

Bindery Preparations
Monographs Binding
(“the send us everything place”)
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I. When to send material to Bindery Preparation

Our week starts on a Wednesday. You can always refer to the “Truck and Shipment Calendar” for more information, but, in general, **set your library’s quota of monographs out on Tuesday** afternoon for pickup. This differs from past practice.

II. What to send

Monographs are defined as “single entities”, either softbound or hardbound. The “single entity” may include material that is to be bound into a pocket. There is no thickness or thinness limit - in other words, do not worry about what might be a PAM.

Two limitations on what to send are indicated in **III** below.

Each library has a quota for the number of monographs that it can send. Currently, this quota includes both regular monographs and PAM material. Refer to the e-mail that Shannon Zachary sent to the Library Binding Contact group for more details.

Occasionally, due to staff vacations/illnesses, we may tell the libraries not to send anything for a week or two. If that is the case, a detailed e-mail will be sent out to the lib.bind.contact group.

In general, **do not send** monographs to **Book Repair**. You are **never wrong** in sending monographs to **Bindery Preparation**, except as mentioned in **III** below.

Trimming and tipping in photocopies can be handled by sending the item and copies (untrimmed and un-tipped) to Bindery Preparation. We will handle it.

Track your monographs via the Item Process Status code: BD, BR, PK, PM, BT, PT

III. Where to send monographs

Send all monographs, including PAMs, to Bindery Preparations, 3215 Buhr, 3213.

Exceptions:

- a. Do **not** send monographs to Book Repair, **except** moldy, soiled, wet, insect infested or contaminated items. To repeat that: **moldy, soiled, wet, insect infested** or **contaminated** items should always be sent to Book Repair. Refer to Book Repair on how to package these items.
- b. If you have a monograph that you need returned **RUSH**, be aware that turnaround time at Bindery Preparation is 6 weeks, barring a binding error, and sending something as RUSH does not shorten this by more than a few days.

IV. What does Bindery Preparation do?

Bindery Preparation, which by the way does not include an employee named Jossie, will sort every monograph that is sent to it and send it for commercial binding. Categories include:

- a. PAM
- b. Copycover
- c. Special
- d. regular buckram bind

The individual libraries do not need to know, in detail, what causes a certain book to be sorted in a certain way. Leave that to us. Here, for the curious, are some criteria we consider:

- a. PAMs are very thin monographs that cannot be bound as copycovers or regular buckram binds. Many items that get sent which are thin, can be copycovers or regular binds, so there is no hard and fast rule (that I am going to tell you about);
- b. Copycover monographs are, generally, paperback books which do not have any information on the inside of the covers. Flaps are OK, sewing is OK, foldouts are OK. Copycovers are also sometimes referred to as digicovers;
- c. Specials are items which need extra processing by the binder. This may be due to needing a pocket, for instance. Some Specials are given copycovers (digicovers);
- d. Everything else is, in general, a regular buckram bind.

Something important to note about very thin items sent as monographs: some libraries send items as monographs which are thin, single issues of serials. This is OK with us, **however you must send a serials binding form with these items**. Why? Well, if these items can be copycovers, they will be. Failing that, if they can be PAM bound, they will be. Failing that, they will be sent as serials. To save time, we ask that the owning library send us a serials binding form so that we don't have to send the item back to the library so that they can send us a serials binding form. An amazing number of these items can be neither copycovers, nor PAMs.

V. A few words about Item Process Status codes

The following item process status codes are used when dealing with us:

- a. **Used by the libraries**
 - i. BD - item sent by library to Bindery Prep, also indicates items sent to commercial binder that will be regular buckram binds or specials;
 - ii. BR - item sent to Book Repair (usually by Bindery Prep), this will only rarely be used by the libraries (for what? That's right, **moldy, soiled, wet, insect infested** or **contaminated** items);
- b. **Used only by Bindery Prep/Book Repair**
 - i. PM - item sent to commercial binder for PAM binding;
 - ii. PK - item sent to commercial binder for copycover binding;
 - i. PT - item returned from commercial PAM binding is on its way home to library;
 - iv. BT - item returned from commercial copycover binding on its way home; You will sometimes see this referred to as "Bindery items returning to owning library", but it **only includes** copycover items, not regular buckram binds;
 - v. ST - in-house staple-binding
 - vi. BX - item will be put into a "pizza" box

Please note that if a library sends items to Bindery Prep as BD, sometimes Bindery Prep will change that code to BR and send the item directly to Book Repair. **We try to minimize the number of items returned to libraries unbound. If a different unit within Pres&Cons can process the item, we send it directly to them**, not back to the library so that they can send it back us.

VI. Steps to follow before sending material to Bindery Preparation

- a. Make sure that the call number is on the reverse of the title page or on the front of the volume. If the call number is missing from the front of a volume that is going to be copycovered, the binder will add a label to the bound volume using the information found inside the volume;
- b. Make certain that the call number is written on each piece of loose material, such as folded maps, charts, &c, that will be put into a pocket;
- c. If a monograph has computer disk(s) or microfiche, the disk/fiche can be retained at the sending library pending the return of the bound volume. A note requesting a pocket must accompany the volume in this case. CD's or microfiche may be sent with the volume to us. We do not send disks/fiche to the binder, ever;
- d. Information on the inside of the covers does not need to be photocopied before sending the item to Bindery Prep - we will have the binder copy the information and bind it in. Flaps with information on them are bound in. Paperback covers for items not sent as copycovers are always bound in;
- e. If pages are missing, photocopy the pages on acid-free paper. Leave them untrimmed and send the whole shebang to Bindery Prep - we will take care of everything;
- f. If a specific color is desired, insert a flag into the volume indicating what color you want;
- g. Author/Title should be clearly indicated on the title page by underlining, or on a flag placed so as to be clearly visible.

VII. We do sometimes send unbound volumes back to the library...

On occasion we at Bindery Preparation get carried away by our own enthusiasm and return an unbound volume to the owning library. Why? Here's a list:

- a' missing barcode - all items **must** have a barcode. **DO NOT STRIP** barcodes from volumes, whether soft- or hardcover;
- a. missing, damaged, overtrimmed or missprinted pages
 - i. you can replace the pages with photocopies and send everything (untrimmed copies, remember) back to us and we will take care of it;
 - ii. if you cannot obtain copies, send a note OK'ing binding with pages missing;
- b. two or more parts sent as one monograph
 - i. pocket material does not count;
 - ii. some PAMs can be multiple part monographs;
 - iii. send as serial (prepare serials binding form, send to serials binding);
- c. unscannable barcode
 - i. we try several times to scan the barcode, we type it in, we look up the item by call number to see what may be causing the trouble. If we say it is unscannable, we mean it;
- d. missing barcode
 - i. if we don't see a barcode on the volume, we will send the volume back. We cannot process **any** monograph that does not have a barcode on it;

- e. missing call number
 - i. the call number must be inscribed within the volume, or should be on the front cover.

VIII. Looking for something you think should have returned?

If you are looking for a monograph that has an item process status code of BD, PK or PM, contact Bindery Preparations directly to find out what happened to the item. If the item has a code of BR, contact Book Repair, if the item has a code of BT or PT, then it has been returned to the library.