

ACME BOOKBINDING

LIBRARY BINDING

PREPARATION

MANUAL

July 2000

Copyright: Paul A. Parisi, Acme Bookbinding Company, Inc., 1993

Table of Contents

	Page
Introduction.....	4
History	5
Acme Quality -- A Team Effort.....	6
Customer Profile.....	7
Acme Truck Schedule - Calendar of Pickup and Delivery Dates	8
General Instructions for Binding Preparation.....	9-11
Step-by-Step Outline for Periodical Binding Preparation	12-14
Step-by-Step Outline for Thesis Binding Preparation.....	15-16
Instructions for Binding Slip Preparation.....	17-19
Instructions for Preprinted Binding Slip Use.....	20-22
Instructions for Packing Slip Preparation.....	23-24
Trimming Policy.....	25
Leaf Attachment Policy	26-27
Rounding and Backing Policy	28
Binding Class -- Descriptions.....	29-56
Periodical-----Custom	30-31
Periodical-----Standard.....	32
Periodical-----Budget	33-34
Periodical-----Lumbind	35-36
Book/Paperback--Adhesive Bind	37-38
Book/Paperback--Sewing Option	39-40
Paperback-----Acmebind.....	41-42

Paperback-----Norcloth	43-44
Paperback-----Norlam	45-46
Pamphlet-----Clear-Vu.....	47
Thesis.....	48
Phase Box-----Regular.....	49-50
Phase Box-----Deluxe.....	51-52
Enclosure-----Double Tray Box	53-54
Enclosure-----Portfolio.....	55-56
Information About ABLE--Acme's Bindery Preparation Software.....	57-59
ABLE -- Hardware Requirements	60
Complete List of Services Offered by Acme.....	61
Glossary	62-63
Sample: Preprinted Binding Slip	64
Sample: Manual Binding Slip.....	65
Sample: Phase Box Binding Slip.....	66
Sample: Thesis Binding Slip	67
Sample: Packing Slip.....	68
Sample: Acme Truck Schedule Calendar	69
Sample: Acme Shipping Label	70
Sample: Customer Profile.....	71-72

Introduction

This Bindery Preparation Manual gives background information about the history and philosophy of the company as well as specific information about Acme's pickup and delivery service. It explains the purpose and use of the Customer Profile. It describes the "Binding Class" options offered by Acme Bookbinding. The descriptions are intended to assist library staff in selecting the most appropriate Binding Class for each volume. Clear understanding of the features of these Binding Classes (as well as the differences between them) and the types of volumes that should be sent in each Binding Class is essential for efficient use of library resources.

The Bindery Preparation Manual explains how to use "Preprinted Binding Slips", how to fill out "Manual Binding Slips", "Thesis Binding Slips", and "Phase Box Binding Slips", and when each type of binding slip should be used. It also explains how to fill out "Packing Slips". Samples of each of Acme's commonly used forms are included at the rear of this manual.

General Instructions for bindery preparation as well as specific step-by-step instructions for periodical and thesis binding preparation are included. Explanations of Acme's leaf attachment, trimming and rounding and backing policies include an overview of the decision making rationale that will affect the structure and appearance of your library bound volumes.

A thorough description of Acme's ABLE bindery preparation software, a glossary of commonly used binding terms and a complete list of services offered by Acme Bookbinding rounds out the contents of this manual.

Following the procedures outlined in this Bindery Preparation Manual will ensure efficient processing of your binding shipments. Familiarity with this Bindery Preparation Manual will enable you to take full advantage of the many services offered by Acme Bookbinding.

History

The Acme Bookbinding Company was founded in 1958 as a one-man shop. The founder, Bud Parisi, was a trained hand bookbinder who believed that quality workmanship would be recognized by clients and would create its own market. Hard work, attention to detail, and appreciative customers enabled Acme to grow. In the ensuing 20 years the company expanded steadily, acquiring machinery, hiring additional employees, and attracting new customers.

