

BINDERY HANDBOOK – CONTENTS

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BINDERY HANDBOOK – PREFACE

Library binding is one of the largest single preservation expenditures of any academic library, and the University of Illinois at Urbana-Champaign is no different. The purpose of this handbook is to provide those tasked with preparing materials for binding at this institution with a uniform set of instructions and some guidance the selection and preparation of materials for binding.

It is strongly recommended that those responsible for binding read the portions of the manual relevant to them before preparing materials for binding. This will enable them to develop a better understanding of their role in a long-running and productive relationship.

Each section of this handbook includes a rationale and a number of sections intended to further your understanding of the binding process.

The following is a list of the sections in this handbook and their intended purpose:

- *General Guidelines* – This section provides some quick information and some basic guidelines for bindery preparation activities for branch and departmental library personnel.
- *Flowchart* – This flowchart outlines the bindery preparation process.
- *Preparing Materials for Binding Prep.* – This section provides basic instructions about how serials, monographs, and theses and dissertations are prepared for shipment to the Bindery Preparations Unit.
- *Developing Spine Information* – How does one get the bound spine to appear in such a way that our patrons can read it? This section includes an outline of how one would go about developing logical spine marking for a new serial title in the most efficient manner.
- *Binding Colors* – This section contains sample swatches and codes for determining what color buckram to choose for new serial binding.
- *Binding Specifications* – This section of the Manual contains the Library's binding specifications as outlined in the most recent request for Proposal (RFP).
- *QC and Inspection* – This section outlines the quality control and inspection program conducted by the Bindery Preparations Unit's student personnel.
- *Mistakes, Cosmetic, and Structural Problems* – This section contains a thumbnail sketch of some of the problems found in library bindings and how they are reported to the Bindery.
- *Departmental Binding of Theses* – This section provides instructions for academic units on campus that desire to bind theses and dissertations for their own collections.

It is our hope that this Manual serves as a guide for you. However, we do not expect that it will answer all questions about the process. If questions arise, please do not hesitate to contact the Bindery Preparations Unit at campus extension 3-1997.

BINDERY HANDBOOK – DEFINITIONS

Adhesive Binding: The type of binding in which single leaves are secured together solely with an adhesive applied to the textblock's spine edge. Animal glues, polyvinyl acetate (PVA) glues, and hot melt adhesives have all been used in the past for this type of binding, sometimes referred to as "perfect binding". Sections with perforations along the folds (or adhesive penetration into the folds to hold each section together) is also a type of adhesive binding, commercially known as perfo-, burst, mecha-notch, or perfpunch binding. See also [Double Fan Adhesive Binding](#).

Disbinding: The action of removing the textblock from its cover or binder by easing the endsheets away from the textblock and by slitting the super (if present) with a scalpel. When a library binder disbands something, the process may involve *milling* the spine.

Double Fan Adhesive Binding A type of adhesive binding where the spine margin of each leaf in an unglued textblock is exposed 1/16" or less for an application of adhesive. The margin is exposed on both sides of each leaf by clamping the textblock on a vise-like press and then pushing against the textblock, first in one direction, then the other, thereby fanning or separating the edges of the leaves.

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

Endsheets: The pages at the beginning and end of a volume added to both protect the textblock and to secure it into the cover. End papers include both paste-downs and flyleaves.

Fixed Information (Fields): Fixed information is all of the information printed on the spine of a bound volume in the space reserved for the title and the call number. In bindery preparation software, the information is inserted into the fixed fields within the database, and it never changes from volume to volume.

Flat back (sometimes referred to as square back) is a textblock that has not been rounded or backed.

Flyleaf is the leaf (or leaves) forming that part of the folded endsheet not pasted down to the inside of the cover boards. Its function is to protect the first or last leaves of the textblock. See also End Papers and Paste-down.

Milling: A method used by library binders to remove old leaf attachments and prepare a text block for double-fan adhesive binding or oversewing. The milling machine clamps the textblock, spine down, and moves it over a series of rotating blades that cut away approximately 1/32 to 1/16 inch of the binding margin, thus removing old adhesive, thread, staples, and/or the folds of signatures. After milling, a text block is comprised of loose leaves.

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 if desired.

Pastedown: The half of an endsheet that is glued to the inside of the cover board.

Rounding and Backing: *Rounding* is the process of hammering the textblock's spine into a convex shape preparatory to backing. Rounding diminishes the effect of swelling caused by the thickness of the sewing threads or the application of glue from an adhesive binding. It also helps to prevent the textblock spine from falling into a concave shape after years of use or of standing upright on a shelf. *Backing* is the process of shaping a ridge or shoulder on each side of the spine of a text block after rounding it, and prior to lining it. Backing accommodates the thickness of the boards, and provides a hinge along which they swing. Backing also helps to prevent the spine of the text block from collapsing into a concave shape over time.

Serials/Periodicals: In the case of bindery preparations, a serial is defined as a series of two or more previously unbound, serially numbered units to be bound together. Alternatively, a single unit to be bound separately, for which the binding color must be selected, and the cover stamped with information so as to match the other volumes in the same set or series, may be considered a serial. An example of this would be a very thick issue that cannot be bound with additional issues. The Library initially supplies the stamping information, but the Binder assumes responsibility for maintaining the integrity of it for the duration of the contract.

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.

Variable Information (Fields): Variable information is all of the information printed on the spine of a bound volume that appears between the title and the call number. This information might include such data as the volumes and issues or the years and months of publication. In bindery preparation software, the information is inserted into the variable fields within the database.

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

BINDERY HANDBOOK – GENERAL GUIDELINES

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.

