

Bindery Preparations
Introduction to Monographs
Contact: John Neuenschwander
(764-5282 - jochne@umich.edu)

Monographs are single entity publications, hardbound or paperback, sent to Bindery Preparations staff, who will determine the best binding style before sending the items to the commercial binder.

Steps to follow for sending monographs for binding

- 1) Make sure that the call number is on the back side of the title page or on the front of the volume;
- 2) Make certain that the call number is written on each piece of loose material, such as folded maps, charts, etc., that will be put into a pocket;
- 3) If a monograph has computer disk(s) or microfiche, they can be retained at the sending library pending the return of the bound volume. A note requesting a pocket must accompany the volume. CD's and microfiche may be sent with the volume - they will not be sent to the binder;
- 4) Do not trim photocopies of missing pages;
- 5) Do not photocopy information on the hard cover or endsheet. Information on hard cover and endsheet can be captured by the commercial binder;
- 6) Do not photocopy soft covers, either outside or inside - soft covers will be retained;
- 7) When a specific color, author and/or title is desired, let Bindery Prep know by attaching a note to the monograph, or by underlining the author/title already on the title page.

Reasons why monographs are sent back to the library unbound

- missing pages
- overtrimmed pages
- damaged pages
- missprinted pages
- two or more parts sent to be bound as one volume
- unscannable barcode.
- missing barcode - **NEVER** remove barcodes from any volume before sending them to Bindery Prep. (even hardcover volumes)