

## BINDERY HANDBOOK – RUSH SERVICES FOR LIBRARY BINDING

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**Rationale:** This section of the Bindery handbook details the rush services that are available for library binding.

### I. Normal Rush Delivery

- A. As has always been the case, any items that are sent to Bindery Preparations that are marked as "Rush" are packed separately and returned with our regular shipment marked "hand-carry." This means that they will be the first items to be unpacked, processed, and returned.
- B. For items to be properly processed, there are a couple issues that must be considered before sending items for processing.
  - 1. First, binding shipments are sent every other week. In the early morning hours the day before each shipment, the Binder Preparations Unit completes a closing. At this point, no other items can be added to that out-going binding shipment. This means that for an item to be processed and added to shipment X, it must be received in the Bindery Preparations Unit a minimum of **two** days before that shipment is picked up by the bindery. A schedule of pick-up dates can be obtained from the Bindery Preparations Unit.
  - 2. The Library's common practice for sending items anywhere for "Rush" processing is that they be accompanied by a pink streamer. Unfortunately, Bindery Preparations occasionally receives an item marked "Rush" at the bottom of the normal binding streamers (i.e., the space inside the book) without any accompanying pink streamer. Occasionally, this hidden instruction has been missed. To ensure that your item is actually processed as a rush item, please do *one* of the following (1) include the eye-catching pink streamer with the normal binding streamers, or (2) hand carry the item down and delivery it.

### II. Expedited Service

- A. As we all know, extenuating circumstances sometimes apply. On *rare* occasions, we can ask the Bindery to UPS/Fed Ex items back to us as they are completed. Generally, the items still need to be processed to go out with a normal shipment, but they will be returned as they are completed. Please use this option *exceedingly* judiciously as this option costs the Library the price of the binding (between \$5.00 and \$35.00), plus one or more hours of special handling (\$25.00/hour), plus the cost of overnight delivery. This option is best employed if your book falls apart mid-semester and needs to be made available ASAP.