In 1978 Acme acquired the New England Bookbinding Company of Cambridge, Mass. The following year, Acme moved to a 23,000 sq. foot plant in Charlestown. In 1983 Acme acquired Northeast Library Binding Company of Medford (formerly the F.J. Barnard Bookbinding Company and the Wesby/Barnard Bookbinding Company). The addition of Northeast enables Acme to trace its roots back to 1821. In 1994 Acme expanded its building to its present size--100,000 sq. feet, making Acme one of the largest library binding facilities in the country.

In 1985 Acme established a division that specializes in edition binding, that is, the binding of large runs of hard cover volumes for printers and publishers. Acme now has fully automated in-line production equipment and a growing reputation. In 1998, Acme entered the digital printing and imaging business. Today we have full capability to scan, print and bind high-quality books. From single book facsimile reproduction, to short run book manufacturing, there is no job we cannot handle.

For over 30 years Bud Parisi's formula for achieving excellence has remained the key to Acme's success:

- A solid foundation in hand bookbinding technique,
- An insistence upon attention to detail in the pursuit of quality,
- A desire to provide service that meets customer expectations,
- An appreciation for human resources, machines and technology to increase productivity.

The added ingredient of family pride has not been insignificant. Wife Anne and sons Paul and John have joined Bud at Acme. With the help of their extended family of employees and customers, the Parisi's have built the company.

Today Acme is an industry leader, serving public, college, corporate, medical and private libraries throughout New England. Library Binding, Edition Binding, Textbook Rebinding, and Digital Printing, and Presentation Products are services offered by Acme. Our future is committed to continuing the same principles that have served Acme so well in the past.

Acme Quality -- A Team Effort

Acme Bookbinding is committed to providing the highest quality binding with the best service possible. To achieve this goal, it is imperative that our customers understand the nature of our business.

Library bookbinding is a labor intensive process. Even though Acme is regarded as one of the most automated binderies in the industry, we still are reliant upon skilled crafts people to process library bound volumes. Furthermore, since many customers send more binding (or all of their binding) during the summer, the months of June through September are especially busy. Holidays, exams and other end of year factors cause the months of December through February to be somewhat slow.

The management and employees of Acme Bookbinding greatly appreciate the efforts of our customers to keep their bindery shipments as uniform and predictable as possible throughout the year. Any special binding projects that can be scheduled for the winter months, rather than the summer, are especially helpful. We recognize the time and care that goes into preparing shipments for the bindery. Please know that we notice a job well done.

Acme's commitment to quality begins with its responsibility to its employees. Employee excellence is not possible without job security, fair wages and benefits, and the ability to balance work and family obligations. As a result, the company does not require mandatory overtime during busy times and does not lay off workers during slow periods. Part time and temporary personnel enable us to manage seasonal variations in production needs. Acme offers competitive wages and benefits to attract and keep skilled workers.

Library Binding is a complex process that combines over forty different operations to produce a bound volume. Each day thousands of different volumes belonging to hundreds of customers are processed at Acme. Despite the training, the quality control and the best efforts of our employees, it is inevitable that some volumes will not be bound exactly as you wish. If this happens, please send these volumes back to the bindery and we will rebind them at no charge. Please remember, however, that our employees catch many errors made by library staff, and that we are human and also make errors.

Acme Bookbinding is proud to serve each and every customer, large and small. Our 100,000 square foot state of the art facility and well-trained staff are made possible by your continued belief that Acme's products and service are unmatched. We are committed to surpassing your expectations.

Please let us know how we can better serve you.

Customer Profile

Acme keeps a record of each customer's preferences regarding billing, service, how volumes should be bound, and schedules for pick-up/delivery. This information is stored in Acme's computer and is referred to each time the bindery processes an order for your library. We call this a Customer Profile.

The Customer Profile enables the library to prepare volumes for binding without including repetitive instructions on binding slips. The Customer Profile reduces questions and errors and it enables Acme to tailor its production line to meet the binding needs of your library. Examples of the information that may be contained in the Customer Profile are:

- * Print color for books and paperbacks (e.g., white).
- * What to do if the bindery has a question regarding a volume sent for binding (e.g., call the library).
- * Whether or not the bindery should insert tattletape devices in the spine of each volume (e.g., all volumes).
- * What to do if the bindery discovers that a volume has brittle paper (e.g., construct a phase box - regular).
- * What methods of leaf attachment should be used (e.g., use Acme's leaf attachment decision tree).

