/2" thick.

H. Back Lining

Backs shall be lined to conform to section 11 and 17.2 of the *ANSI/NISO/LBI Standard*.

I. Cover Board

The Cover Board shall conform to 16.0 of the *ANSI/NISO/LBI Standard*.

J. Covering Material

Cloth used for bindings or enclosures shall be either F-grade Buckram or C-1 grade bookcloth that meet the specifications of *ANSI/NISO/LBI Z39.78-2000*.

K. Case Making

Case construction shall conform to section 12.0 Making the Case of the *ANSI/NISO/LBI Standard*.

1. The Libraries will accept either wide-hinged or narrow-hinged cases. Regardless of hinge chosen, the cases shall be neatly made and attached securely along the entire text block.

Wide-hinge, flat-backed items that meet the criteria for flush bottom binding shall be bound flush bottom at no additional charge.

2. If the Binder chooses to reinforce the head and tail of the spine, a flat-woven braid of strong material of an appropriate weight of spun-bonded olefin (e.g. Tyvek) shall be used. Cords shall not be used for any purpose.
3. The Libraries will accept Traditional or Library Corners. There will be no additional charge for either corner.

L. Stamping

Stamping foil shall conform to section 22.00 of the *ANSI/NISO/LBI Standard* and shall be available in white, black, and gold.

M. Lettering

Lettering shall be done to conform to section 12.2 of the *ANSI/NISO/LBI Standard*.

1. Type and Size

Lettering shall be of a point size appropriate to the thickness of the volume. A sixteen (16) to eighteen (18) point size shall be used for most volumes. Volumes thinner than $\frac{3}{4}$ inch may be lettered in 14-point type. Lettering shall not exceed $\frac{1}{2}$ character onto the shoulder of the front or back cover. Characters must be available in both upper and lower cases for use when specified. Availability of diacritics is desirable, but not required. Imprint information and call numbers shall be included in the price.

2. Placement and Spacing of Stamping

The University reserves the right to determine the placement, spacing, and size of lettering used on library binding. Author/title information shall generally be struck on the spine. Call numbers and variable information shall also generally be struck on the spine. However, requested exceptions shall be honored.

3. Placement of Call Numbers

Unless otherwise specified, the priority order for placement of call numbers on the covers of classified volumes is: (1) in horizontal lines on the tail of the spine, (2) when volumes are thinner than $\frac{5}{8}$ inch, in a horizontal line on the upper left-hand corner of the front cover.

5. Placement of Title/Author Information

The order of priority for placement of title/author information on the covers of monographs, periodicals, or newspapers volumes is: (1) unless otherwise specified, in horizontal lines on the spine; (2) when volumes are thinner than $\frac{5}{8}$ inch, in vertical lines running down the spine.

6. Appearance and Legibility

Lettering must allow for letters and numbers of similar appearance to be easily differentiated. For example, the number one (1) and the lower-case letter L, or the number “zero” (0) and the letter O.

N. Casing-In

Casing-in shall conform to *ANSI/NISO/LBI Standard 13.0*. Text blocks should be seated evenly, squarely, and securely within the cases. The hinges should be securely and evenly attached at the head and tail turn-ins.

1. Volumes shall be cased-in and pressed between metal edged boards or in a hydro-press (i.e., a building-in machine). If the hydro-press is used, the heat, pressure, and dwell time shall be sufficient to set the joints, insure good adhesion, and permit the boards of the book to open easily.
2. The square which projects around the head, fore edge, and tail of the text block shall be proportionate to the size and weight of the text block. The squares should be even on all sides and the endpapers should be evenly applied without bubbles, wrinkles or skew.
3. If a volume is over three (3) inches thick or exceedingly heavy, it should be cased-in flush-bottom as described in *ANSI/NISO/LBI Standard 13.0*.

O. Binding Slips

Binding slips shall be attached in a non-damaging, non-permanent fashion in a consistent location, preferably at the front of the volume. They must be easily removed.

P. Pockets and Cases for Supplementary Materials

1. Pockets

Pockets shall be made of alkaline paper, spun olefin (TYVEK), tear resistant fabric, or fabric and board, depending on the bulk and weight of the materials they are designed to protect.

Pockets shall be constructed so that the materials they contain are firmly supported, and are not easily damaged as they are inserted into or removed from the pocket, i.e., they shall fit the material they are designed to hold. Inappropriately fitted pockets will be considered an error, and the items will be returned as such.

Stubbing shall be added to the text block to compensate for the thickness of the pocket and its contents when pockets for inserts that are greater than 3/16th inch thick.

2. Cases

Cases for videotapes, audiotapes, compact disks, or 3 1/2" computer diskettes shall consist of durable polyethylene, polypropylene, or similar inert plastics as outlined under. Under no circumstances shall plastics with polyvinylchloride (PVC) be used.

