

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 perfopunch 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