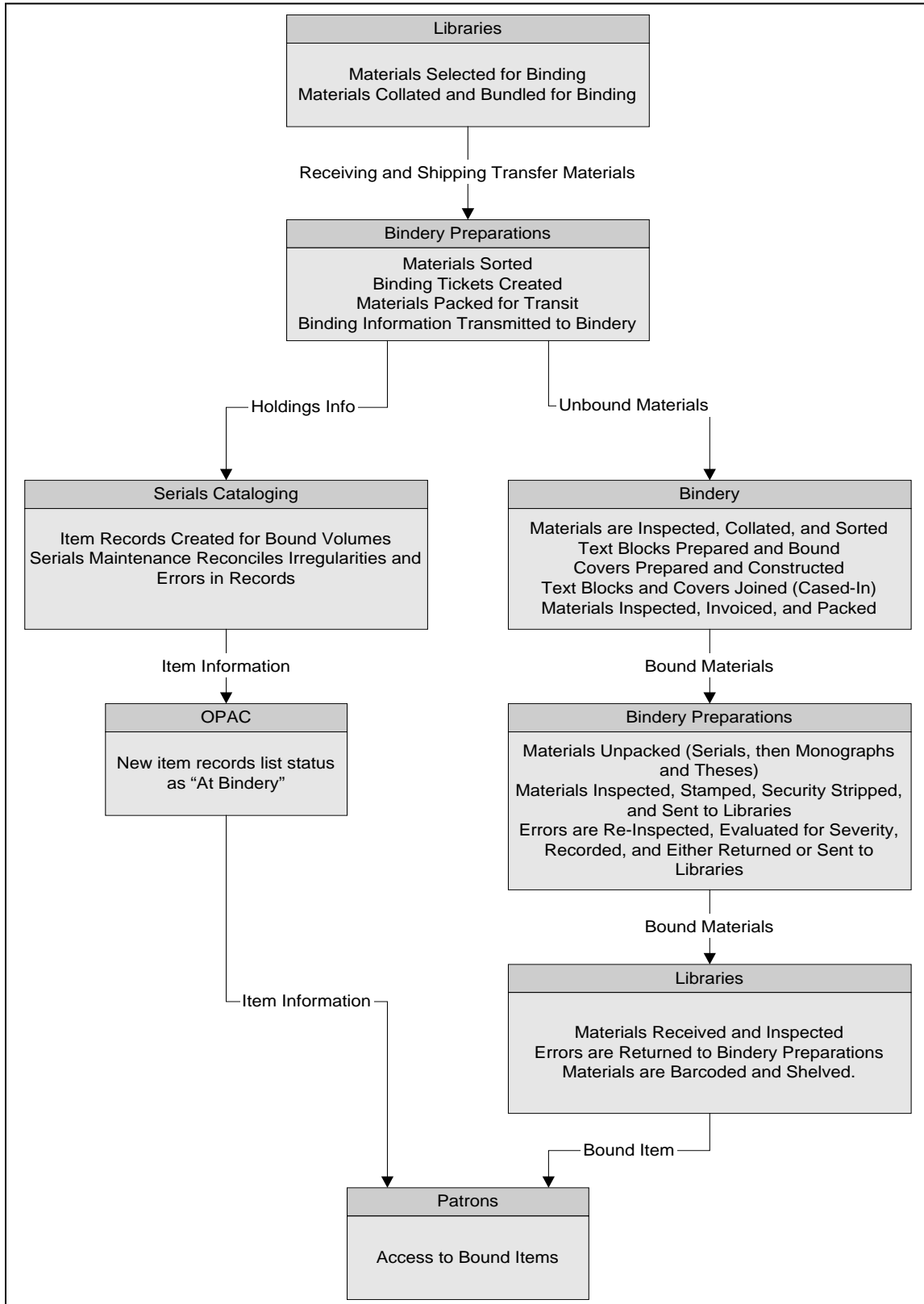
Volume Thickness – Serials prepared for library binding should not exceed 2.5” whenever possible.

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.”

BINDERY HANDBOOK – FLOW CHART

This flow chart roughly outlines the progression of materials through the Library’s Bindery Preparations Process.



BINDERY HANDBOOK – PREPARING MATERIALS FOR BINDERY PREP

Rationale: The purpose of this section is to outline the steps necessary for preparing materials to be sent to the Bindery Preparations Unit.

I. Definitions

A. Serials: In the case of bindery preparations, a serial is defined as a series of two or more previously unbound, serially numbered units to be bound together. Alternatively, a single unit to be bound separately, for which the binding color must be selected, and the cover stamped with information so as to match the other volumes in the same set or series, may be considered a serial. An example of this would be a very thick issue that cannot be bound with additional issues.

1. Whenever possible, all issues that are individually stapled through the fold (i.e., *Time*, *Newsweek*, etc...) are sewn through the fold by the bindery to permit maximum openability and future rebinding.
2. Volumes that are not sewn through the fold

B. Monographs: A monograph is defined as one unit of textual or graphic material that is bound as a single unit. Monographic sets are monographs that are issued in several volumes and are bound separately but generally in the same book cloth. If monographs from the same set have been bound previously, you can request the same cover color. Monographic sets are not recorded in the permanent database, so it is necessary that you request the same cover color each time.

II. Preparing Serials for Binding

A. Physical Preparation

1. Select the pieces that are to be bound together. This unit should be no thicker than 2 – 2.5".
 - a. If the pages are glossy, all effort should be made to not exceed a 1.5 – 2" measurement.
2. When dividing volumes to fit within the recommended thickness, attention should be paid to logically breaking volumes.
 - a. **Logical breaks, or How TO Create Volume Breaks:**

Annual – Whether single or multiple years, items should include logical annual breaks that conform with calendar or volume years. This method permits whole volumes to be bound together.

Bi-annual – Volumes are split into two pieces, i.e., January – June and July – December.

Tri-annual – January – April, May – August, September – December.

Quarterly – Volumes are split into three pieces, i.e., January – March, April – June, July – September, and October – December.

Bi-monthly – Materials are bound once every two months. Six bound pieces equal one calendar year.

Monthly

b. **Illogical breaks, or How NOT TO Create Volume Breaks:**

January – Mid-March – The first binding unit for a calendar year spans from January to mid-March. The second runs from mid-March to mid-June.

December 2000 – Mid-January 2002 – Not only are months split unnecessarily, but the calendar year is split illogically. The result for variable spine information is that there are two sets of volume and issue numbers.

Split Volumes – Binding six months of 1997 and 1998 together if it means that there are parts of serial volumes bound into each piece is confusing to users and poor bibliographic practice.

