Bindery Preparations
Introduction to Serials
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This document will attempt to explain the process of sending a serial to bindery preparations for commercial binding, through the eyes of Bindery Prep. It does not attempt to explain the process required by your library, such as how and when to pull an item from the shelves or how to mark the item on Mirlyn.

To begin with, make certain that the item is a serial. For the purposes of commercial binding, anything which will have more than one physical item bound into one piece, is called a serial.

Some general information

1) The bindery preparations serials clerk will inspect the items to determine the appropriate binding style and to ensure that the correct information will appear on the spine of the bound volume. Some of the things checked: binding edge margin, lettering, variable information, completeness, damage, folded material, pockets, mix of square/signature issues, different sized issues in one volume, and need for oversewing, among others.
2) **Never** cut apart a bound volume, whether commercially bound, or publisher bound. Contact Bindery Prep. for more information.
3) Every library has a quota for both serials and monographs. The quota is given in volumes per week and these should be sent according to the **Truck Schedule and Shipment Calendar**.
4) The number of new titles sent during one week cannot exceed 10% of your quota per week.
5) The number of rush sent during one week cannot exceed 10% of your quota per week. Also, items more than 2 years old are not usually sent rush.
6) when attaching call number labels to the cover, please try not to cover the date, volume number etc.

Several documents and websites are maintained by Bindery Prep:

1) Statistics are available on Library_M5/Newshare/Quickshare/Bindery Prep Statistics **<FYR>**, where **<FYR>** is the current fiscal year (e.g. 2004-05), and includes all information for the current fiscal year, plus the previous year's information
2) Search: http://www-personal.umich.edu/~jochne/search accounts 14,15,19,25,35 only
3) Colors: http://www-personal.umich.edu/~jochne/search/colors.html containing a list of buckram colors

Steps to follow for serials binding

1) Determine whether the item has been bound in the past and is in the permanent database. Check the search website or use the program Tfw to search for the item. If not in the database, then this is a new title or a one-time bind, depending upon whether you want it placed in the permanent database or not. By definition, a new title must be an item less than 10 years old (send the most recent first, then any older items) and which covers a span of 5 or fewer years.
2) Make certain that the item truly is not in the database, as opposed to having undergone a major change of title text.
3) If using the two-part binding form, note the title number on the space provided.
4) Has anything for this title changed (e.g. title text, call number, variable information categories)? If so, you must send a change form. Note whether the change is one-time or permanent. Adding "+ Suppl." does not constitute a change and may be done on the normal binding form.
5) Are all the issues present? If not, then you must send a "bound without" slip. This slip must be filled out in ink.
6) If sending a "bound without" slip, do **not** attach it to the volume. Place it with the binding form as noted below.
7) Make certain that the issues are in order, front to back and right side up. Note that Arabic, Hebrew, many Asian and some other languages run "backward" to the western standard. Make certain that you place the issues in the proper order based upon the language!
8) Make certain that the call number is on the first issue, either on the cover, or inside first page. Again, "front" is based on the language as noted above. Make certain that the call number is visible against the cover's background.
9) If any loose material, such as maps or charts, is present, put the call number on **each** item. Remove maps etc. from pockets to check.
10) If loose material is a table of contents or index, check that it belongs to the volume (e.g. v10 index sent with v10, not v11).
11) Enter the variable information on the binding form. Check the first and last issues to determine the extent of the year and volume ranges.
12) Enter the variable information on the ticket in the same order that it will have on the spine (ignore the categories pre-printed on the ticket if necessary).
13) Sometimes it becomes necessary to bind an item in smaller pieces than allowed by the variable information categories. If so, send a change to add a new category. For instance, if one year is too large to bind, add "no." or "p." to the variable information. Attempt to maintain a consistent binding group, i.e. if the item has been bound in 6 month pieces, continue to bind in 6 month pieces, barring a significant change in size or publishing schedule.
14) If any Xeroxed pages are included with the item, make certain that they are trimmed to fit the other issues. You may send the volume with pages to Book Repair for trimming.
15) The binding form should be placed inside the front cover (note that front is determined by language), along with any "bound without" slip or notes. Do not paperclip the slips to the volume or each other.
16) Secure the item with rubber bands or pink string ties.
17) For libraries having more than one account, do not mix accounts in one totebox.