

Binding

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1 Policies

1.1 Periodical Binding Policy

Effective Date: 1970

Review Date: June 28, 2015

The policy of Clayton State University Library is to retain and bind most periodical titles. Some periodical titles are received only on microfilm. Those titles available only on microfilm are usually low-use journals.

All periodical volumes will be bound. All reasonable channels for obtaining missing issues will be pursued so that complete volumes can be bound. See the [Incomplete Periodical Volume Policy](#) for additional information.

1.2 Music Score Binding Policy

Effective Date: 1970

Review Date: June 28, 2015

All music scores with spine widths greater than $\frac{1}{4}$ in will be bound. In addition, scores with spine widths less than $\frac{1}{4}$ will be bound if for some reason the use of a pamphlet binder is not feasible. See the [Music Processing](#) section for more information.

1.3 Damaged Book Binding Policy

Effective Date: 1970

Review Date: June 28, 2015

It is the policy of the Collection and Resource Management Department to repair damaged books in house if possible. See the [Book Repair](#) section of this manual for additional information. If a book cannot be repaired in house, then the Head of Collection and Resource Management will determine if it should be sent to the bindery based on the following criteria:

- Condition of the book is appropriate for successful binding. The pages should all be present. The pages should be in good condition and should

not be brittle. The margin at the gutter should be wide enough to allow for the necessary trimming.

- The intellectual content of the book should not be out of date. This is a particularly important consideration for books in the sciences.

1.4 Thesis Deposit and Binding Policy

Effective Date: 2010

Review Date: June 28, 2015

The thesis binding policy developed by the Clayton State University Graduate School is as follows:

Final Deposit of Thesis Copies and Fees

After the committee members sign the corrections section of the **Notice of Thesis Completion**, the student deposits copies at with the School of Graduate Studies

A Certificate containing the original signatures of the student's committee should be submitted with the first Library copy for final deposit. A copy of the signed Certificate must be included with each additional copy of the capstone project.

The student must provide three unbound copies of the capstone project for the Library. (Two are for the Library; and one is for the College of Arts & Sciences.) The first copy must be on 8.5 X 11", 25% rag content (linen or cotton) paper. The additional two copies must be on 8.5 X 11" standard bond paper.

The student must pay for the binding of all three copies plus any additional personal copies. The charge for binding is \$15.00/copy. Binding services are paid towards the Library account when the student deposits the copies at the School of Graduate Studies. The School of Graduate Studies will then forward the copies to the Collection and Resource Management Department of the Library for binding.

Payment is accepted in the form of Laker card, check, or money order only. Make checks or money orders payable to Clayton State University Library. Cash, credit or debit cards will not be accepted. Binding takes approximately 4 weeks. The student will be notified by phone or e-mail when the copies are received. For an additional fee the Library will mail personal copies to the student. The shipping charge will be \$10.00 for the first copy and \$5.00 for each additional copy to be mailed.

Copies must be deposited with the School of Graduate Studies, **no later than one week prior to graduation.**

Then the MALS Graduate Director signs the **Notice of Completion** and forwards the **Notice** to the Registrar.

The student who fails to meet the final deposit deadline is automatically removed from the graduation list.

1.5 **Personal Copy Binding Policy**

Effective Date: 1987

Review Date: June 28, 2015

It is the policy of the Clayton State University Library to provide information to University faculty and staff and to members of the local community on binding services used by the University. Library staff will provide contact information for the bindery that the Library uses and general information on bindery services. Arrangements to have personal copies bound should be negotiated between the individual and the bindery. Clayton State University Library staff cannot be responsible for binding decisions for personal copies. To assist University faculty and staff, the Collection and Resource Management Department may allow personal copies to be picked up and delivered with the Library's regular monthly shipments.

2 Procedures

2.1 **Periodical Binding Procedures**

Currently National Library Bindery (the Bindery) is the bindery used by Clayton State Library. The Collection and Resource Management Department has made arrangements with the Bindery to have bindery shipments picked up and returned once a month.