3. Check if any issues are missing from the batch.
 - a. If the answer is yes, see if the piece was checked out or not received. If the missing issue is checked out, wait for it to return before binding or attempt to recall the piece. If the piece was not received, attempt to claim or replace the missing issue before binding.
 - b. If the answer is no, go to the next step.
4. Remove all inserts and loose advertisements. Note if there are folded pages, errata sheets, or loose indices or tables of contents.
5. Stack the issues as they will be bound, i.e., with the earliest in the series on the top of the pile. For a monthly piece, the volumes should progress from January to December. For numbered pieces, the volumes should progress from volume 1:1 to 1:2, to 1:3, etc.... Bindery Preparations does not untie and check the order of ever

piece received. Consequently, serials are bound in the order they are received. *It is the responsibility of the preparing library to ensure that their materials are bound in the correct order. Please check the order carefully before sending them.*

6. Ensure that the issues are labeled with the correct call numbers, volume/year, and copy number. Each issue must have a label.
7. Rubber-band the issues together.
8. If the pieces to be bound are older, please check to see if they are brittle. To do this, complete a fold test by folding the corner of a single page over itself and back again three times. If the corner breaks off, the paper is too brittle to be commercially bound. Consult with Preservation and Conservation staff about what to do with the pieces.

B. Notes on Preparing Serials Binding Streamers

1. Use a previously bound volume as a guide for the marking when completing the *yellow* serials binding streamer (Gen form 39-89 Rev. 10/99).
2. Fully and accurately complete all piece specific information (call number, copy number, volume(s), month(s), year(s), etc...) on the binding streamer (**see C. Preparing the Yellow Serials...**).
3. Indicate whether or not the title should be sent to the Stacks upon return.
4. Make sure that the title is the same as the previously bound volumes. If the title or call numbers on issues are different, further investigation may be necessary before binding.
5. If a journal has not been bound by your library previously, check to see if another UIUC library “owns” a copy of the journal. If they have bound it previously, your library is required to use their marking pattern, color choice, title, etc.... Check with the owning library to confirm the color, marking information, etc.... If your library is the first to bind the title, you can choose the color, etc.... However, all title information should be consistent with the title visible on the OPAC. Check the marking note in the holdings record to see that it corresponds to the marking pattern you have chosen.
6. If you are binding a title which has been cancelled, ceased, or continued by another title, notify the appropriate individuals in Cataloging to ensure that records can be properly updated in the automated system.

7. If you are binding a title that has not been bound in the last three years or is in a non-Western language, include the title information in the section near the bottom of the streamer labeled “Title” as it appears in the OPAC.
 - a. For non-Western characters, please include a neatly printed transliteration. As the Bindery Preparations staff do not have facility in all of the languages currently represented by the collection, the accuracy of your binding depends upon our being able to read this information.

C. Preparing the Yellow Serials Binding Streamer

1. **Sending Library:** This is the three-letter code for your library.
2. **Send to Stacks:** Circle the appropriate response to whether or not this piece should be sent to the Stacks after binding.
3. **Bound Before:** Indicate whether or not the title has been bound within the last five years. If the title has not been bound in the last five years, circle “No”.
 - a. If the title is an analytic cataloged as a set, include the Library’s color preference for *new* titles as indicated in the *Library Buckram Color Guide* (available from the Bindery Preparations Unit). If no color preference is made for analytics, the default color choice is black.
4. **Call Number:** Include the full and proper call number for the piece with the appropriate cutter lines, etc.... This will be *exactly* what will appear on the spine of the bound volume, and it should match the call number that appears in the OPAC.
 - a. If there are supplements, indices, or missing issues, please include this information in the Added Info Field (#17 below). This will permit our staff to add notes when space permits that will fit on the spine of the volume.
 - b. The only variable information permitted in the call number is the copy number. No volume, issue, or date number should be included in this space.
5. **Copy Number:** If appropriate, include the copy number as it should appear on the spine of your bound volume.
6. **Volume:** If appropriate, write the volume number as it should appear on the spine of your bound volume.

7. **Months:** If appropriate, write the month or month(s) that should appear on the spine of your bound volume. Check to ensure that all months indicated are actually included.
8. **Year(s):** If appropriate, write the year(s) that should appear on the spine of your bound volume. Check to ensure that all years indicated are actually included. If there are years, leave the missing year out. For example, an annual bound once every five years that is missing the fourth year should appear as the following: 1 – 3, 5.
9. **Number(s):** If appropriate, write the number(s) that should appear on the spine of your bound volume. Check to ensure that all numbers indicated are actually included. If there are missing issues or numbers, leave the missing number out. For example, a year of a monthly publication that is missing the November issue should be represented as the following: 1 – 10, 12.
10. **Pages:** If appropriate, write the pages(s) that should appear on the spine of your bound volume. Check to ensure that all pages indicated are actually included.
11. **Abstract Number:** If appropriate, write the abstract number(s) that should appear on the spine of your bound volume. Check to ensure that all abstract numbers included are actually included. If there are missing numbers, leave the missing number out.
12. **Missing Issue Number:** If appropriate, write the numbers of any missing issues so that records can be properly updated. Include a note in the Added Information field (#17 below) asking that “INC.” be part of the call number. This will indicate to the user that the bound volume is incomplete.
13. **Page or Cover Folds:** Indicate whether or not there are any page or cover folds in the set of issues to be bound.
14. **Maps, Pockets, etc...:** Indicate whether or not there are any maps, pockets, or other oddities in the set of issues to be bound.
15. **If Not Bound...Title:** If you are binding a title that has not been bound in the last three years or is in a non-Western language, include the title information in the section near the bottom of the streamer labeled “Title” as it appears in the OPAC. For non-Western characters, please include a neatly printed transliteration. The accuracy of your binding depends upon our being able to read this information.

