

Bindery Preparations Opps! What went wrong?

On occasion, items may be returned to you unbound along with a rather cryptic note explaining why. Below is a guide to understanding the more common errors.

Note: "bound without" notes do not need to be signed, notes for insufficient margin, damage or mis-printing must be signed by an "official" signer.

What the note said	What Bindery Prep meant	What to do about it
title not in database	this item has not been entered into the permanent database	item should be sent as a new title or a one-time bind depending upon whether it should be in the permanent db or not
title number or title or call number not in database	an identifier was given that cannot be found in the database	check to make sure that the correct title number etc. was written; if title was used, try using title number or call number
title number or title or call number does not match volume	an identifier was given that specifies a different item	search for and enter the identifier for this item
variable information appears to be of wrong category	e.g. volume was used but volume is not one of the categories normally required	remove/add the offending datum; possibly send change to add/remove category
buckram color is invalid	a number was entered that does not specify an actual color	check the color website to find the color you want
issues sent for binding are damaged		replace the issue with a new copy, or prepare Xeroxed pages of the damaged material or send a note, properly signed, allowing damaged item to be bound
volume has insufficient inner margin for commercial binding (2 notes required)	binding would destroy text, charts or graphics	Xerox the offending pages with sufficient margin; send permission notes; replace issue if defect is printing error
volume has insufficient inner margin for commercial binding (cannot be commercially)	as above, but many pages or very important information would be damaged	check with Book Repair for remediation

bound) issues sent for binding are incorrect	usually means that an issue from a different volume was sent, e.g. v10 #2 sent, but v9 #2 should have been sent	replace offending issue with correct issue and return
volume too thin for commercial binding	volume must be at least ¼" thick to be sent	add more issues by combining volumes or check with Book Repair
volume is too brittle for commercial binding	pages would break and fall out if bound	check with Book Repair for remediation
volume was misprinted/ overtrimmed by printer (2 notes required)	one or more pages have been damaged by the printer/publisher and are unreadable	replace the defective pages or send permission notes
call number missing from volume/loose material	loose material includes maps, charts, indexes, tables of contents, errata - check any pockets for material	write the call number on the front cover or inside; also write the call number on each loose item
title is too long, please shorten by...	the given title and variable information will not fit on the spine of the bound volume	abbreviate the title by at least the number of characters noted
this is a serial and must be accompanied by a serials binding form	no ticket was found or item was sent as a monograph	this item needs a serials binding form; also possibly this is an Arabic or Chinese item and the form was not placed inside the "front" cover
not a new title	item was sent as a "new title" but is already in the database	search for the item and re-send as a normal bind
	OR	
	item was sent as a "new title", but is really a change	search for the item by call number, then use that record to prepare a change form
excess variable information	too many categories of variable information were used, i.e. redundant information was given	example: if a volume is published bimonthly, do not request "no. 1-6" be printed on the spine
incomplete parts cannot be bound together	example: vol 9 no. 4-6 cannot be bound together with vol 10 no. 1-3; this does not include	bind the parts separately or include all the issues of each volume

items sent with "bound
without" slips

not a cancellation

item was sent as a
cancellation, but is
really a change

do not cancel a title
and then send a new
title form, simply send
as a change

variable information
wrong

example: given
information specifies
v10, but v9 was sent; or
given info does not
include all volumes/
years

check first and last
issues to determine the
span of volumes/years

duplicate

a duplicate issue was
sent, e.g. two copies of
#4

do not send duplicates,
as they will never be
bound together, but will
be returned

Xeroxes must be trimmed
to size before binding

example: 8x10" Xeroxes
were sent with a 6x8"
volume

trim the Xeroxes so that
they are the same size
as the issues

issues out of order

imagine the volume is
bound, are the issues in
the order a patron will
expect (keeping in mind
the rules for Arabic,
etc.)?

uncut pages must be
trimmed open before
binding

**note that this only
applies if Bindery Prep
sends the volume back,
not to every volume
since most volumes can
be trimmed by the binder**

send to Book Repair to
have the folded edges
trimmed open

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