Bindery Procedures

Repair of books and magazines.

Books that are beyond repair:

- Investigate if the book can be reordered.
- Let the collection manager know.
- If it can be reordered, inform the acquisitions department to order the book.
- If the book is out of print then the book goes back to cataloging to be withdrawn.
- Once the book is withdrawn from Millennium, the book is then stamped with a withdrawn stamp and boxed to be taken to district.

Hard cover books that have spine damage:

- Check Millennium to make sure the location of the book is bindery(sbnd).
- Next, clean off old glue if possible with special X-acto knives.
- Then, glue the spine back in place by spreading a thin coat of Elmer’s glue on the spine.
- Next, place stripes of wax paper at the beginning and end of the book.
- Then, place the book on the press for a day or two until the glue dries properly.
- Once the book is repaired change location to available in Millennium.
- Finally, place the book on a book truck by the door to tech. services to be taken to its appropriate place.
- Books that are in need of professional binding get sent to HF Group Binding Co.
- If there are periodicals route to Linda Casas who will send them send them to HF Group Binding on a separate order.

Books that have pages torn out:

- First, check on Millennium to make sure the book location is Bindery(sbnd).
- Clean off any old glue or remnants of existing page with an x-acto knife.
- Place glue at the appropriate place.
- Spread it evenly with a brush and place the pages back in place.
- Place wax paper in between the pages to prevent them from gluing to each other.
- Then place the book on a book press for a day or two to allow the glue to dry properly and adhere to the repaired page.
- If the books pages are torn out and the cover is damaged as well either velo-binding, or presentation binding is used.
- Finally, change the location to original location in Millennium.
Velo-Binding material:

- First, check on Millennium to make sure the document location is Bindery(sbnd).
- Next, take the document and detach the cover using an x-acto knife.
- Take the pages of document out carefully and in order.
- Place the cover and pages of the document in velo-Bind 323 in stacks of 5-6 pages.
- Punch customized holes into documents.
- After all pages have customized holes; insert velo-Bind spine and insert all document into special notches, close lid.
- Finally, change the location of the book back to original location in Millennium.

Presentation Binding:

- First, check on Millennium to make sure the document location is Bindery(sbnd).
- Next, take the document and detach the cover using an x-acto knife.
- Take the pages of document out carefully and in order.
- Place the cover and pages of the document in docubind P100 in stacks of 5-6 pages.
- Punch customized holes into documents.
- After all pages have customized holes; insert pages into WilsonJones CB256 along with selected presentation reliure ring.
- Place pages together.
- Finally, change the location of the book back to original location in Millennium.

Books that are damaged with torn spines, or extensive cuts:

- First, check on Millennium to make sure the location of book is Bindery(sbnd).
- Next, determine the amount of damage.
- If the book cover does not have extensive damage, a small amount of book tape is used to repair the damage.
- If the book cover or spine is extensively cut, the book cover is completely redone with book tape.
- Next, make a new title label to be placed on the spine of the book.
- Then, place a protective cover using 4” tape over the new label.
- A new call number label is made using Corel WordPerfect8, and is placed $\frac{3}{8}$ to $\frac{1}{2}$ inch from bottom of the spine.
- A label lock is used to protect the new label.
- Finally, change the location back to original location in Millennium.
Books that are missing pages:

- First, check on Millennium to make sure the location of book is Bindery(sbnd).
- Fill out an Interlibrary Loan Request form for the whole book, or if you are sure of the edition, for the missing pages. (See Attachment A) Route paperwork to Ill department.
- Once the books from other colleges come in, make copies of the missing pages.
- Then, cut the pages down to the size of the damaged book.
- Glue the pages in the appropriate place.
- Then place wax paper in between the pages to prevent them from gluing to each other.
- Next, place the repaired book on the book press, until glue dries properly (24-48 hours).
- Change the location back to original location in Millennium.
- Finally return the other colleges’ books to the ILL department.

Books that have damaged corners:

- First, check on Millennium to make sure the location of book is Bindery(sbnd).
- Place precut book tape on the corner to repair this damage.
- Finally, change the location back to original location in Millennium.

Books that have markings on pages:

- First, check on Millennium to make sure the location of book is Bindery(sbnd).
- A book cleaner is used to clean any scuff marks.
- If the book has extensive pencil markings, an eraser is used to remove them.
- Finally, change the location back to original location in Millennium.

Magazines pages that are loose or have been pulled out:

- First, check on Millennium to make sure the location of book is Bindery(sbnd).
- If the magazine is held together with staples, remove the staples.
- Then, put the pages back where they belong in order and re-staple them together.
- If, the magazine is glued together apply glue with a glue stick along the edge of the page or pages and place them back in the magazine.
- Place strips of wax paper between glues pages to ensure the pages do not glue to each other.
- Finally, change the location back to original location in Millennium.
Books that have the wrong call number or missing labels:

- First, check on Millennium to make sure the location of book is Bindery(sbnd).
- Next, check on Millennium to get the correct call number.
- Using Corel Wordperfect8, open label file. Correct dimensions are as follows: sheet size 8.5x11, label size 1.38x1.5, number of labels 5x6, space between columns .125, space between rows .125
- Center the new label.
- When finished print out.
- Place label ¼ to ½ inch from bottom of spine.
- Place a label lock over label.
- Finally, change the location back to original location in Millennium.