16. **Added Information:** Include any additional information about the piece that you believe the Bindery Preparation Unit should know about. Examples include:
 - a. Narrow inner margins (less than 5/8th inch) should be noted as they affect the binding options.
 - b. Library's color preference for *new* titles as indicated in the *Library Buckram Color Guide* (available from the Bindery Preparations Unit). If no color preference is made for new periodicals, color choice will be at the Bindery Preparations Unit's discretion. Also, include your color choice for new binding.
 - c. Supplements, Indices, and Incomplete Volumes: If your piece has any of these, please include a note in the Added Information field indicating that a note should be made on the spine of the piece.
 - For Supplements, use the abbreviation "Sup."
 - For Indices, use the abbreviation, "Ind."
 - For incomplete volumes, use the abbreviation "Inc."
17. **Person to Contact:** Include your *name* in this field. If there are problems or omissions on the streamer, this allows the Bindery Preparations staff to contact you for clarification or to return the item for more specific directions.

III. Preparing Paperback Monographs for Binding

A. Physical Preparation

1. Presently, the only monographs that should be sent directly to Bindery Preparations are:
 - a. *New* paperback monographs requiring binding due to projected heavy use (e.g., materials for Reserve or Reference collections).
 - b. *New* paperback monographs requiring commercial binding due to their physical construction (oversized, undersized, etc...) or due to poor construction. These are identified during initial processing Acquisitions processing.
 - c. Undamaged paperback monographs that have circulated more than three times.
2. Records for new monographs selected for binding require that the Voyager *item status* is updated to indicate that the item is "At

Bindery.” Those direct from Acquisitions processing should also have their *item location* indicate that the item is ”In Process.”

3. All monographs sent for binding that have moved beyond the Acquisitions processing phase should be sent with a completed *Monograph Binding Streamer* (Gen 157). One streamer must be completed for each volume.

B. Determining Binding Style for Paperbacks – Digicover or “Buckram” Binding?

1. The following decision tree governs the decision-making process in the Bindery Preparations Unit for determining how paperback volumes will be bound. The decision tree is used for both new acquisitions selected for binding upon receipt based upon physical size or other criteria presented in the Library’s *Binding Guidelines* and for items that are already part of the collection and have (1) been damaged, or (2) circulated a minimum of three times.

<u>Binding Style</u>	<u>Decision-Making Criteria</u>
Digicover	New Un-circulated Books <ul style="list-style-type: none"> ▪ Paperbacks ▪ Weighing less than two pounds ▪ Without “book jacket” style covers ▪ Without accompanying materials (maps, CDs, etc...) ▪ Is not bound with spirals, staples, combs, posts, or other incompatible binding structures such as single signatures ▪ Suitable to be bound; cover intact
Hard Bind/Save Covers in C-cloth	Any volume not meeting above criteria, and <ul style="list-style-type: none"> ▪ Weighing under two pounds ▪ With or without accompanying materials (maps, CDs, etc...) ▪ Containing any element making it unsuitable for digicover binding ▪ Suitable to be bound
Hard Bind/Save Covers in Buckram	Any volume not meeting above criteria, with paperback cover <ul style="list-style-type: none"> ▪ Suitable to be bound ▪ Weighing over two pounds ▪ With or without accompanying materials
Hard Bind/Economy Book in Buckram	Any volume that Binding Preparations Unit determines: <ul style="list-style-type: none"> ▪ Has hard cover that is damaged ▪ Has broken signatures on cover page ▪ Can be adhesive bound ▪ May have accompanying material (maps, CDs, etc.)
Hard Bind/Recase Book in Buckram	Any volume that Binding Preparations Unit determines: <ul style="list-style-type: none"> ▪ Has hard cover that is damaged ▪ Has intact signatures for recasing
Do Not Bind/Return to Library	Any volume that Binding Preparations Unit determines: <ul style="list-style-type: none"> ▪ Does not meet any above criteria ▪ Has insufficient margins to bind safely

VI. Theses and Dissertations

- A. Theses and dissertations are received from the graduate schools shortly after the completion of each semester.
- B. All thesis and dissertations from the University of Illinois are bound in color 588 (royal blue).
- C. Unless specifically requested, theses and dissertations are considered low-priority and are processed as time permits.

VII. Additional Notes

A. Flush Binding

- 1. The current binding contract specifies that materials over three inches in thickness or materials that are exceedingly heavy will be bound flush bottom automatically, meaning that there will be no square on the bottom of the volume. This practice prevents gravity from exerting force on such bindings and pulling the text out of the case.

BINDERY HANDBOOK – GUIDELINES FOR DEVELOPING BINDING TITLES

Rationale: The purpose of this section is to outline the manner in which units should shorten publishers' titles so that they (1) follow accepted international standards, (2) minimize excessive binding and preparation costs, and (3) are consistently developed for all titles bound throughout the Library system.

I. Developing Spine Information

A. Title Information: *Anglo-American Cataloging Rules*: Rule 6b of AACR2 states that an institution should:

Enter a periodical, monographic series or serially published bibliography, index, dictionary, biographical dictionary, almanac or yearbook, issued by or under the authority of a corporate body, under its title....

1. Application of AACR2 eliminates the corporate author from the spine (unless embodied in the title).
 - a. CANADA. BUREAU OF STATISTICAL REVIEW should appear as CANADIAN STATISTICAL REVIEW.
2. In cases where titles are duplicated, qualifying information should be added. An example would be adding the country of origin.
 - a. CANADA. DEPT. OF LABOUR. LABOUR GAZETTE and INDIA. COMMISSIONER OF LABOUR AND DIRECTOR OF EMPLOYMENT. LABOUR GAZETTE would become LABOUR GAZETTE (CANADA) and LABOUR GAZETTE (INDIA)
3. Acronyms or the initials of corporate authors should be used whenever possible.
 - a. INTERNATIONAL MOULDERS AND ALLIED WORKERS UNION JOURNAL should become IMAWU JOURNAL
4. Abbreviations of common words or terms can be used when necessary. However, certain conditions should be followed:
 - a. UNIVERSITY should be abbreviated as UNIV. and not UN.
 - b. American states should be abbreviated only using normal, two-letter United States Post Office forms.