In preparation for the monthly shipment the Periodical Assistant must remove the current periodical issues that are ready to be bound from the Periodical Collection. To assist in this process, the Voyager periodical check-in record includes a note describing how the periodical title should be bound. As the Periodical Assistant checks-in new issues he or she monitors the binding information. When the last issue of a volume is checked in, the Periodical Assistant adds the volume to a list of volumes that are ready to be bound. Once a month, the Periodical Assistant uses this list to pull the volumes that will be included in the next shipment to the bindery. A notice is added to the current issues bin to alert users that a volume is at the bindery. See the [Current Issues Labels](#) for examples.

The Periodical Assistant makes sure that all issues of a volume are present and in the correct order. They are then secured with special rubber bands. The

Assistant creates an item record in the Voyager Cataloging client for the bound volume and adds a temporary location of Bindery.

2.1.1 Able Procedures

The Bindery provides an on-line interface for processing bindery shipments. The interface is called ABLE for Advanced Bindery Library Exchange and is available at: <http://able.nationalbindery.com/> An account number and User ID and password are required to access this on-line service.

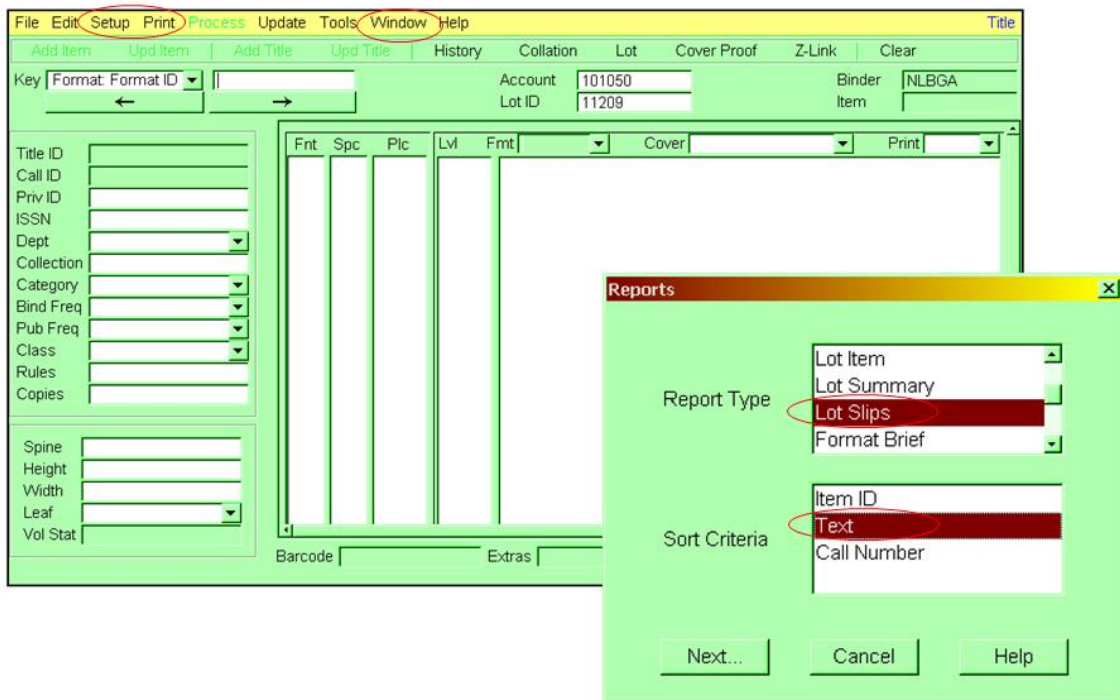
The list of titles in Able is customized for each Library. Information on titles bound for Clayton State includes the title, volume numbering preferences, buckram color and text color.

A screen resolution of *1024 by 768* or better is recommend. Popup blockers must be disabled in order to view the PDF reports generated by ABLE.

Creating a New Bindery Lot

Go to *Setup* in the top menu, scroll to *User Parameters* and check *Compose* rather than *Compose+*. This will allow the screen to clear after each item is added to a lot.