The Customer Profile is an important working tool for the bindery. Please keep your copy of Acme's Customer Profile with your Bindery Preparation Manual and review and update the information at least once a year. See the sample Customer Profile at the rear of this manual.

Please speak to Paul Parisi if you have any questions.

Acme Truck Schedule

Calendar of Pickup and Delivery Dates

Once each year Acme will send you a calendar of scheduled visits by our pickup and delivery vehicles. This calendar shows (with a colored dot) the dates that you can expect Acme's truck. Please post this calendar in a convenient location.

Remember that our truck will arrive on all dates indicated. The bindery will not normally call to remind you that our truck will be coming. If for any reason you do not wish to have a bindery shipment picked up on that day (i.e., if you have not prepared any binding or if the library will be closed), please call to cancel or reschedule the truck visit. An unnecessary visit by our truck is expensive. Please help us.

If you expect to have an especially large pickup, please call and let us know. We try to plan our truck schedules so that the driver will have enough time and enough room in the vehicle to handle the trip without rushing or overloading. When necessary our drivers leave Acme early in the morning, bring a helper or take a larger vehicle to complete the day's work.

Please have your binding shipment packed and ready before our driver arrives. Traffic, special pickups from other customers and similar unpredictable circumstances may cause our driver to arrive earlier or later than usual. Remember that the driver has a full schedule of pickups and deliveries to make each day. An unexpected delay at your library may make us late (or too late) for another scheduled stop. Our drivers appreciate your help.

The bindery will notify you in advance of any changes in the calendar dates for truck service. In the event of snow or other weather emergency, you should expect our truck to come unless you are notified by Acme's Customer Service Department of a change in plans. Please call our office if you have any questions.

We hope that the Acme Calendar is a useful planning tool for the Binding Preparation staff at the library.

If you are on one of Acme's established truck routes and cannot maintain a regular schedule for binding, you may not want to be restricted by the Calendar schedule. If you find it more convenient to call our office each time you want to schedule a pickup from your library, feel free to do so. Please ask to be removed from Acme's master calendar of regularly scheduled pickups.

Please inquire if you have any questions.

General Instructions for Binding Preparation

When preparing a schedule of volumes for the bindery, the library should:

1. Fill out a binding slip for each volume to be bound.

a) For Periodical binding:

(See the "Step-by-Step Outline for Periodical Binding Preparation" section of this manual.)

Use "Preprinted Binding Slips--ABLE" and fill in the necessary information such as volume, months and year.

If "Preprinted Binding Slips--ABLE" are not available, use "Manual Binding Slips" and fill in the title I.D. number, binding class, cover color number, print color, title and variable information.

Note: "Manual Binding Slips" have options listed for the binding class, print color and instructions. Simply circle the desired option (e.g., "002 - Standard", "white" and "pocket") to indicate your preference.

To indicate that a title should be added to the computer database for your library, check off (with red ink) the "Save Title (New)" box on the binding slip.

The following binding class codes should be used.

<i>CATEGORY</i>	<i>CLASS</i>	<i>CODE</i>
Periodical	Custom	001
Periodical	Standard	002
Periodical	Budget	003
Periodical	Lumbind	004

Note: Volumes sent with missing issues should have a notation on the binding slip indicating that the library is aware of the missing part and wishes to bind the volume incomplete. Please mark the "Instructions" box -- "Bind As Is".

If missing issues are not acknowledged, we will assume that you are unaware of the missing issue. The incomplete volume will be returned unbound (you will not be called) and a handling charge per volume returned will be incurred.

b) For Books, Paperbacks or Theses:

Use "Manual Binding Slips" and fill in the necessary information such as binding class, cover color number, print color, title and variable information.

The following binding class codes should be used.

<i>Category</i>	<i>Class</i>	<i>Code</i>
Book/Paperback	Sewing Option	008
Paperback	Acmebind	009
Paperback	Norcloth	010
Paperback	Norlam	011
Thesis **	Thesis **	014

** For a complete discussion of Thesis binding preparation, see the "Step-by-Step Outline for Thesis Binding Preparation" section of this manual. Please see the "Sample Thesis Binding Slip" at the rear of this manual.

