

## BINDERY HANDBOOK – QUALITY CONTROL AND INSPECTION

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**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.

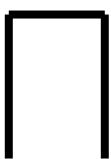
1. Are the joints parallel to the spine?
2. Are they uniformly and adequately deep?

**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.

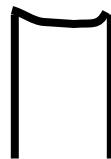
1. Is the spine of the text block properly shaped at both the head and tail?
2. Do the boards fit correctly below the shoulders of the spine?
3. UIUC's binding contract calls for the bindery to employ rounding and backing only when appropriate to the type of binding. That being the case, some volumes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



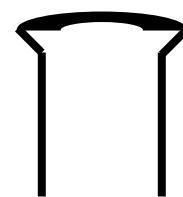
a. Lopsided



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....