Under *Print* uncheck *Auto UBS* to keep from automatically printing a binding slip for each item as they are added to the lot. While in *Print* also select 2 copies under *USB Copies* so that that duplicate slips will print – one for the bindery's use and one to be returned with the bound volumes. In order to print all the bindery slips for a lot at one time go to *Window* and select *Reports*. Then select *Lot Slips* under Report Type and *Text* under Sort Criteria. Go to *Next* button, make sure that the lot id # is correct, and select *To Printer*.



Assigning a lot number creates an order or shipment. Use the date of the shipment as the lot id number. Be sure you are entering items under the proper lot number! To create a new lot number select *Lot* from the second line of menu options. A pop-up for the lot will appear.

Type in the new lot number in field for Lot ID and hit enter. The module will ask if you wish to create a new lot – select yes. When you close the pop-up the new lot should be selected. You can also return to a lot and continue or edit work by using the arrows at the bottom of the lot pop-up screen to scroll to the correct ID.

The screenshot shows a software interface with a menu bar (File, Edit, Setup, Print, Process, Update, Tools, Window, Help) and a toolbar. The 'Process' menu is open, and the 'Lot' option is circled. Below the menu, there are fields for 'Account' (101050) and 'Lot ID' (11209). A 'Lot' pop-up window is overlaid on the main window. The pop-up window has a title bar 'Lot' and contains the following sections:

- Account Info:**
 - Account ID: 101050 (CLAYTON COLL. & STATE UNIV)
 - Binder ID: NLBGA (NATIONAL LIBRARY BINDERY)
 - Title Count: 549
 - Last Title ID: 513
- Lot Statistics:**
 - Lot ID: 11209 (circled in red)
 - Last Item ID: 40
 - Lot Status: Restored
 - Item Count: 39
- Lot Information:**
 - Items:** Sent: 35, Returned: 39
 - Cartons:** Sent: 0, Returned: 0
 - Date Expected: []
 - Truck Route: []
 - Shipping Day: []

At the bottom of the pop-up window, there are navigation arrows (left and right) and buttons for 'Apply', 'Close', 'Cancel', and 'Help'.



Retrieving Title Records to Add to a Lot

To summon a periodical title select *Title Text* in the *Key* field. Type the first 2 letters of each word in the title. Sometimes words such as *<of and or the>* are omitted, sometimes they are not omitted, so some experimentation may be required to find a title. Fill in the variables on the screen (volume, month, year, etc.) and hit *Add Item*. The screen should clear for you to add the next item.

The screenshot shows the 'Add Item' screen with the following details:

- Menu: File Edit Setup Print **Process** Update Tools Window Help
- Buttons: Add Item Upd Item Add Title Upd Title History Collation Lot Cover Proof Z-Link Clear
- Key: Title: Text (circled in red)
- Search Term: AMJOBO (circled in red)
- Account: 101050 Binder: NLBGA
- Lot ID: 11209 Item:
- Title ID: 29
- Call ID:
- Priv ID:
- ISSN:
- Dept:
- Collection:
- Category: 01 - periodical
- Bind Freq: 2
- Pub Freq:
- Class: 02 - standard
- Rules: c
- Copies: 1
- Spine: 1 - 9/16
- Height: 11 - 1/8
- Width: 8 - 4/8
- Leaf: 3r - adhesive round
- Vol Stat:
- Table:

Fnt	Spc	Plc	Lvl	Fmt	Cover	Print
1	1	C	25		483 - DK. GREEN	W
			15			
			14			
			13			
- Barcode: Extras: N
- Buttons: Instructions

Editing Lot Items

Items may be edited or removed before the lot is transferred to the bindery. Locate an item by selecting *Lot:Item* in the *Key* field and then typing in the item number in the following field and hitting the enter key. The Item number may be found on the printed bindery slips or Make the necessary changes and click on *Update Item*. The item slip can be reprinted under the *Print* tab.