Note: Be sure to circle the binding class desired.

c) For Protective Enclosures:

- Use "Phase Box Binding Slips" and fill in the necessary information such as binding class, cover color number, print color, title and variable information as well as the height, width and thickness dimensions. (Please use inches and 1/8's only--do not use 1/16's or centimeters).

The following binding class codes should be used.

<i>Category</i>	<i>Class</i>	<i>Code</i>
Phase Box	Regular	017
Phase Box	Deluxe	018

Note: There is a per item handling charge if the volume is sent to the bindery. Send only the completed binding slips when ordering Protective Enclosures.

Note: Please see the "Sample Phase Box Binding Slip" at the rear of this manual.

2. For a complete discussion of binding slip preparation, see the "Instructions for Binding Slip Preparation" and "Instructions for Preprinted Binding Slip Use" sections of this manual. Please see the "Sample Preprinted Binding Slip" and "Sample Manual Binding Slip" at the rear of this manual.

3. Make sure that each binding slip has the name of the library or person to whom the volume belongs.
4. Improperly prepared, incomplete, or illegible binding slips must be redone by the bindery and a service charge per slip will be added to the invoice.
5. Tie each volume separately with string or an elastic band. Be sure to include the completed binding slip. The binding slip should be placed behind the first cover or page of the volume. If possible, do not let the binding slip extend beyond the edges of the volume. Fold it if necessary.

Note: Please do not attach the binding slip to the volume with paper clips or staples. Metal objects cause damage to bindery equipment.

6. Pack each Binding Class separately (i.e., do not mix different binding classes in the same box). Clearly mark each carton with the binding class, your account number, and your customer job number.

Note: Please save and reuse the Acme shipping cartons that we return your bound volumes in.

7. Send two copies of Acme's Packing Slip with each bindery shipment. Keep one copy for your records.

Note: Please see the "Instructions for Packing Slip Preparation" section of this manual for a detailed discussion of Packing Slip preparation and use.

8. Please give your completed Packing Slip to the Acme driver. Do not pack it inside a carton with your volumes sent for binding. If necessary, put the Packing Slip in an envelope marked "Packing Slip Enclosed" and tape it to the top of one of the boxes going to the bindery.
9. The bindery is not responsible for missing volumes unless a properly completed Packing Slip is received with each order.
10. If you have any questions pertaining to this Bindery Preparation Manual or any other matter, please call Acme's Customer Service Department.

Step-by-Step Outline For Periodical Binding Preparation

1. Collect periodical issues to be bound into separate stacks according to title.
2. Collate issues by number or months to ensure that each volume is complete. Be sure to place the first issue on top and subsequent issues below, i.e. January on top and December on the bottom of each stack.
3. Check to include index or supplement issues, if they are normally bound with a title.
 - Please be sure that supplement issues are placed in the issue sequence position that you wish to have them bound, either at the rear of the volume or in place (by month or issue number).
 - Supplement issues often break the pagination of non-supplement periodical issues. For this reason supplement issues are often bound at the rear of a volume or as a separate volume (including supplement issues only).
 - The bindery will bind supplement issues exactly as placed by the library.
4. **IMPORTANT:** Volumes sent with missing issues should have a notation on the binding slip indicating that the library is aware of the missing part and wishes to bind the volume incomplete. Please mark the "Instructions" box -- "Bind As Is".
 - If missing issues are not acknowledged, we will assume that you are unaware of the missing issue. The incomplete volume will be returned unbound (you will not be called) and a handling charge per volume returned will be incurred.
5. Prepare a binding slip for ***EACH*** volume to be bound:

Example #1	Format	Example #2
FORTUNE	TITLE	SCIENTIFIC AMERICAN
—	—	—
136	Volume	213
1980	Months (if used)	JAN. - JUNE
	Year	1981
P. 1-980	Pgs. (if used)	
E.L.S.	Personal or Library	RICHARDSON

