

BINDERY PROCEDURES FOR TLN MEMBER LIBRARIES August, 2015 Revision

On TITLE PAGE of each book to be bound:

- UNDERLINE TITLE of book with ONE LINE
- UNDERLINE AUTHOR of book with TWO LINES
- CALL NUMBER and other pertinent information that is to be put on spine of book is to be CIRCLED on title page

On VERSO of the title page of each book to be bound:

- Your library's name
- Barcode number

Please be sure not to write on the upper, lower, and side edges of the page. The bindery company cuts off ¼ inch around, and any information placed on these edges will be lost.

MAGAZINES to be bound in volumes should be TIED or RUBBER-BANDED together and put in desired order. All information to be put on the spine is to be listed and included with the magazines. (A detailed example or copy of previous spine included for the bindery company will be very helpful.)

Books and magazines that are designated for bindery should be put in a cardboard box clearly marked: **ATTN: BINDERY**. The TLN delivery driver will deliver the box to TLN Acquisition/Processing Department. **PLEASE INCLUDE THE NAME AND PHONE NUMBER OF A CONTACT PERSON IN CASE OF QUESTIONS.**

Bindery is picked up at TLN once per month (the bindery distribution schedule is on the TLN web page –click on “Services”, then “Acquisitions”). Once the books are returned to TLN from bindery, they will be processed and returned to your library within 1-2 weeks.

Books that require special handling (colors of jackets, spines, or need to be divided into volumes) MUST have the instructions written on a sheet of paper attached to the book. The bindery company will decide if the work can be done. If they decide not to re-bind the book they will return it with an explanation.

TLN has a contract with Wallaceburg Bookbinding through December 31, 2016. Prices are as follows:

Library Books Class "A" Library Binding -\$8.49

(New cover is constructed using buckram over solid binder's board; signature sewing is preserved if possible, otherwise, double-fan and adhesive method. If possible, original cover art or dust jacket is mounted to new cover; title/author stamped on spine.)

Periodicals Class "A"

Library Binding-\$9.49

Scholarly Binding -\$7.70

(New cover is constructed using non-woven cover material over solid binder's board; pages are rebound using the double-fan method and adhesive. Original art or dust jacket mounted to the new cover;title/author stamped on spine.)

Lamabind -\$7.50

(Double-fan adhesive bound. Original paperback cover is laminated with mylar over solid binder's board.)

Call Numbers –
30¢ per line

In addition to the above, a TLN handling fee of .50 per book will be applied.