- c. Familiar abbreviations may be used. For example, UCLA, UNLV, etc....
 - d. In cases where the abbreviation may not be common, the more formal abbreviation should be used. For example, UNIVERSITY OF CALIFORNIA should be UNIV. OF CA.
5. When the title is a generic word followed by the name of a corporate body, the title should be inverted.
- a. JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION should be AMERICAN MEDICAL ASSOCIATION JOURNAL.
 - b. This does not apply to titles such are JOURNAL OF CONSERVATION SCIENCE.
6. Non-English titles should be shortened only by staff members possessing facility with the language.
7. Non-western languages should be Romanized by staff members possessing facility with the language.

B. Variable Information: Variable information is any information that appears between the title and the call number. This may include: enumeration, chronology, and various item-specific notes.

- 1. Contents should be clearly identified by the spine information, using only Arabic numeration.
- 2. Should a bound volume contain an index issued in addition to the standard volumes, the variable information should read:

10
1 – 10
Index

1970

- 3. Months should be displayed on a spine only when a volume is split within a single year.

10
Jan – June

1970

4. Some European publications are organized by year and number. For example, a piece may have been published in 1991 and contain numbers 1 – 26 for items published between January and June. The variable information on this volume should appear as:

1991
1 - 26

5. When there is more than one volume to a year, months should not appear.

10	11
1970	1970

6. When a volume includes more than one calendar year, months should not appear.

10
1970 - 1971

7. In the case of a new series of volume numbers, “new series” should be indicated thusly:

10
1970
n.s.

8. When a volume is bound with some of its parts missing, the volume’s incomplete status should be indicated as follows:

10
1970
INC

9. If a bound volume includes a supplement that is not listed in the table of contents, an abbreviates should be added as follows:

10
1970

SUPP

10. If a complete supplementary volume is bound, the spine should be lettered as follows:

SUPPS.	SUPP
1 – 5	1970
1970	

11. Too much detail can be just as confusing to our patrons as too little detail. It is not necessary to put more information on the spine than is necessary for the patron to locate the information they are seeking as represented in the OPAC.

- C. Dewey and LC Call Numbers:** The standard Dewey or Library of Congress call number on a bound serial volume should not change from volume to volume. The one exception is including a copy number for items that are duplicated on campus. All variable information required should be included in the spaces for variable information.
- D. SuDoc Call Numbers:** As a different classification construction, SuDoc call numbers on bound serials will, in some cases, change from items to item. Variable information required should not repeat any more than necessary.

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.

BINDERY HANDBOOK – QUALITY CONTROL AND INSPECTION

Rationale: The purpose of this section is to outline the quality control and inspection routine for materials returned from the library bindery. Some of the errors or irregularities should be returned to the bindery for correction. Others will be minor errors. These should be noted, and the bindery should be informed of the quantity and type of these errors.

I. Inspect the Unopened Volume

A. Spine Stamping: Spine Stamping is the lettering placed on the bound volumes by the bindery. It is generally composed of white, black, or gold foil.

1. Is the spine stamped correctly, i.e., does it match the binding slip and the bound contents?
2. Are the lines properly positioned? Are the letters evenly impressed and crisp?

B. Covering Material: The covering material is the cloth or buckram on the outside of the volume.

1. Is the covering material clean, i.e., free from dust, gluey fingerprints, etc...?
2. Is the cover smoothly and completely adhered to both boards?

C. Joints: The joints are the grooves that run along the side of the spine.

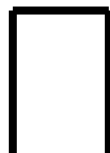
1. Are the joints parallel to the spine?
2. Are they uniformly and adequately deep?

D. Rounding and Backing: Rounding and backing is the process by which the binder forces the spine into a curved position and hammers the spine in such a manner that it develops an almost mushroom shaped appearance.

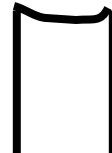
1. Is the spine of the text block properly shaped at both the head and tail?
2. Do the boards fit correctly below the shoulders of the spine?
3. UIUC's binding contract calls for the bindery to employ rounding and backing only when appropriate to the type of binding. That being the case, some volumes will be rounded and backed and other will be flat backed. Illustrations of acceptable and unacceptable spines are below.



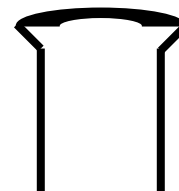
a. Lopsided



b. Flat Backed



c. Concave



d. Rounded and Backed

II. Inspect the Opened Volume

- A. Spine Lining:** Open the volume to its approximate center and look down the hollow of the spine, between the covering material and the text block.
1. Does the spine lining extend to within $\frac{1}{2}$ " of the head and tail of the spine?
 2. Is it smooth and completely adhered?
 3. If the volume is heavy or thick, has an extra paper lining been adhered over the cloth one?
 4. If the volume was recased, was the spine well cleaned before relining?
 5. It should be free of old adhesive and paper.
- B. Endpapers:** Open to the front and rear covers.
1. Are the endpapers smoothly and completely adhered to the boards?
 2. Are they properly positioned so that the squared of the boards appear uniformly wide?
 3. Are the edges of the endpapers straight-cut and smooth?
- C. Turn-ins:** Open to the front and rear covers.
1. Are the turn-ins (the margins of cloth that wrap from the front of the boards onto the inside) uniform, and approximately $\frac{5}{8}$ " wide?
 2. Are the edges straight and smooth?
- D. Spine Lining:** Open to the front and rear covers.
1. Does the spine lining extend onto each board at least 1"?
 2. Is it uniformly wide, head to tail, on each board?
- E. Endsheets:** Open to the front and rear covers.
1. Is the style of endsheet appropriate to the method of leaf attachment?
 2. Have endsheets for recased volumes been sewn on through the fold?
- F. Cover-to-Text Attachment:** Open the volume between the endsheets and the first and last pages of the text block.
1. For text blocks that have been double fan adhesive bound, is the endsheet tipped on no more than $\frac{1}{4}$ " onto the first leaf?
 2. For text blocks that have been recased, is the gutter between endsheets and the first leaf neat and free from the residue of old spine?
- G. Text Block:** Fan through the text block looking for the following:
1. Are the leaves securely attached?

2. Are their edges free from adhesive that inhibits their opening?
3. Are the leaves in the correct order and facing the correct direction?
4. For oversewn volumes, does the sewing run into the print?