Q. Enclosures

1. Phase Boxes

Phase boxes shall be constructed of strong, flexible, alkaline buffered board, which will crease without splitting. Gray/white barrier board is preferred. Box configuration shall be: two (2) custom cut strips of board, crossed and adhered to form a two-ply rear board and four (4) flaps which wrap around a book and support it firmly. The outer flap shall be held closed by button and string closures. Only non-corrosive/non-rusting metal rivets may be used to attach closures. Rivets shall be attached to the fore edge (not to the front or rear face) so the box does not damage materials shelved beside it. Lettering and stamping for standard books/monographs will apply. Library will provide measurements and binding slip/form to Binder. The respondent shall provide pricing for P-grade buckram enclosed case.

2. Slip Cases (UIS Only)

Slip cases shall be constructed of strong, flexible, alkaline buffered board, which will crease without splitting. Gray/white barrier board is preferred. Lettering and stamping for standard books/monographs will apply. Library will provide measurements and binding slip/form to Binder. The slip case shall be covered in P-grade buckram.

3. Book Boxes, etc....

Double-tray book boxes shall be constructed of materials that conform to the materials specifications of this contract. Boards shall be of a weight suitable for the size and weight of the contents they are meant to protect. Boxes shall be made plain, or shall have a drop-back construction and shall provide firm support for their contents; and shall be made so that the contents can be easily removed and replaced in a non-damaging fashion. Brief title/author information and call number shall be stamped on the spine using a color of stamping foil that contrasts well with the Group F buckram used to construct the box.

R. Special Handling or Treatment

1. Brittle Materials

Materials that are too brittle for binding are to be labeled as such returned to the Library unbound unless instructions specify otherwise.

2. Flush Binding

If a text block is over three (3) inches thick or exceedingly heavy, it shall be bound flush with the bottom of the case. In such cases, the boards must be cut to eliminate the volume's tail.

S. Materials Specifications

Unless otherwise specified, all materials used shall be in accordance with the Material Specifications presented in *ANSI/NISO/LBI Z39.78-2000*, Sections 15.0 – 23.0).

1. Endpapers

Endpapers shall be white and in accordance with the Standard.

2. Pockets and Cases

Materials for pockets and cases shall be in accordance with the specifications presented.

3. Adhesives

All adhesives for all binding processes shall meet the specifications detailed in Section 19.1-19.5 of the Standard

An emulsion copolymer of internally plasticized polyvinyl acetate adhesive (PVA) is the adhesive preferred for double-fan adhesive binding, making the case, and casing-in. Alternative adhesives must meet the requirements for Alternative Adhesives specified in *ANSI/NISO/LBI Z39.78-2000*.

Under no circumstances shall the Binder employ animal-based adhesives for any process involving materials from the University collections.

T. General Specifications for Binding

1. The University of Illinois' RFP specifies multiple grades of products for monographs. The Library will specify the grades as "standard", "custom", "Digicover", and "recase".

- "Economy" products will be "bound as is".
- Most periodicals and books will conform to the standard specifications.
- "Custom" products may feature special instructions to which the Binder must pay close attention. These may include special collation instructions or specialized tip-ins or repairs.
- "Digicover" products will require basic collation for completeness and order.

2. The University of Illinois' request of proposal specifies multiple grades of products for periodicals. The Library will specify the grades as "economy", "standard", "custom", and "newspapers".
 - "Economy" products will be "bound as is".
 - "Standard" products will be "bound as is".
 - Most periodicals and books will conform to the standard specifications.
 - "Custom" products will feature special instructions to which the Binder must pay close attention. This may include special collation instructions or specialized tip-ins or repairs.
 - "Newspapers" products will require basic collation for completeness and order.
3. The University of Illinois' request for proposal specifies materials to be used for enclosures. The Library will specify that the material is to be boxed and either (a) ship the item, or (b) include measurements on the binding software.

U. Inspection After Binding

All bound volumes shall be carefully and critically inspected for defects in all aspects of construction and lettering, as per *ANSI/NISO/LBI Standard 14.0* and shall be wiped clean before packing if necessary.

V. Book(s)/Monograph(s) Binding Styles

1. Economy Binding for Book(s)/Monograph(s)

- a. Volumes conform to the to the criteria in section **4.10 Basic Specifications for Monograph and Periodical Bindings** and to all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library.
- b. Dimensions of base price are 12.5" in height and 2.5" in thickness.
- c. Standard monograph binding is suitable for damaged hardback books, damaged paperback books, and new paperback books.
- d. The Binder will check for overall completeness and to anticipate trimming needs so as not to damage material, although, a page-by-page inspection is not required.
- e. Mending of the inner margin will be done.
- f. Attached maps and charts will be bound in place.