Repair CD’s and DVD’s

- If disc is scratched place item in Disc-Go-Pod machine.
- Follow manual instructions.
- If disc is scratched beyond repair ask collection manager if item needs to be reordered.
- If it can be reordered, inform the acquisitions department to order the disc.
- If the disc is out of print then the disc goes back to cataloging to be withdrawn.

Processing Books

- First, double check with Millennium for the correct call number.
- Next, create the new labels using Corel Wordperfect.
- Then, stamp the book on the inside front cover, bottom of page 31, and on the top on the book with SAC Library stamp.

- Stamp the title page with the ownership stamp which includes the address.

- Next, place a call number labels on the spine of the books.
- Place a label lock over the label.
• Finally, place the finished truck of books by the door to be collected from the circulation department.
• If the book truck belongs to reference, route back to the cataloging technician.

Books that have correct labels:

• Stamp the books on the inside front cover, title page, page 31, and on the top of the book spine with the ownership stamps (see above example).
• Once book truck is finished being stamped, place the book truck by the Tech. Service door to be taken to its appropriate place in the library by the circulation department.

Reference books:

• First stamp the books with the ownership stamps on the inside front cover, title page, page 31, and on the top of the book spine (see above examples).
• Next make sure the correct call numbers are on the books.
• Remove labels and create new ones with REF typed at the beginning of call number.
• Place a security tag that is specifically intended for REF. books on back cover of the book.

Books that have no record in Millennium:

• Once this problem is identified give the book to Cataloging Technician.

Children Books:

• First stamp the books with the ownership stamps on the inside front cover, title page, page 31, and on the top of the book spine (see above example).
• Next make sure the correct call numbers are on the books.
• Place a child label on the top of the spine.
• Place a label lock over child label.
• Place a security tag behind the book pocket.
• Finally, place the book truck by the Tech. Serv. door to be taken to its appropriate place in the library by the circulation department.

**Popular Books:**

• First stamp the books with the ownership stamps on the inside front cover, title page, page 31, and on the top of the book spine.
• Next place a plastic protective cover over the book jacket of the popular book.
• Make sure the correct call numbers are on the books.
• Place a POP label on top of the call number label.

• Place a security tag behind the book pocket.
• Place the book truck by the Tech. Services door to be taken to its appropriate place in the library by the circulation department.

**Paperback Books:**

• First, a hard clear plastic cover is placed over the material and cut down to the covers size.
• Then, two inch clear tape is placed on the front and last page of the material.
• Place ownership stamps on front inside cover, title page, page 31, and top of the book spine (see above examples).
**CDs and DVDs:**

- If the CD or DVD does not have a cover for the case, it is scanned, printed, cut to case size and placed inside the case cover secured by double stick tape to display what the is in the CD or DVD cases.
- Place book pocket, security tag and barcode on inside case.
- Create the correct ownership information using the Avery Design Pro program, this is placed on the actual CD or DVD disc.
- Finally, place spine and the ownership labels on the CD or DVD cases and send the truck to circulation or reserve.

**Ordering Supplies**

**Ordering Supplies:**

- As bindery materials are used up or supply gets low, keep a list of items that need re-ordering.
- Next, price check in Brodart and Gaylord for the material.
- Collect a price quote for the material using a price quote template saved in Word. (See Attachment B)
- Print out price quote.
- Create a fax cover sheet (See Attachment C) for either Brodart or Gaylord.
- Send Fax quote to Brodart or Gaylord for final verification.
- When quote arrives from Brodart or Gaylord route information to Juanita to prepare a requisitions.
- When material comes in, place material away in appropriate place.
Request for Quotes

Alamo Community College District

Name/Title: ___________________________ (Ref: ___________________________)

Tel: ___________________________ Fax: ___________________________

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DELIVERY: ____________ ARO ____________ TOTAL: ____________

* Please show a Freight Charge on each item if not included in the unit price. Quotes including freight are awarded to low bid on each item. ("All or nothing" bids are not accepted.) ACCD reserves the right to request certificate of insurance -- General Liability, Auto and Workers Compensation for on-site services RFQ.

VENDOR NAME: ___________________________ QUOTE # ___________________________

VENDOR CONTACT: ___________________________ SIGNATURE ___________________________

DATE: ___________________________ PRINTED NAME ___________________________

Please direct questions to ___________________________ at (210) ___________. (e-mail ________@ACCD.EDU)

FAX your quote to: (210) ___________________________, Attn: ___________________________ by: ___________________________

Thank you for your quote!

April, 2006