The screenshot shows the 'Update Item' screen with the following details:

- Menu: File Edit Setup Print **Process** Update Tools Window Help
- Buttons: Add Item Upd Item Add Title Upd Title History Collation Lot Cover Proof Z-Link Clear
- Key: Format: Format ID (circled in red)
- Search Term: (empty)
- Account: 101050 Binder: NLBGA
- Lot ID: 11209 Item: 2 (circled in red)
- Title ID:
- Call ID:
- Table:

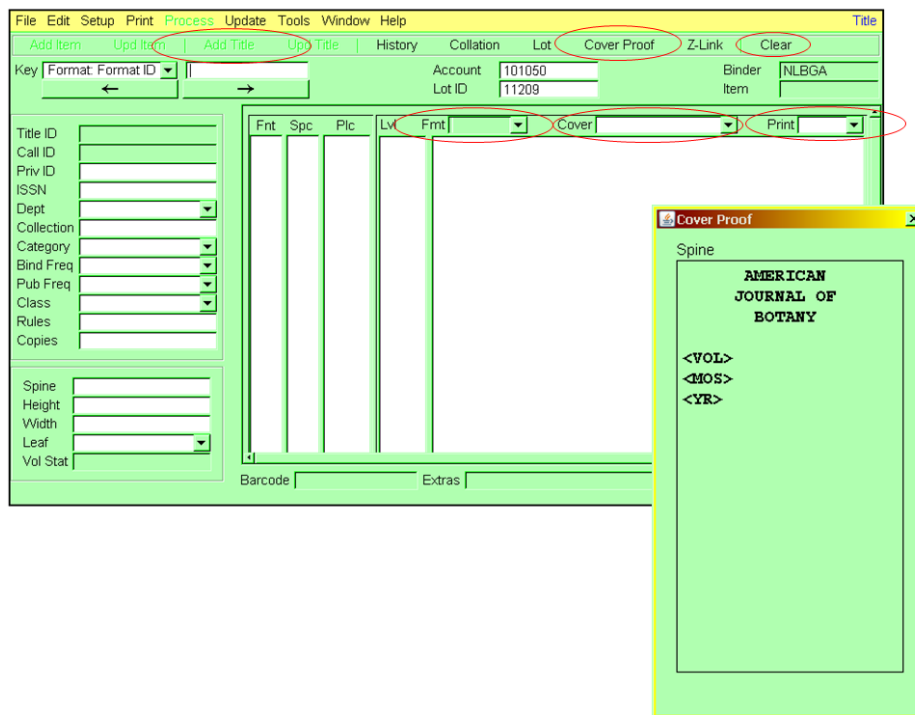
Fnt	Spc	Plc	Lvl	Fmt	Cover	Print

Adding a Title to the Title Records.

Periodicals.

When a new title is added to the Clayton State periodical title list it is necessary to enter a new title record in Able. To enter a new title click *Clear* to empty the fields and then use the drop down menu under *Format* (Fmt) to select the appropriate variable fields for the title. Options include *M* (TITLE\-\Author), *VMY* (TITLE, VOL,MOS,YR), *VMYM* (TITLE, VOL,MO/YR,MO/YR), *VNMY* (TITLE, VOL,NOS,MOS,YR) AND *VY* (TITLE, VOL,YR). Fill in the title. Use the backslash (\) instead of spaces in between each word. ABLE is case sensitive. The screen does not line wrap - be sure to check *Cover Proof* to see how the title will actually appear on the spine.

Leave the variable fields blank. Select a buckram color from the dropdown menu under *Cover* and select a print color from *Print*. (There is a sample clip of buckram swatches kept at the Periodical Assistant's desk.) Select *Add Title*.