- g. Should sewing through the fold not be possible, the preferred method of leaf attachment is double fan adhesive binding. Oversewing is not preferred.
- h. For trimming specifications, see section **Trimming**.
- i. Eight (8) lines or eight (8) linear inches of lettering are included in the base price.
- j. If no material color is given, it will be selected at random.
- k. Cases will be covered with Group F Buckram, starch-filled buckram, or cloth appropriate to the size and weight of the volume with no fewer than twenty (20) choices of color.
- l. Stamping will be done in white foil, unless gold or black are specifically requested. It shall comply with sections **4.10.11** and **4.10.12** and the Binder's institutional profile.
- m. Binding in and mounting paper covers are options.

2. **Custom Binding for Book(s)/Monograph(s)**

Prices quoted for Custom Binding for Book(s)/Monograph(s) shall include the following specifications:

- a. Volumes conform to the criteria specified in section **4.10 Basic Specifications for Monograph and Periodical Bindings** and in all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library.
- b. Volumes conform to the **Economy Binding for Book(s)/Monographs** in all points unless otherwise specified below.
 - Loose maps and charts will be placed at the back of the volume in a pocket of cloth, paper or spun olefin (TYVEK) which will be offset by stubbing
 - Recasing or new casing will be the preferred choice of leaf attachment for marginally brittle items. Recasing shall conform to all specifications noted.
 - Volumes that consist entirely of loose parts, i.e., maps, charts, musical parts, plates, etc., will be "bound" in a case with pocket(s) to accommodate the loose items. Nothing is technically bound into the covers.
 - Mixed media binding will include a text block that is double fan adhesive bound or sewn with a plastizote

tray for the media and the appropriate stubbing to support and surround the plastic cases as specified in this RFP.

- Volumes that require special instructions for replacement pages, splitting volumes, endpaper preservation, and those that are “bound backwards” will be bound as custom monographs.

3. Digicover Binding for Paperback Book(s)/Monograph(s)

Prices quoted for Transparent Film Covers for Monographs shall include the following specifications:

- a. Volumes conform to section **Basic Specifications for Monograph and Periodical Bindings** and in all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library.
- b. The Digicover film shall be clear, durable, and not less than 1.5 mils thick.
- c. Original paper covers are to be removed and reapplied to the new hard board case. If the original spine cover cannot be used, or if there is no printed author and title on it, the spine shall be lettered with a brief author, brief title, and complete call number.
- d. The film shall be applied to the outside of the new case and laminated to it in such a way as to provide a strong, lasting adhesion resulting in a mirror-like finish completely free of creases, bubbles, or blemishes of any sort.
- e. Library does not prepare a binder’s ticket or form.
- f. Leaves shall be attached by double-fan adhesive binding.
- g. Soft covers may range up to twelve (12) inches in height and two (2) inches in thickness without additional cost.

4. Recase Only

- a. Retain original leaf attachment (e.g. sewing through the fold) and retain signatures if present.
- b. Maintain rounded or rounded and backed spine shape in those volumes previously rounded and/or backed.

- c. End sheets will be sewn on compatibly with leaf attachment of the item.
- d. No trimming of text block
- e. Option for specifications for Custom Book.
- f. Specifications for Economy Book.
- g. Specifications for covering material as represented in this contract.

W. Periodicals Binding Styles

1. Economy Binding for Periodicals (UIS Only)

Prices quoted on the following price pages for economy periodicals shall include the following specifications:

- a. Volumes conform to section **4.10 Basic Specifications for Monograph and Periodical Bindings** and in all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library.
- b. Volumes measure up to 12.5 inches in height and 2.5 inches in thickness.
- c. Material will never exceed six pounds in weight.
- d. Printing of title, sub-title, variable information, and call number (when specified) on the spine.
- e. Method of Leaf Attachment:
 - The primary methods for standard periodical binding shall be sewing through the fold or double fan adhesive binding with or without optional notching.
 - Oversewing should only be used for those materials over 2.5 inches in thickness or glossy papers.
- f. Stamping:
 - Up to seven (7) lines of horizontal information on the spine for titles and variable information.
 - Up to eight (8) lines for the call number.
 - Stamping will be done in white foil, unless gold or black are specifically requested, or the Library will choose white, gold or black stamping foil when creating new patterns.

- g. For trimming specifications, see **Trimming**.
- h. Group F Buckram will be used for case making and will be available in no less than twenty (20) colors.
- i. Materials will never require repair prior to binding.
- j. Materials will not require any collation.
- k. Materials will have a minimum 1/2" inner margin.