6. For a complete discussion of binding slip preparation, see the "Instructions for Binding Slip Preparation" and "Instructions for Preprinted Binding Slip Use" sections of this manual. Please see the "Sample Preprinted Binding Slip" and "Sample Manual Binding Slip" at the rear of this manual.
 7. If you are binding a title with Acme for the first time, but have previously had this title bound by another company in the past, do the following when filling out the binding slip. Copy from the spine of a recently bound journal all constant information (e.g., title or imprint) and include appropriate variable information (e.g., volume, month, year or page numbers). Acme will use a standard lettering format that will be matched for future bindings of this title.
 8. The bindery can match the spine lettering of a sample volume or a photocopy of the spine of a previously bound volume (at an additional charge). Please indicate "match lettering" on each binding slip when choosing this option and send a sample volume (or a photocopy of the spine) for each title to be matched.
 - Be sure to show the ***BOTTOM*** of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine.
 9. Computer preprinted binding slips will be returned with your bound volumes. They will simplify and expedite future binding, both for you and the bindery. They also ensure that future bindings will match previously bound volumes of the same title. Please save your preprinted binding slips for future use.
- Note:** If you do not receive Preprinted Binding Slips with your bound volumes, please call Acme's Customer Service department immediately. We can print and mail them to you even after your binding shipment has been returned.
10. Please note that a standard lettering format may be used on any volume that does not have a title I.D. number on its binding slip. The Title I.D. number is recorded on the preprinted binding slip (and on the title printout). Use of the Title I.D. number (or the preprinted binding slip) will ensure that successive bindings of the same title will match.
 11. Be sure to include the print color (e.g., gold, white or black) and the cover color ***NUMBER*** on each binding slip. Simple color names such as dark blue or red are not adequate.
- Note:** Ask for an Acme color swatch book if you do not have one. It contains samples of all of the cover colors (and their corresponding numbers) offered by Acme.

12. Mark each binding slip with the Binding Class desired.

Two options are:

- a) **Standard** - Complies with the specifications of the *Library Binding Institute*. Volumes will be bound complete as received. **NO** advertisements will be removed. Title page, contents, index, supplements and covers will be bound in place as received. Unbound issues should be no more than 2 1/2" thick.
- b) **Custom** - Complies with the specifications of the *Library Binding Institute*. Paper covers and front and back unpagged advertisements will be removed from each issue.

(**All** advertisements can be removed at an additional charge-- specify "remove all ads"). Title page, contents, and index will be repositioned.

- Please mark each binding slip either "001" for Custom or "002" for Standard to designate your binding class choice. See "Binding Class Descriptions" for more details about these binding options.

13. The bindery sometimes puts double or single gold lines at the head and tail of library bound volumes. Head and tail lines are decorative and will be billed as an extra charge.

- If the volumes to be bound should have double gold lines at the head and tail of the volume please mark:
 - * "Lines" in the "Instructions" box of ***EACH*** binding slip.
 - These are considered by the bindery to be "Regular" head and tail "Lines".
 - * If you require a "Single Line" at the head and tail of the spine, please indicate "Lines, Single".
 - * If you require a "Bold Line" at the head and tail of the spine, please indicate "Lines, Bold".
 - * To avoid confusion, if ***SOME*** volumes get regular, single, or bold head and tail "Lines", while others do not get any head and tail "Lines"; please mark each binding slip either "Lines", "Lines, Single", "Lines, Bold", or "No Lines" in the "Instructions" box of each binding slip.

Note: The bindery strongly suggests that you use "Regular" head and tail "Lines" for all volumes, if you wish to use them at all.

14. Please see: "General Instructions for Binding Preparation" for additional important instructions pertaining to binding shipments sent to Acme.

15. Please see: "Instructions for Packing Slip Preparation" for a detailed discussion of Packing Slip preparation and use.

Step-by-Step Outline for Thesis Binding Preparation

The bindery suggests that a copy of this information sheet be given to graduate students and departments that require the submission of bound theses. This will simplify the task of processing theses for binding and will ensure that the bindery can comply with student's spine lettering requests.

In addition to binding, Acme also provides a high quality photocopy service. Students requiring additional copies of a thesis may request Acme to produce photocopies of the original. Acme can produce photocopies on acid-free paper and can produce dual sided photocopies.