Books or Scores

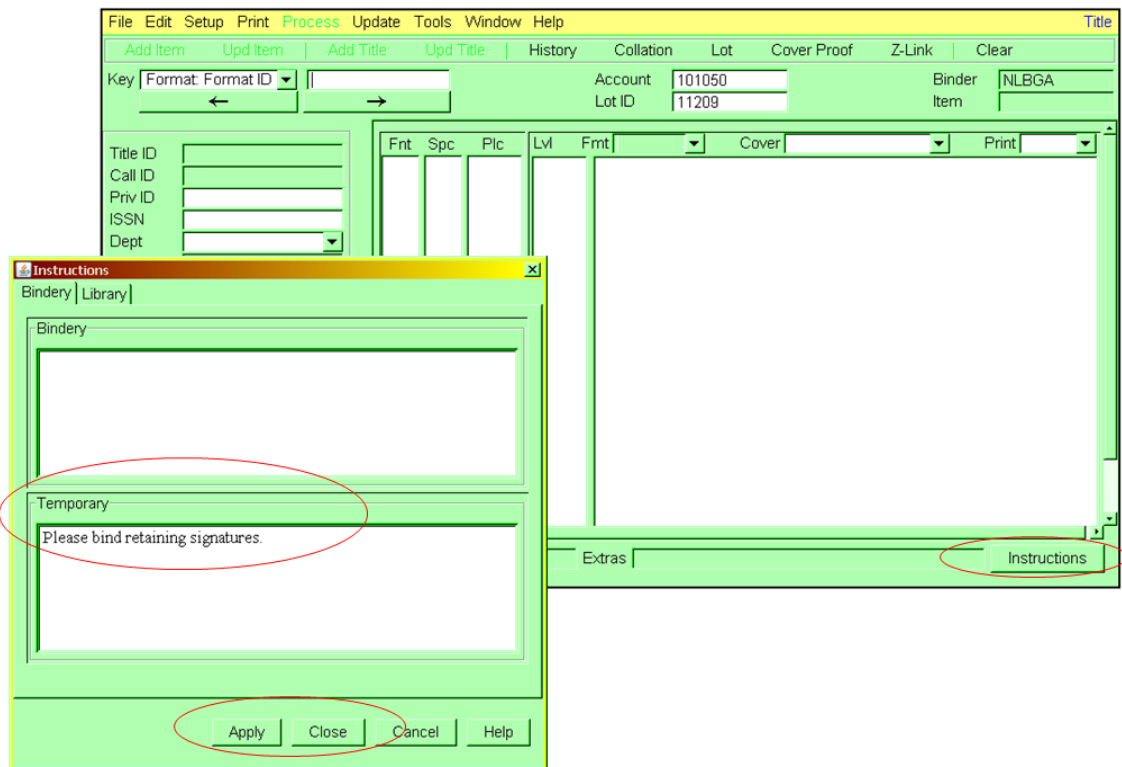
To add books or scores to a lot clear the screen, then select *M* as the format (*FMT*). Use the backslash (\) instead of spaces in between each word. ABLE is case sensitive. The screen does not line wrap - be sure to check *Cover Proof* to see how the title will actually appear on the spine. Select desired buckram under *Cover* and text color under *Print*.

Changing Variable Fields for an Existing Title.

Find the title using the Key function. Right click at the variable to be adjusted and select *variable* from the options. You should be able to type in the blue variable font and add, adjust or delete any of the variable fields. Select *Update Title* if you wish to save the adjustments to the permanent Title Record. If you only want to adjust the fields for that particular item, you may right click again and return to normal print to fill in the volume data and then *Add Item* as usual.

Adding Special Instructions to an Item.

Special binding instructions may be added to an item by clicking on the Instructions button on the bottom right of the module. A pop-up screen will appear. Type the instructions in the *Temporary* field, then select *Apply* and *Close*. The instructions will appear on the lot slip.



Transferring a Finished Lot to the Bindery and Receiving Returning Lots

Go to the *Window* function at the top menu and select *Bindery Transfer* from the drop-down menu. Be sure that the toggle for *Internet* is selected under *Drive/Destination* on the right side of the screen. Also check that the correct Lot ID appears in the field. Select *Clear/Transfer* to Bindery. Once this is done the information should display under transfer statistics.

The screenshot shows the 'Bindery Transfer' dialog box. The 'Window' menu is circled in red. The 'Clear/Transfer To Bindery' button is circled in red. The 'Lot ID' field is circled in red and contains '11209'. The 'Internet' radio button under 'Drive/Destination' is circled in red. The 'Transfer Statistics' table is empty.

