A Guide to Bindery Procedures and Color Decisions
For the Cowan-Blakley Memorial Library

One Book,
Two Books,
Red Books,
or
Blue Books?

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Preface

Eventually all libraries, including the Cowan-Blakley Memorial Library, are faced with the decision to send monographs, serials, and theses to the bindery but how will you know if it is more desirable to rebind or replace? What should or should not be rebound? What color buckram should you use? How thick is too thick? Who do I call to get an item rebound?

Decisions, Decisions, Decisions!

This guide is designed to provide basic instructions on the bindery process used at the Cowan-Blakley Memorial Library. Readers will learn who to contact for bindery shipments, what should or should not be rebound, how to choose a color, how to prepare items for bindery shipments, and what to do if the returned items need correction.
Why and When Do We Rebind

Why and what do we rebind?

The principal goal of binding is to extend the useful life of monographs and serial publications as well as to bind the library copy of all University of Dallas theses and dissertations. Generally, worn books with scholarly value and paperbacks that are expected to continue to be highly circulated, and are not available in a different format, are rebound. Books with minor issues, such as pages needing to be tipped in, may be mended by staff with book repair training.

What don’t we rebind?

1. Rare or older books are not rebound. Damaged or older books in fragile condition are placed in phase boxes and stored either in the rare book room or in closed stacks.
2. Pamphlets – the bindery cost usually exceeds the value of the pamphlet.
3. Mass market paperbacks – replacement either with a hardcover, new same edition, newer edition. Only in rare cases will a mass market paperback be sent to the bindery.
4. Books containing highlighting or markings. Only in rare cases will a book containing light markings be sent to the bindery.
5. Print titles that are not permanently retained or those that are archived in a stable location and will be accessible on a long-term basis.

Who determines what should be rebound?

Circulation staff will visually examine all returned items for possible replacement or rebinding and forward those items in question to the Acquisitions Supervisor who will make the decision to
replace or rebind. The Serials Librarian is responsible for selecting serials holdings to send to the bindery. The Braniff College of Liberal Arts provides guidelines for thesis formatting and is responsible for all binding of theses and dissertations.
General Information

What bindery is used?

Houchen Bindery is the commercial bindery which processes all bindery requests for the Cowan-Blakley Memorial Library and the Braniff Graduate School of Liberal Arts. Houchen is a certified library binder accredited by the Library Binding Institute (LBI). Bindery shipments are prepared and sent out every month throughout the year. The Acquisitions Department will send email reminders to the Braniff Graduate School and the Serials Librarian two weeks prior to the bindery pick-up date. There is a one month (30 days) turnaround for materials once they are picked up by the bindery representative. The pick-up and delivery location for the Cowan-Blakley Memorial Library is the Acquisitions office and all theses and dissertations are picked up and delivered at the Braniff Graduate School of Liberal Arts office.

What materials are used by the bindery?

Houchen Bindery rebinds books using the “Class A” traditional style of binding which incorporates double fan leaf attachment, rounding units over ½” thick, trimmed edges, and up to five (5) lines of lettering on F grade buckram covers. See appendix 2 for available colors.

Periodicals are bound to the serial librarian specifications regarding collating and incorporate up to seven (7) lines of lettering on F grade buckram covers and have a maximum thickness limit of 2 ½ inches. See appendix 2 for available colors.

Theses and dissertations are bound to the Braniff Graduate School of Liberal Arts specifications on F grade buckram covers. See appendix 2 for available colors.
General Guidelines for Rebinding

**Condition, Condition, Condition**

The condition of all material selected for rebinding is important for successful binding.

1. All pages should be present and complete. Items with torn or missing pages will be evaluated for other options.
2. The pages should be in good condition. The paper should not be brittle, fragile, or require conservation or preservation.
3. No highlighting. Minimal internal markings allowed only if a suitable replacement cannot be located and rebinding is the only option.
4. The margin at the gutter should be wide enough to allow for necessary trimming during the bindery process.

**How thick can a bound volume be?**

The text block thickness of bound volumes has an effect on the durability of heavy volumes. Ideally, the thickness of a volume should be no more than 2 to 2 ½ inches, but it is sometimes necessary to bind up to 3 inches in thickness. For larger thicknesses, it may be necessary to split the volume into logical parts or dates and indicate part numbers or date range to be placed on the spine.

**Other Considerations before Choosing to Rebind**

1. Age – would the item usage and/or condition warrant it being placed in the rare book room or in closed stacks?
2. Is the item a candidate for deselection under the Cowan-Blakley Memorial Library Weeding Policy?

