

## BINDERY HANDBOOK – GENERAL GUIDELINES

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This section of the *Bindery Handbook* provides some very basic guidelines for preparing materials for library binding. This section is, however, only a general introduction. It does not provide all the information needed. Most of that is covered in the following sections.

**Bundling Materials** – Please use string, not rubber bands when bundling loose serials for library binding. Single issue serials and monographs that are intact should not be bundled.

**Cataloging Problems** – Any cataloging problems discovered in the binding process shall be discussed with Serials Cataloging personnel.

**Microform Replacements** – According to the *Binding Guidelines* approved by the Collection Development Committee, most serials superseded by microform replacements should not be bound. Individual libraries are expected to comply with this guideline.

**Quotas** – To assist in the flow of materials to the bindery, each library has received a binding quota that dictates the maximum number of serials that can be sent per month. Exceeding or abusing the monthly quota will result in materials being returned.

- Extra binding capacity or special projects should be discussed with the department head. Depending upon workflow, staffing, budgetary constraints, etc..., Bindery Preparations personnel may be able to accommodate your needs.

**Rush Processing** – Rush processing indicates top priority processing for Bindery Preparations personnel. When requested, these materials will be processed for the outgoing shipment at the last opportunity and unpacked and processed immediately upon return.

- Rush processing should only be requested when absolutely necessary. Abuse of this option will result in suspension of this privilege.

**Streamers** – In order to assist Preservation and Conservation, the following streamers have been developed or modified to ensure proper processing. Inaccurate or inadequate information may result in the item being returned to the sending library for correction before further processing may take place. Streamers not completed at all will be returned.

- **Broken materials** of any form (monographs, journals, pamphlets, etc....) get a *green* “Preservation and Conservation” streamer (GEN 204). These items will be triaged and treated as appropriate. In addition to completing the streamer, please change the item status as appropriate (**See Below: Voyager Status**).
- **Unbound serials** get a *yellow* binding streamer (GEN 39-89 Rev. 10/99). This should be fully and accurately completed to ensure that you are getting what you want back and not an incorrectly bound piece. Instructions for completing these streamers are included in the section of this manual entitled *Binding Handbook – Preparing Materials for Bindery Preparations*. In addition to completing the streamer, please change the item status as appropriate (**See Below: Voyager Status**).
- **New Monograph Acquisitions** requiring binding get a *white* monograph binding streamer (GEN 157). Fill out the streamer completely to avoid having it returned.

In addition to completing the streamer, please change the item status as appropriate (**See Below: Voyager Status**).

- **Circulated Paperbacks** – Undamaged paperbacks that have circulated a minimum of three times should be bound. They should be prepared in the same manner as any **New Monograph Acquisitions** and sent directly to the Bindery Preparations Unit.

**Volume Thickness** – Serials prepared for library binding should not exceed 2.5” whenever possible.

**Voyager Status** – In order maintain bibliographic control over our collections and access to our materials in process, all materials sent for library binding should have their item status updated to the correct status.

- The *item status* of all **new** monographs prepared for library binding directly from Cataloging should be changed to “At Bindery”, and the *location* should read “In Process.”
- All **damaged library materials** should be sent to “Preservation and Conservation” using the appropriate streamer. The *item status* of these materials should be changed to “At Bindery”, and the *location* should be changed to “Damaged.”
- The *item status* of all **circulated paperback monographs** prepared for library binding should be changed to “At Bindery.”
- The *item status* of all serials sent for binding should be updated to indicate that the item is “At Bindery.”