H. Openability: Open the volume and lay it on the table face up.

1. Does the volume open well and lay open when placed on a table? For various reasons, this may not be possible. The paper may be still or it may run perpendicular to the spine direction. However, a high percentage of the volumes should have good openability.

III. Binding Slip

- A. Inspect the binding slip and check for any special instructions. Ensure that the instructions were carried out, including any special instructions about method of leaf attachment, binding style, buckram colors, etc....

BINDERY HANDBOOK – MISTAKE, COSMETIC, OR STRUCTURAL PROBLEM?

Rationale: The purpose of this section is to give those inspecting library bound materials a means of readily understanding the differences between some of the problems that may occur in library binding. They are divided into three categories: Mistakes, Cosmetic Problems, and Structural Problems.

I. Definitions

- A. Mistakes:** Errors that the librarian and the binder would readily agree upon. Some can and should be corrected either by the binder or at the bindery, others are not correctable and still others may not warrant the time and expense of correction.
- B. Cosmetic Problems:** Errors that affect the appearance of the volume but not its functionality or durability. They may signal a need for more careful workmanship or quality checking at the bindery, but there is no need to correct these problems.
- C. Structural Problems:** Errors that are serious. They are problems that have damaged the text block or may damage it in the future, ones that have made the volumes less durable than it should be, or ones that have made it more difficult to use than is necessary. Some structural problems can be corrected, some cannot.

II. Examples

A. Mistakes:

1. Spine lettering is incorrect.
2. Wrong text block matched with wrong case.
3. Covering material is not the color or type specified.
4. Parts of text or periodical issues are out of order or mis-arranged.
5. Library's instructions not followed regarding leaf attachment methods or other options (e.g., no trim, flush binding, covers in or out, placement of replacement pages).
6. Wrong edge of text block bound.
7. Text block cased in upside down.

B. Cosmetic Problems:

1. Covering material, endpapers, or text block are dusty/dirty, or show excess adhesive, debris, or bindery markings under pastedowns.
2. Flaws in covering material.
3. Text block nicked or burred by damaged guillotine blades or sloppy hand-trimming.
4. Turn-ins are uneven in width, crooked, or not turned in smoothly.

5. Covering material is “wrong” color or does not match previously-bound materials.
6. Spine lining is crooked.
7. Spine lining extends beyond text block at head or tail.
8. Squares are unusually wide or narrow.
9. Edges of leaves stuck together by adhesive (usually seen at outer edges of text block at head and tail).
10. Spine lettering crooked, positioned improperly, or of a less than optimal size.
11. Endpapers torn due to excessive adhesive on leaves.
12. Endpapers not smoothly adhered to boards.

C. Structural Problems:

1. Leaf attachment method is inappropriate for the volume.
2. Sewing not done correctly or done well (e.g., too few stitches, broken threads).
3. Adhesive not applied well on double-fan adhesive bound volumes – especially head or tail; leaves may be loose as a result.
4. Spine of recased volume not cleaned adequately before application of new spine lining.
5. Spine lining not smoothly and adequately adhered.
6. Spine lining on double fan adhesive bindings stops more than ¼” short of the head and tail edges.
7. Spine lining on other bindings stops short more than ½” short of the head and tail edges.
8. Spine lining extends onto the front and back boards less than one full inch.
9. Spines of large or heavy items not reinforced with an additional layer of material (either paper or extra spine lining cloth).
 - a. 1 ½” thick for sew through fold or recased items.
 - b. 2 ½” for all other volumes.
10. Endpapers are not attached properly, or as agreed upon for the particular leaf attachment:
 - a. Recases: Endpapers shall be sewn onto the text block in a manner compatible with the original sewing structure.
 - b. Sewn through fold: Endpapers shall be sewn onto the text block as if the signatures were the outermost signatures.
 - c. DFA: Endpapers shall be adhesive bound with text block.
 - d. Oversewn: Endpapers shall be sewn onto the text block with outermost leaves.
11. Board thickness inadequate for size and thickness of volume.
12. Text block cased in crookedly.
13. Spine not properly shaped.
14. Joints not parallel, evenly wide and deep, and firmly impressed.
15. Text block not flush with bottom of case, if the option was specified, or if the volume was:
 - a. Over 3” thick.

- b. Exceedingly heavy.
- 16. Text along binding margin is invaded by adhesive, notching, or sewing.
- 17. Text, illustrations, or fold outs are trimmed or caught in binding.
- 18. Text obscured by adhesive that has flowed between pages.
- 19. Text is covered or pulled off by adhesive portion of binding slip.
- 20. Poor adhesion in joint/hinge area.
- 21. Spine of volume to be double-fan adhesive bound is not milled entirely free of original adhesive or folds.
- 22. Are the edges straight and smooth?
- 23. Text trimmed.
- 24. Fold-outs bound in.

This document is based on "Binding Problems to Watch Out For: Mistakes, Cosmetic Problems, Structural Problems" by Carol E. Eyster. It was produced for Mercer University.

BINDERY HANDBOOK – INSTRUCTIONS FOR DEPARTMENTS PREPARING THESES AND DISSERTATIONS FOR BINDING

Rationale: The purpose of this section is to outline the steps necessary for preparing theses and dissertations for library binding. The Library's Bindery Preparations Unit traditionally serves as a conduit for departments seeking this type of service. However, it is imperative that materials are sent to the binding unit properly prepared and packaged for shipping.

I. Definitions and Contact Information

- A. Binder** – Used interchangeably with the word *Bindery*, a Binder provides a service to the University in the form of library binding. Generally, this practice involves producing new bindings for loose serials and replacement bindings for damaged books. Binders also bind theses and dissertations. Currently, the University employs the services of:
1. The HF Group
1010 North Sycamore Street
North Manchester, IN 46962
T: 800-334-3628
- B. Bindery Preparations Unit** – Located in Room 44 of the Main Library Building, the Bindery Preparations Unit coordinates the preparation of library materials for library binding.
- C. Department** – A department, in this case, is any unit outside the Library system that wishes to bind materials commercially. Payment and labor is provided by the department. The Bindery Preparations Unit serves as a shipping and receiving point and informational resource for the department.