3. Is there a more current edition available or is the item regularly superseded by a more current or timely version?

4. Will the item become damaged as a result of the binding process? See age and condition.

5. Will the item lose necessary information as a result of the binding process? i.e. maps, illustrations, photographs.

6. Does Cowan-Blakley Memorial Library have access to an online version of the item?
Monograph Bindery Procedures

What color should I use?

If a monograph is part of a series, check the shelf to see what color buckram was chosen in the past and code the bindery slip to match the series color. (See appendix 2 for color code chart.)

For first-time bound volumes the following color codes should be used. (See appendix 2 for color code chart.)

- **English** – Green – color codes 490 or 478
- **Humanities** – Brown – color codes 860 or 798
- **Philosophy** – Red – color codes 182 or 188
- **Psychology** – Purple – color code 630
- **Theology** – Blue – color code 563, 588, or 598
- **Politics** – Gray – color code 943
- **All others** – Black – color code 990

What’s a bindery slip?

Every monograph shipped to the bindery must include a completed bindery slip. (See appendix 3 for examples and complete instructions.)

If the monograph includes loose maps, do not ship the loose material to the bindery. Measure how large the pocket to contain them should be and write “add ‘? x ?’ pocket inside back board” in the special instructions section on the bindery slip.

What about the OPAC?

Every monograph sent to the bindery needs to be checked out to “BINDERY” on Workflows.
Preparing for Shipment

1. Check that each item has a bindery slip inserted with the top inch showing.
2. Count the number of items being sent to the bindery and record on the bindery shipping form (see *appendix 5* and *appendix 6* for examples). Place all items in a box using packing materials if necessary to avoid movement during shipping.
3. Seal boxes with packing tape making sure to use enough to ensure the box does not open during shipping.
4. Place a pre-addressed shipping label on each box (see *appendix 7* for example) making sure to number the boxes.
5. At the beginning of the bindery delivery week, place the boxes on the floor near the inside of the Acquisitions door with the completed bindery shipping slip. The bindery driver will take the boxes and sign the shipping form. A signed copy along with the returned shipment and invoice will be left by the driver.

Receiving the Shipment

1. The bindery driver will return both the rebound monographs and serials; all theses and dissertations are delivered to the Braniff Graduate office. Notify the Serials Librarian that the bindery shipment has been received.
2. Check each item against the retained copy of the bindery slip for accuracy. Check spelling, punctuation, volume, and buckram color.
3. If any corrections are needed, the original bindery slip must be re-inserted into the item along with a note detailing what corrections need to be made.
4. Check all items back into the catalog.
Serials Bindery Procedures

It is the responsibility of the Serials Librarian to decide which serial runs to bind. The choice of buckram color is usually matched to previously bound volumes. Color choice for binding of new serial runs is at the discretion of the Serials Librarian.

Acquisitions will notify Serials 1-2 weeks prior to bindery week to allow bindery preparation time.

Serials uses the same bindery slip as monographs (see appendix 4). Journal runs are bundled and tied together with string which minimizes the chance or damage or loss.

Serials will deliver all items to be rebound in open boxes to allow Acquisitions to count volumes and complete the bindery shipping form.
Theses and Dissertations Bindery Procedures

It is the responsibility of the Braniff Graduate School of Liberal Arts to set policies regarding when and how theses and dissertations are formatted and sent to the bindery. Dissertation titles on spine should be all caps AUTHOR’S LAST NAME: DISSERTATION TITLE ex. HATHAWAY: HOW TO COOK AN EGG.

As a general guideline, each program has a different color assigned.

English – Green

Humanities – Brown

Philosophy – Dark Purple/Brown

Psychology - Light Purple

Theology – Blue

Politics – Gray

All PHD’s – Black

Note - There is an option to submit dissertations and theses both online and print to Proquest for publication, more information can be found at http://www.proquest.com/products-services/dissertations/. The school code for UD is 0150 Dallas.

Information provided by ProQuest - ProQuest Dissertation Publishing offers a free online system for submission of dissertations and theses, used by over 400 of our university publishing partners. Trials and demonstrations are available at www.etdadmin.com.
For institutions that have an existing reliable electronic submission tool, we offer alternative ingest options.

Online submission is easier, faster, and results in the highest quality version of the published graduate work. For example, it offers:

- A shorter publishing process: on average, 2 to 4 weeks shorter than paper submissions
- No printing or shipping requirement: all submission work occurs online, so no copies to print and no boxes to pack and ship
- No paper forms to complete and mail: all forms can be completed online
- Preservation of the graduate work as submitted: with the "born digital" version of a graduate work, we can capture all color images, graphs, etc., exactly as the author intended.
- True accessibility for the vision-impaired: scanned images of paper submissions cannot be interpreted by screen readers; only PDFs created from the original electronic document are readable.
- Ongoing support for paper submission

While they encourage all university publishing partners to migrate to online submission, ProQuest Dissertation Publishing continues to support paper submission. Questions about paper submission can be directed to their Author and School Relations group.