Please speak to Paul Parisi if you wish to modify this document to comply with the needs of your institution's thesis binding.

1. All thesis binding slips must be typed. Please type no more than 60 characters (including spaces) on a single line. If these instructions are followed, lettering on the bound thesis will appear exactly as typed. Any deviation from these instructions may result in truncated spine lettering or abbreviated words.

Note: The bindery cannot be responsible for illogical spine lettering on bound theses if all instructions are not strictly followed.

2. If more than sixty characters (including spaces) are required for the spine lettering, type the information on additional lines as you wish them to appear.

- ***Remember that no more than 60 characters (including spaces) will fit on a single line. See #8 below.***

Note: Titles requiring more than one line of vertical lettering will be charged for additional lettering.

3. The lettering format is as follows: Title -- Author's Last Name -- Degree -- Year
4. All lettering will appear exactly as typed. Do not abbreviate words or hyphenate words unless you wish them to appear as such.
5. If possible, do not use lower case letters. The library prefers spine lettering to be all capital letters.
6. Do not underline. The bindery cannot underline spine lettering.
7. All lettering will begin 1/2 inch down from the top of the bound thesis and will run vertically down the spine.
 - If you prefer horizontal lettering, please indicate so on the "Thesis Binding Slip". The bindery will letter your thesis horizontally across the spine, if possible.

8. The bindery can fit one vertical line of lettering for every 3/4 inch of thickness of the thesis. Thesis quality paper usually will allow lettering according to the following limitations:

<i>Pages</i>	<i>Thickness</i>	<i>Maximum Lettering Allowed</i>
1-150	0" - 3/4"	60 characters (1 vertical line)
151-250	3/4" - 1-1/2"	120 characters (2 vertical lines)
251 +	1-1/2" +	180 characters (3 vertical lines)

Note: The bindery can fit up to 60 characters (including spaces) on any thesis, regardless of thickness. The bindery cannot letter more than 180 characters (including spaces) on any thesis, regardless of thickness.

9. The bindery does not check the pagination of theses. Please be sure to check that all pages including appendices and illustrations are in the proper sequence.
10. Please use "Thesis Binding Slips".
11. Acme can make photocopies of theses, if you provide one (1) complete copy. Please indicate how many copies you require on the "Thesis Binding Slip". Also indicate if you want white or cream color paper and if you want dual side copying rather than single side copying.

Instructions for Binding Slip Preparation

A properly prepared Binding Slip is crucial to the correct binding of volumes. Please take extra care when filling out binding slips and always keep the following points in mind.

1. Typed binding slips are preferred. Lettering errors due to misread writing are avoided if binding slips are typed. Remember that bindery workers may not be familiar with your titles. Letters such as U and V, D and O, and I and L are easily misread when hand written.
2. If typed binding slips are not possible, hand written binding slips must be clearly printed (not written) using capital letters.
3. The binding slip is used by the bindery when typesetting the spine stamping information. It will be followed explicitly. Please note the following:
 - * Always put words in the order that they should appear on the spine of the bound volume. (E.g., do not assume that the bindery knows that you want the author before the title.)
 - * Do not assume that the bindery knows where you want words to be located on the spine of your bound volume. If you bunch words together on the binding slip, it is likely (but not guaranteed) that they will be lettered that way. If you spread words out on the binding slip, it is likely that they will be lettered as such. Please type the words of each title exactly the way you would like them to be lettered.

Note: See #4 on the next page and #5 on "Step-by-Step Outline for Periodical Binding Preparation" for examples of correctly prepared title information. Also see the sample binding slips at the rear of this manual.

- * Do not include words that should **NOT** be stamped on the spine. Put special instructions and other information (e.g., call numbers that you do **NOT** want the bindery to stamp on the volume) in the "Instructions Box" rather than in the title area of the binding slip.
- * Non-printing lettering instructions may be included on the binding slip by typing < > marks around a word. For example, <Call> tells the bindery that the information following the <Call> prompt is a call number and should be lettered 2 inches from the bottom of the spine of the bound volume. The < > marks clearly indicate that the enclosed word is not part of the title.