Account ID	Lot ID	Department	Items	Category - Qty	Class - Qty

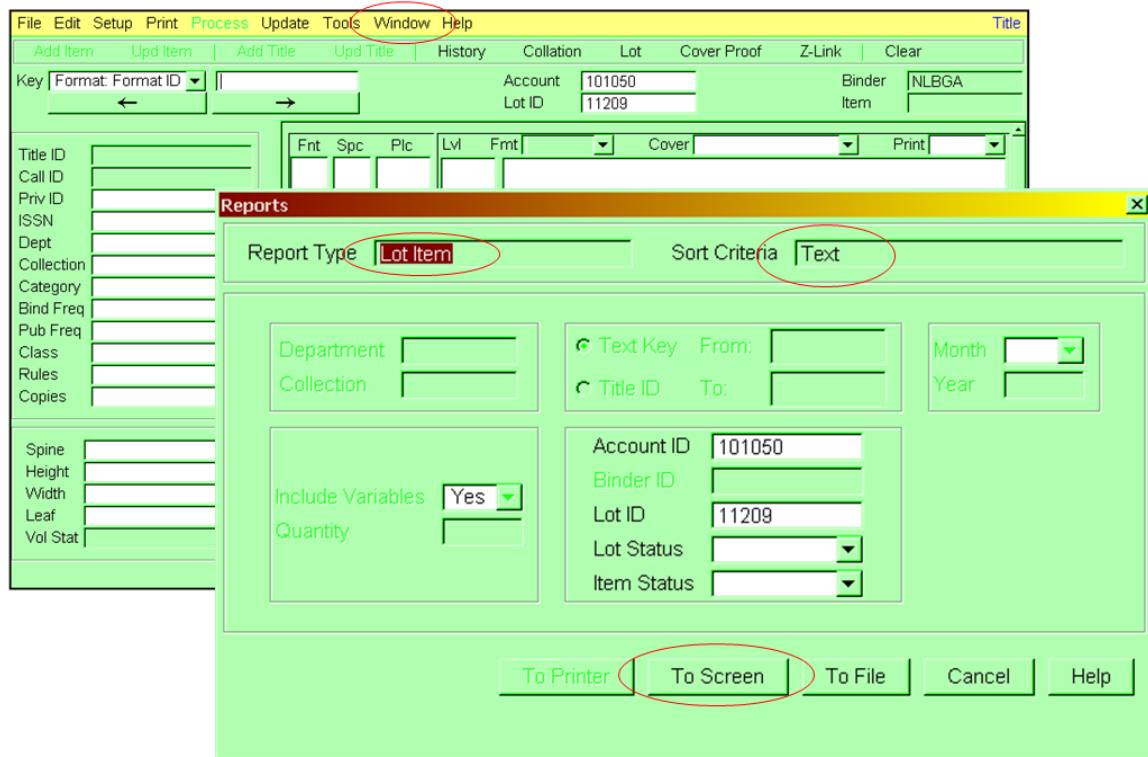
To receive the previous lot from the bindery locate the Lot ID and select *Receive from Bindery*. Once finished, click the Close button on the lower right to return to the original screen.

The screenshot shows the 'Bindery Transfer' dialog box. The 'Receive From Bindery' button is circled in red. The 'Lot ID' field contains '11209'. The 'Internet' radio button is selected under 'Drive/Destination'.

Account ID	Lot ID	Department	Items	Category - Qty	Class - Qty

Printing Lot Reports.

To print a report of all the titles sent in a lot go to *Window, Reports*, select *Lot Item* and *Text*, and then *To Screen (PDF)*. You can print the list from the PDF screen. Print two reports, one to accompany the shipment and one for our records.



2.2 Music Score Binding Procedures

After cataloging a score, the Catalog Librarian will determine if it needs to be sent to the bindery. If the score is to be bound, the Catalog Librarian will add the temporary location "Bindery" to the Voyager item record and save a copy of the bibliographic record to a special local file in the Connexion Client. He or she will complete a bindery form. The buckram color selected should be a medium gray (code number 943) and the lettering should be gold. The title followed by a dash and the composer's surname should be written clearly on the form. The form should also include specific binding instructions such as "Bind to lay flat." Or "Retain original sewing." as appropriate.

The Catalog Librarian forwards the score to the Periodical Assistant who will add the title to the next bindery list and include the score in the next shipment. When the score is returned from the bindery, the Periodical Assistant will check the binding for defect and forward the score to the Cataloging Assistant. The Cataloging Assistant will update the temporary location in Voyager changing it from Bindery to Cataloging. He or she will retrieve the appropriate bibliographic record and produce labels. The score is then ready to be added to the processing queue.