Note: As of January 2, 2014, please use the following address for all paper submissions:

JLH
ProQuest Dissertations
For Houchen Bindery shipments, Acquisitions will notify Braniff Graduate School 1-2 weeks prior to bindery week to allow preparation time. However, all deliveries and returns of theses and dissertations are handled at the graduate school office.
Appendix 1

Parts of a Bound Book
Appendix 2

Available Lettering and Buckram Colors

Lettering colors used by Houchen Bindery are black, gold, and white. Choose the lettering color based upon what the buckram color will be and note choice on the bindery slip.

Note – please indicate F grade buckram material color by number when completing the bindery slip.
Appendix 3

Monograph Bindery Slip

Complete two (2) slips per item; inserting one (1) inside monograph to be rebound with the top inch of the slip showing above the book. The additional copy is retained for our records until the bindery shipment is returned. Use all CAPITAL letters when spelling out the title to be printed. If any item already has a barcode, either write it on our copy or staple it to the slip if it is a new bar code.

Mandatory fields are:

- Name and Address (University of Dallas Library)
- Title (including Vol., Issue, Date, and any other information to be printed on spine)
- Stamp Color (Black, Gold, or White)
- Material Color (Indicate by F grade buckram color number)


Examples of bindery slips:
Appendix 4

Serials Bindery Slip

Serials use the same bindery slip as monographs. Journal runs are bundled and tied together with string which minimizes the chance or damage or loss.


Note – Houchen Bindery will return all serial bindery orders with pre-printed binding slips (example below). These should be kept in a bindery file. When submitting another volume of the title for binding, the appropriate ticket is pulled from the file, and the variable information for the new volume is added. The ticket is attached to the journal block bundle being sent to the bindery. Each volume has a unique ticket even if they are all the same title. The pre-printed tickets provide Houchen with the necessary information to produce new bindings that will match the previous ones.

Example of pre-printed returned serials binding slip
Appendix 5

Bindery Shipping Form (being phased out, see Appendix 6 for new form)
Appendix 6  
Updated Bindery Shipping Form (current form)  


<table>
<thead>
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<th>Name of Institution</th>
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<tr>
<td>Library/Department</td>
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<tr>
<td>Address</td>
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<tr>
<td>Contact</td>
<td>Phone #</td>
</tr>
<tr>
<td>Purchase Order #</td>
<td>Date</td>
</tr>
</tbody>
</table>

**Magazines**  
**Library Books**  
F Grade Buckram  
Economy Paperbacks  
Clear Blind Methods [listed below]:  
Laminates (laminated dust jacket cover)  
Colors 4 – Ever (photocopy of original cover)  
Picture Perfect Covers [graphically altered cover]  
Realwrap (laminated paperback cover)  

**Specialty Items**  
Thesis  
Newspapers  
Clamshells  
Phase Boxes  
Portfolios  
Corrections  

**Total**  
**Pieces in** Cartons

Extras (Cloth or Paper Pockets, etc.) Please specify below
Appendix 7

Pre-addressed Shipping Label

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1845 E Northgate Drive
Irving, TX 75062

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Appendix 8

Glossary of Bindery Terms

**Adhesive binding**: pages attached by glue. Most buckram volumes are adhesive bound.

**Age**: a volume that has "historical value" is important to the collection. It is usually housed in the rare book room and does not circulate. Anything that is done to change the binding on rare books usually reduces their value.

**Backing**: the process of shaping a ridge on each side of the spine of a text block after rounding it, to compensate for the thickness of the boards, and to provide a hinge-line for the cover to swing from without strain.

**Bind in**: to fasten securely into the binding any supplementary material.

**Binders board**: a high-quality solid pulp board used as a foundation for book covers.

**Binding edge**: the margin along which the leaves of a text block are attached by sewing, adhesive binding or other method.

**Binding margin**: the margin along which the leaves of a text block are attached. The distance between the binding edge of a printed page and the printed area.

**Bindery slip**: standard form of instructions sent to the bindery with volumes, specifying binding requirements and spine lettering information for that particular volume.

**Bleed**: in binding, to trim printed matter so that the text or illustration is cut into.

**Book**: any collection of more than 64 pages.

**Book block**: the text block plus endpapers and other materials added by the binder prior to casing-in to a hard cover.

**Brittle paper**: paper that will break when it’s folded or crumpled. Main causes are acidity introduced during the paper manufacturing process, or sometimes storage in polluted air.

**Broadside**: a printing on a single sheet of paper and only on one side (the verso is blank), often an official announcement or poem or music. When printed on both sides, it becomes a "broadsheet".

