

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*.