2. **Standard Binding for Periodicals**

Prices quoted on the following price pages for standard periodicals shall include the following specifications:

- a. Volumes conform to section **Basic Specifications for Monograph and Periodical Bindings** and in all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library.
- b. Volumes measure up to 12.5 inches in height and 2.5 inches or less in thickness.
- c. Printing of title, sub-title, variable information, and call number (when specified) on the spine.
- d. Examination and collation:
 - All issues shall be inspected for completeness, for correct order of issues, and to determine proper trimming choices.
 - Torn pages on the binding margin shall be mended.
 - Incomplete and/or damaged volumes shall be returned to the Libraries, unless otherwise specified to "bind as is".
 - Replacement pages will be checked for completeness and bound in correct order.
 - Title page, table of contents, index, supplements, and other sections will be bound in the order in which the bindery receives them from the Library.
- e. Method of Leaf Attachment:
 - The primary methods for standard periodical binding shall be sewing through the fold or double fan adhesive binding with or without optional notching.

- Oversewing should only be used for those materials over 2.5 inches in thickness.
- f. Stamping shall comply with section **4.12.1.6**.
- g. For trimming specifications, see **4.10.3**.
- h. Group F Buckram will be used for case making and will be available in no less than twenty (20) colors.
- i. Extremely heavy or thick text blocks shall be bound as specified in section **4.10.18.2**.

3. **Custom Binding for Periodicals**

Prices quoted on the following price pages for standard periodicals shall include the following specifications:

- a. Volumes conform to section **Basic Specifications for Monograph and Periodical Bindings** and in all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library.
- b. Volumes conform to the **Product Specifications for Standard Periodicals** in all points unless otherwise specified by the Library.
- c. Customized collation and binding features may include:
 - Odd-sized material will be aligned at the bottom of the text block, unless otherwise instructed.
 - Attached maps and charts will be bound in place. Unless otherwise specified, loose maps and charts will be placed at the back of the volume in a pocket.
 - Additional awareness of fold-outs and materials potentially damaged by trimming.
 - The Library may specify the attachment of a case for audiotapes, videotapes, compact disks or computer diskettes.
 - The Library may specify the attachment of a pocket for diskettes or compact disks.
- d. **Stamping:**
Same for standard binding for periodicals, plus the following:
 - Panel lines may be requested and will be printed where requested by the Libraries.

3. **Newspapers**

Prices quoted on the following price pages for Newspapers shall include the following specifications:

- a. Volumes conform to section **Basic Specifications for Monograph and Periodical Bindings** and in all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library
- b. Newspapers are printed daily, weekly, or sometimes less often, and contain recent news stories. A newspaper is printed on newsprint, and is therefore a very fragile item requiring specialized attention.
- c. Newspapers are 16" or more in height.
- d. The Binder should describe several methods used for newspaper binding. The Libraries will specify leaf attachment and special instructions based on the services that the Binder can supply. The Libraries prefers methods that can be reversed and that preserve the maximum amount of the inner margins. Methods may include reinforcement of folds and hinging-in of loose sheets.
- e. Newspapers that cannot be sewn through the fold shall be split as described. Due to the extremely small inner margin of most newspapers, the binder is encouraged not split or mill them in any manner that would increase the likelihood of damaging the text or impeding use.
- f. Titles, mid-spine variable information and call numbers shall be printed horizontally, with no more than one hyphenation per word. If horizontal arrangement is not possible, then the title and mid-spine can be cast vertically and the call shall be horizontal.
- g. Stamping will be done in white foil, unless gold or black are specifically requested.
- h. Imprints and panel lines will be printed according to the Library's direction.
- i. Endpapers shall have extra reinforcement, as appropriate.
- j. Rounding and backing are at the Binder's discretion.
- k. Trimming is at the Binder's discretion (unless instructed otherwise by the Library) once the leaf attachment is secure.

Under no circumstances shall printed matter be trimmed away.

X. Other Library Materials

1. Theses and Dissertations

Prices quoted for Theses and dissertations shall conform to the following specifications:

- a. Volumes conform to section **Basic Specifications for Monograph and Periodical Bindings** and in all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library
- b. Dimensions included in the base price for theses are 12.5" in height and up to 2.5" in thickness.
- c. Material will be bound as received.
- d. Stubbing may be used to reinforce pages with photographs
- e. The default buckram color will be identified by the individual library or account. Material shall be F-Grade buckram.
- f. Horizontal orientation is preferred for the author's full name and the title. The call number, if required by the department or institution requesting the binding, must be oriented horizontally on the spine or upper left hand corner of the cover if the width is less than 5/8th inch. Stamping is included in the price.
- g. Some theses and dissertations will require a pocket or case for graphs, charts, maps, videotapes, audiotapes, compact disks, and computer diskettes.

2. Enclosures

Prices quoted for Enclosures shall conform to the following specifications in all points unless otherwise specified by the Library:

- a. Materials conform to all points of *ANSI/NISO/LBI Z39.78* unless otherwise specified by the Library.
- b. Custom made boxes include phase boxes, double-tray boxes, and slip cases. Specifications are included in this RFP.
- c. Prices shall include the cost and indicate whether prefers shipping the items or just receiving measurements.