2.3 Circulating and Reference Collection Binding Procedures

Normally a circulating or reference book is sent to the bindery due to damage. When it is determined that a book needs to be bound, the Head of Collection and Resource Management will forward the book to the Periodical Assistant. The Periodical Assistant will add the temporary location "Bindery" to the Voyager item record. He or she will complete a bindery form. The buckram color selected is often close to the color of the original binding and the lettering should be white. The title followed by a dash and the author's surname should be written clearly on the form. The form should also include specific binding instructions as appropriate.

The Periodical Assistant will add the title to the next bindery list and include the book in the next shipment.

When the book is returned from the bindery, the Periodical Assistant will check the binding for defect and forward the book to the Cataloging Assistant. The Cataloging Assistant will update the temporary location in Voyager changing it from Bindery to Cataloging. He or she will produce new labels for the book. The book is then ready to be added to the processing queue.

2.4 Thesis Binding Procedures

Following are the thesis binding procedures that should be followed for binding the Masters thesis of Clayton State University students.

1. Students should deliver three institution copies and as many personal copies as they desire to the Collection and Resource Management Department of the Clayton State University Library.
2. Theses will be accepted by the CSU Library Collection and Resource Management Department staff during normal hours of operation.
3. Theses will not be accepted by staff members from other departments of the CSU Library
4. Students will complete the Thesis Binding Order forms. A copy of this form can be found in the Collection and Resource Management [Forms Library](#) section of this manual.
5. Students will make the appropriate payment for the services that are being requested
6. A Collection and Resource Management staff member will review the form and sign both the order form and the receipt. The number of copies and the cost should be verified as should the shipping information on both the order form and the receipt.
7. The Collection and Resource Management staff member should deliver the check or money order to the Circulation Department for deposit. If the student is paying with the Laker Card then the staff member should accompany the student upstairs to make sure that the payment is completed.
8. The copies of the thesis will be prepared for binding.
9. The theses should be bound in navy blue buckram with gold lettering.
10. Instructions should include the author's name and date on the spine and the title on the front cover.
11. Information on the Thesis Order form should be entered in the Thesis Bindery List spread sheet.
12. The Thesis Order form should be filed.
13. When the thesis is returned from the bindery the copies should be dispersed as follows:
 - a. One copy should be delivered to the appropriate academic department
 - b. Two copies should be given to the Catalog Librarian for cataloging. Of those, one copy is for the Archives and the other will be part of the Circulating Collection
 - c. If the student has ordered any personal copies the instructions provided for shipping will be followed or the student should be contacted and arrangements made for the pick up of the thesis
14. If the thesis is to be shipped, then shipping receipts should be attached to the order form

15. If the thesis is to be picked up then the Receipt/Claim Form should be provided by the student when the volumes are picked up and attached to the Order form
16. The Thesis Bindery List should be updated with the appropriate pick-up date.

2.5 Bindery List

A [Bindery List](#) is created and posted on the Library Web site. The periodical volumes along with any books or scores to be bound are then boxed for shipment.

2.6 Shipping and Receiving

The Bindery schedules pick-up and delivery once a month. A representative from the bindery will come to the Library to pick up the new shipment and deliver the materials that were sent to the bindery the previous month.

When the bound periodicals are returned from the bindery, the Periodical Assistant will check the binding for defect. He or she will add a barcode to the bound volume and scan that number into the appropriate Voyager item record. The Temporary location will be removed and the Bound volume will be processed. See the [Processing](#) section of this Manual for a description of bound volume processing. The bound volume will then be shelved in the Periodical Collection. The Bindery notice will be removed from the Current issues bin.

2.7 Correcting Bindery Errors

Occasionally mistakes will be discovered in bound volumes. These could be mistakes in volumes that have just been returned from the bindery or mistakes that are discovered in items that are on the shelf. If significant mistakes are discovered then the item should be returned to the bindery for correction. A significant mistake might be the wrong title on the spine, a volume bound upside down or issues bound out of order. If a mistake is small for example a misspelled word or missing volume number then the mistake can be corrected in house with labeling or white pen correction.