

Paperback Binding Decision Tree

The following decision tree governs the decision-making process in the Bindery Preparations Unit for determining how paperback volumes will be bound. The decision tree is used for both new acquisitions selected for binding upon receipt based upon physical size or other criteria presented in the Library's Binding Guidelines and for items that are already part of the collection and have (1) been damaged, or (2) circulated a minimum of three times. Damaged items should still be sent with a *green* streamer via Preservation and Conservation, and new items may be sent directly to Bindery Preparations.

<u>Binding Style</u>	<u>Decision-Making Criteria</u>
Mylar Bind	Any New, Un-circulated Monographs <ul style="list-style-type: none"> ▪ Without tears, folds, creases, etc.... ▪ Weighing less than two pounds ▪ Without "book jacket" style covers ▪ Without label savers over the call number label ▪ Without cut-outs, or other artistic construction unsuitable for mylar binding ▪ Without accompanying materials (maps, CDs, etc...) ▪ That are not bound with spirals, staples, combs, posts, or other incompatible binding structures such as single signatures ▪ That are suitable to be bound
Hard Bind/Save Covers in C-cloth	Any monograph not meeting above criteria, and <ul style="list-style-type: none"> ▪ Weighing under two pounds ▪ Without accompanying materials (maps, CDs, etc...) ▪ Containing any element making it unsuitable for mylar binding ▪ Is suitable to be bound
Hard Bind/Save Covers in Buckram	Any monograph not meeting above criteria, and <ul style="list-style-type: none"> ▪ Is suitable to be bound ▪ Weighing over two pounds ▪ Containing any other attributes making it unsuitable for mylar binding ▪ With or without accompanying materials (maps, CDs, etc...)
Do Not Bind/Return to Library	Any monograph that Binding Preparations Unit determines: <ul style="list-style-type: none"> ▪ Does not meet any above criteria ▪ Has insufficient margins to bind safely ▪ Is too damaged to bind.