**Buckram**: a stiff, coarsely woven, acrylic-coated cloth used as a strong-wearing casing.

**Case**: a book cover consisting of two boards, an inlay and covering material—front, back and spine—that is made complete before it is affixed to a volume, in a step called casing-in.
Casing-in: the process of putting the text block of a volume that has received all of the binding, or rebinding, operations into its case or cover.

Collation: the process of verifying the proper sequence of pages and separate issues for books and serials.

Cut: to trim the edges of a book.

Cut flush: a bound volume having the cover trimmed after binding so the edges are even with the edges of the pages. Also called "trimmed flush."

Deckle edges: the natural rough and uneven edges of book pages which have not been trimmed flush.

Endpapers: the leaves a binder adds to the front and end of a book to join the text block to the cover.

Flat back: a text block that has not been rounded and backed.

Fore-edge: the front or outer edge of a book, opposite the "binding edge."

Grain: in paper and binder’s board, the direction in which the fibers of a sheet are aligned.

Guard: a strip of paper or other thin material, used to reinforce a signature, or as a hinge for a map, illustration or a single sheet.

Gutter: the combined marginal space formed by the two inner margins of facing pages of a volume.

Hard cover: cover of a book produced from a flexible material, usually cloth or paper supported by rigid binding boards.

Head: the top of a page, board or volume, opposite from the surface on which the volume rests when shelved upright.

Hinge: any paper or guard that permits the free turning of a page or map; also, the inside portion of the flexible area where book cover meets the book spine; often used interchangeably with the term joint, which should be used to designate the outside or exterior portion of the "hinge". A volume which has received heavy or rough use often has cracked or broken hinges.

Joint: the exterior flexible "hinge" where book cover meets book spine; the grooves that run head to tail on the outside of the case, front and back, along which the boards hinge when they open.

Leaf: a single sheet of paper or one half of a folded sheet of paper. Each side of the leaf of a book is a page, and leaves can be printed or blank.
Lining: materials used to reinforce spines of library-bound books, providing the means for a firm connection between text block and cover and giving shape and firmness to the binding.

Margin: space on a page outside the printed matter, commonly designated as top, bottom, inner and fore-edge.

Mill: spines of a book are sometimes cut away on a milling machine, to prepare them for double-fan adhesive binding, or over-sewing. The machine clamps the text block and moves the spine over rotating blades that cut away about 1/8” of the binding margin, thus removing old adhesive, thread, staples and/or signature folds. After milling, a text block is comprised of loose leaves.

Monograph: for binding purposes, a separate book usually on a single subject.


Pamphlet: any collection of less than 64 pages.

Phase box: a protective container designed to hold and protect a book, pamphlet, manuscript, or other type of material that cannot or should not be bound.

Rebind: book which has had its binding removed and a new binding attached, as well as a new casing.

Recasing: giving a book a new cover and end-sheets without changing anything about the text block. The original sewing must be intact and reusable; no trimming will be done.

Recto: right-hand page in an open book, usually bearing the odd page number (in an open book the verso is the left-hand page and the recto is the right hand page).

Round/rounding: the mechanical or manual manipulation of the spine of a text block into a convex shape, which usually precedes backing. Rounding and backing help distribute the swell that occurs when a book is sewn or adhesive bound.

Round back: a book back that has been given a convex form by rounding and backing.

Shoulder: formed when a text block is backed. The outermost leaves on each side of the text block are bent outward at a 45 degree angle along the binding edge, to accommodate the boards; the ridge thus formed on either side of the spine is the shoulder.

Spine: the surface of a volume that usually faces outward when a book sits on a shelf; ie, the surface opposite the fore edge. The part of the binding displaying the binder’s title that connects the front and back covers and conceals the back or bound edge of a book.

Spine stamping pattern: the arrangement of letters, numbers and punctuation on the spine of a case.
**Squares**: the edges of a case that extend beyond the text block at the head, tail and fore-edge, and protect it.

**Text block**: the leaves of a volume after they have been bound together.

**Tip in**: to glue a page or an errata slip, etc., onto a printed sheet or into a bound book.

**Trimming**: the act of making all pages of a book uniform in size by smoothly cutting the leaves along the head, fore-edge and foot.

**Verso**: left-hand page in an open book, usually bearing the even page number (in an open book the recto is the right hand page and the verso is the left-hand page).

**Volume**:

- Any group of leaves of a book, magazine or newspaper, bound together.
- All the issues of a periodical issued within a specified publication period.
- Any printed or processed work, which has been catalogued and fully prepared for use.
Bibliography


University of Dallas, Braniff Graduate School of Liberal Arts.
