

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....