

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.