II. Required Materials

- A. Theses and/or Dissertations** – Available from your students.
- B. Folders** – Manila or accordion-style folders. One per thesis or dissertation to be bound.
- C. Rubber Bands**– Used to secure: (a) loose items into folders, or (b) multiple copies of the same thesis or dissertation together.
- D. Boxes** – Containers with lids that close and will remain secure. Xerox boxes, etc... are superb examples of the containers to use.
- E. Binding Kit** – Requested directly from the Binder, the Binding Kit contains most of the basics that a department needs to do its binding work: Buckram Color Guide, Binding Tickets, Instructions for Completing Binding Slips, a

blank Shipping Record, Instructions for Binding Periodicals, and Instructions for Preparing the Shipment.

- F. Binding Tickets** – Paper binding tickets used to give the bindery instructions about the pieces to be bound. One must be completed for each title. They are available in the Binding Kit.
- G. Shipping Record** – Blank shipping records are available from the Bindery. They indicate what, in terms of quantity of boxes and pieces to be bound, is being sent. They are available in the Binding Kit. The department must record a *valid* account number for billing and *complete* contact information for the department (including the name of a contact person) on the shipping record.
- H. Shipping Labels** – Blank shipping labels are available from the Bindery. They are used to indicate what department the materials belong to and what type of binding (e.g., thesis) is being sent. They are available from the Bindery Preparations Unit.

III. Preparing Theses and Dissertations for Binding

- A.** Request a Binding Kit from the Bindery using the contact information above. When requesting the kit, specify how many pieces you are binding so that the Binder can send enough Binding Tickets.
- B.** Once you are ready to begin, select the unit that is to be bound. This unit should be no thicker than 2 – 2.5” (if thicker, you will need to bind as volumes one and two).
- C.** Make sure that the piece is complete and that all the pages are in the correct order.
- D.** Place the item into a folder and secure with a rubber band.
- E.** Using a typewriter, complete the binding ticket following the Bindery’s instructions in the Binding Kit.
 - 1. Under the section labeled *Copy*, list the number of pieces to be bound with that title, i.e., if you are binding two duplicate copies of that particular title
- F.** Make a copy of the binding slip and keep for your records. This will tell you if errors in the spine stamping, etc... resulted from mistakes at the Bindery or within your unit.
- G.** Secure the completed binding slip with the item to be bound.

1. As noted in section III.E. above, one slip may be completed for multiple copies of the same title. These pieces should all be secured together *after being secured into their individual folders*. Failure to secure each individual copy may result in pages getting mixed up in transit.
- H.** Keep a tally of how many pieces you are binding.
- I.** Place the pieces into a box. Multiple titles may be placed into the same box as long as: (a) they are properly secured, and (b) the binding slips are properly secured to the pieces.
- J.** Repeat above steps as necessary.
- K.** Complete a Shipping Record. Make a copy and keep for your records.
- L.** Fill out the Shipping Labels. One is required for each box. Include return shipping/billing address, the work *Thesis* in the section labeled “Binding Type”, and a contact name.
- M.** Deliver the materials to the Bindery Preparations Unit in the Main Library. They may be contacted by calling 333-1997. If you have any questions about preparing your materials, contact the Bindery Preparations Unit before delivering the material to the Library. If corrections are required, your unit will have to come to the Library to complete them prior to shipping.
- N.** Once materials are returned to the Library, the Bindery Preparations Unit will contact the department to notify a pick-up is required.
- O.** When unpacking materials, inspect the pieces against the Binding Ticket to ensure that the spine information is correct. Inspect the volumes to ensure that there are no visible physical errors in the binding , i.e., bound upside down or backwards, etc....

Guidelines for Choosing Stabilizing Enclosures for Rare Book Room Materials

Name	Description	Special Requirements	Best Used For	Miscellaneous Notes
Double Wall, Drop-spine Box (a.k.a., clamshell)	A Clamshell is a box made with two trays that fit into one another. These trays are lined with either conservation-quality paper or cloth. The outer trays are covered with F-grade buckram, grey linen cloth, or canapetta.	Require specification of cloth type and color. For buckram seen the bindery's buckram color guide. For canapetta, you may choose between burgandy, blue, or an unbleached, natural color.	<ul style="list-style-type: none"> ▪ Show pieces. ▪ Items that require protection due to regular handling, access, or transport. ▪ Items that will be loaned. ▪ Intended as a permanent enclosure, so not for items that will receive conservation treatment. 	<p>Due to their passive closing mechanism, commercially produced clamshells are not very appropriate for warped vellum bindings.</p> <p>Can be produced by the Bindery or in-house.</p>
Phase Box	Typically made of blue-grey barrier board, these boxes feature either a button-tie or a Velcro fastener.	None	<ul style="list-style-type: none"> ▪ Vellum bound books. ▪ Books at least 1.5" thick and not meeting requirements for other, lightweight enclosures. ▪ Items that will likely receive conservation treatment in the future. 	<p>The active closing mechanism makes a phase box perfect for keeping vellum-bound items from warping in inappropriate environmental conditions.</p> <p>Produced in-house or by the bindery.</p>
StorPak (a.k.a., Pizza Box)	Typically constructed of e-flute, corrugated board or other lightweight boards, the construction of these boxes resembles that of a pizza box. Inexpensive and light-weight, these are good for general	<p>Smallest: 101.6mm x 76.2mm x 20mm (4" x 3" x 3/4")</p> <p>Largest: 609.6mm x 381mm x 101.6mm (24" x 15" x 4")</p>	<ul style="list-style-type: none"> ▪ Weak, 19th Century publisher's cloth bindings ▪ Volumes that only need a little bit of support. ▪ Volumes that could otherwise go into a phase box but are "standard" 	<p>These boxes require some assembly as they are shipped from the vendor flat.</p> <p>They are only available from the vendor.</p> <p>We recommend a minimum thickness of 3/4". Below that, see</p>

