

BINDERY PROCEDURES
FOR TLN MEMBER LIBRARIES
February 2020 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 every three weeks (the bindery distribution schedule is on the TLN web page – on the left-hand side of the page, under Departments, click on “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 rebind the book, they will return it with an explanation.

TLN has a contract with Wallaceburg Bookbinding. Prices are as follows:

Library Books Class "A" Library Binding - \$12.49

(New cover is constructed using OBV 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. Call number printing is optional.)

Periodicals Class "A" Library Binding - \$16.49

Call Numbers – 30¢ per line

Newspapers - \$69.99

Front Cover Printing - \$3.00

Volumes 13" – 18" in height - \$5.00

Volumes over 18" in height - \$10.00

Color Copying for Cover Mounting - \$1.00

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