	collections maintenance		<ul style="list-style-type: none"> ▪ sized. ▪ Small volumes that need some protection due to size. ▪ Items that will likely receive conservation treatment in the future. 	“Tux Box” below.
Portfolio	A Portfolio is a wrap-around style enclosure comprising a front and back cover with a multi-flap enclosure attached to the back cover. The flaps of the enclosure completely cover the contents.	Require specification of cloth type and color. For buckram seen the bindery’s buckram color guide. For canapetta, you may choose between burgandy, blue, or an unbleached, natural color.	<ul style="list-style-type: none"> ▪ Collections of loose material, such as galley proofs, unbound materials, and other collections of loose, published material. ▪ Intended as a permanent enclosure, so not for items that will receive conservation treatment. 	Can be produced by the Bindery or in-house. Please consult with Preservation and Conservation prior to ordering.
Four Flap	A four flap resembles a pamphlet binder in construction. However, the	Under 3/4” thick. For specifics, see the Conservation lab.	<ul style="list-style-type: none"> ▪ Intended for pamphlet-like materials. 	Commercially produced and procured through Preservation and Conservation.
Tux Box	A lightweight folding enclosure for small items (i.e., under 3/4” thick and not large enough to require a portfolio).	Under 3/4” thick. Not for items that are oversized.	Thin, lightweight volumes.	Commercially produced and procured through Preservation and Conservation.

BINDERY HANDBOOK – PROCESSING BINDING RETURNS

Rationale: This section outlines how the Bindery Preparations Unit processes materials returned from the bindery before sending them to unit libraries.

I. Retrieving Bound Materials

- A. Selecting Boxes:** The materials returned from the bindery are sorted into two broad classes based upon ownership and many sub-classes based upon the type of material.
- 1. Ownership:** The Bindery Preparations Unit serves as the shipping point for units on campus that seek to employ our binder's services. Inspect the box label. Any materials without the name of the Bindery Preparations Unit's supervisor and with the name of another unit on campus does not belong to the Library. These boxes should be segregated and brought to the supervisor's attention.
 - 2. Type of Material:** The Bindery Preparations Unit prioritizes the processing of bindery returns. This priority list is as follows:
 - Items labeled "Hand-Carry." Bring these to the supervisor's attention immediately. They generally include rush items, materials with special instructions, or other special order materials.
 - Serials – these will come labeled as "Custom" or "Standard" magazines or periodicals.
 - Mylar Binding – as new monographs, these receive priority over other monographs.
 - Monographs – these may include a number of labels including "Recase", "Rebind", "Economy", etc....
 - Theses and Dissertations.
- B. Unpacking Boxes:** Using a dolly or cart, move boxes closer to the unpacking space before proceeding. *Please use care in lifting boxes as they frequently weight upwards of fifty pounds.*
- 1. Opening the Cartons:** Cartons may be opened with a box knife; however, care should be taken to ensure that the knife does not cut into the books.
 - 2. Sorting:** Materials should be unpacked and sorted according to the size of their covers.
 - 3. Streamers:** Each item should receive a streamer indicating where it should be sent. Using this streamer, items should then be sorted by location. Items for three libraries do not receive streamers:
 - **STX** – Items being sent to the Stacks do not receive a streamer. They should be sorted and processed as follows before being placed onto a Stacks cart for retrieval.

- **DOC** – Items processed for Government Documents do not receive a streamer. They should be sorted and processed as follows before being put onto a labeled shelf for retrieval.
- **STD** – Items processed for Government Document’s Stacks do not receive a streamer. They should be sorted and processed as follows before being placed onto a labeled shelf for retrieval.

C. Marking: Marking helps the library maintain access to its collections by discouraging theft. Marking consists of three steps: property stamping, location stamping, and security stripping the piece.

1. **Property Stamping:** Property stamps identify a physical piece as being a part of the University of Illinois at Urbana-Champaign’s collection. All items shall receive a property stamp on the top and bottom edge of their text block.
2. **Location Stamping:** Location stamps identify the intended location of a physical piece within the Library’s collection. All items shall receive a location stamp on the inside of their front cover (their front paste-down).
3. **Security Stripping:** All items processed receive a security strip. Instructions for security stripping materials are available in the section entitled *Bindery Handbook – Security Stripping*.

D. Inspection: All materials processed as binding returns shall be inspected as outlined in the following two sections of this document: *Bindery Handbook – QC and Inspection* and *Bindery Handbook – Mistakes, Cosmetic and Structural Problems*.

BINDERY HANDBOOK – RUSH SERVICES FOR LIBRARY BINDING

Rationale: This section of the Bindery handbook details the rush services that are available for library binding.

I. Normal Rush Delivery

- A. As has always been the case, any items that are sent to Bindery Preparations that are marked as "Rush" are packed separately and returned with our regular shipment marked "hand-carry." This means that they will be the first items to be unpacked, processed, and returned.
- B. For items to be properly processed, there are a couple issues that must be considered before sending items for processing.
 1. First, binding shipments are sent every other week. In the early morning hours the day before each shipment, the Binder Preparations Unit completes a closing. At this point, no other items can be added to that out-going binding shipment. This means that for an item to be processed and added to shipment X, it must be received in the Bindery Preparations Unit a minimum of **two** days before that shipment is picked up by the bindery. A schedule of pick-up dates can be obtained from the Bindery Preparations Unit.
 2. The Library's common practice for sending items anywhere for "Rush" processing is that they be accompanied by a pink streamer. Unfortunately, Bindery Preparations occasionally receives an item marked "Rush" at the bottom of the normal binding streamers (i.e., the space inside the book) without any accompanying pink streamer. Occasionally, this hidden instruction has been missed. To ensure that your item is actually processed as a rush item, please do *one* of the following (1) include the eye-catching pink streamer with the normal binding streamers, or (2) hand carry the item down and delivery it.

II. Expedited Service

- A. As we all know, extenuating circumstances sometimes apply. On *rare* occasions, we can ask the Bindery to UPS/Fed Ex items back to us as they are completed. Generally, the items still need to be processed to go out with a normal shipment, but they will be returned as they are completed. Please use this option *exceedingly* judiciously as this option costs the Library the price of the binding (between \$5.00 and \$35.00), plus one or more hours of special handling (\$25.00/hour), plus the cost of overnight delivery. This option is best employed if your book falls apart mid-semester and needs to be made available ASAP.