Note: The < > marks are useful for indicating library imprints or dates that should go at the bottom of the spine. Please use <Imp> to indicate that an imprint is required and <td> to indicate that a date is required at the tail of the spine.

E.g., <Imp> PARISI or <td> 1993

Caution: Do not substitute () "parentheses" or [] "square brackets" for < > marks. They do not have the same meaning. () and [] (and the words typed within the parentheses and brackets) will normally be lettered on the spine of the bound volume.

- * Include all words that you **DO** want lettered on the spine of the bound volume. Do not assume that the bindery knows what information should be included (e.g., library imprints must be included on each binding slip).
- * Do not ABBREVIATE or HYPHENATE words unless you wish them to be stamped as such.

4. Indicate spaces between word groupings such as author, title or subtitle as follows:

TWAIN --- HUCKLEBERRY FINN	CHEMICAL ABSTRACTS --- FORMULA INDEX
-------------------------------------	--

The above format, using a bold line separator, is preferred to leaving a space between the words. The line separator allows no confusion about whether or not the library intended to leave a separation between word groupings.

5. Please use lower case characters **ONLY** when they are necessary (e.g., call numbers, chemical formulas, etc.).

The bindery may change ALL lower case characters to upper case if you routinely type title information with lower case characters.

6. Please underline all superscript characters (or numbers) to clearly indicate that they should be in a raised position relative to the number or letter that the superscript is adjacent to. Superscripts are often used to indicate the parts of a volume and for mathematical terms.

E.g., <Vol.> 132 2 and E = MC 2 will be lettered as

132 ² and E = MC ² .

7. Please be sure to clearly indicate subscript numbers or characters by typing them in a position that is obviously lower than the characters that the subscript is adjacent to. Subscripts are often used for chemical formulas. E.g., H ₂ O.

8. Titles must be of reasonable length to allow lettering on the spine. Overly long titles cause a dilemma at the bindery. Although we try to fit your entire title on the spine of a volume, it

sometimes cannot be done. (Small, thin volumes always seem to have long titles and lengthy call numbers).

Overly long titles can be dealt with in several ways:

- a) Long words on horizontal titles can be hyphenated.
- b) Horizontal titles can be lettered vertically.
- c) The call number can be moved to the front cover.
- d) The title can be lettered flush to the left side of the front cover (and the call number will remain on the spine).
- e) The title can be truncated with ... (three periods) to indicate that words have been omitted.
- f) The part of the title that does not fit on the spine can be lettered flush to the left side of the front cover.
- g) The author only can be lettered on the spine with the title omitted.

Note: The bindery can fit approximately 6 characters per inch of volume height on a vertically lettered title (e.g., an 8 inch tall volume can fit a title of approximately 48 characters--including spaces and punctuation). Please shorten your titles so the bindery can fit them on the spine exactly as you have typed them on the binding slip.

Note: Extreme variation in the thickness of periodical titles makes it difficult for the bindery to maintain consistency of binding formats. Please keep the thickness of periodical volumes as consistent as possible.

9. The lettering rules that govern your library's long titles are part of your "Customer Profile" information. Please speak to Paul or John Parisi if you wish to change or discuss our current policy for dealing with overly long titles from your library.
10. Please double check the accuracy of completed binding slips and verify spelling.
11. The bindery is not responsible for errors caused by improperly prepared or illegible binding slips.
12. ***Acme's ABLE Bindery Preparation Software eliminates the need to manually prepare binding slips.*** We will be happy to send you literature or to give a demonstration. For additional information about ABLE see the "Information About ABLE--Acme's Bindery Preparation Software" section of this manual.

Instructions for Preprinted Binding Slip Use

"Preprinted Binding Slips--ABLE" are provided by the bindery to reduce errors and eliminate redundant effort when preparing 1periodical volumes for the bindery. Preprinted Binding Slips may be provided on an annual basis, alphabetically ordered and boxed with tabbed dividers. Preprinted Binding Slips are also available on a per shipment basis--one preprinted binding slip returned for every periodical volume bound. A companion printout of all titles and corresponding details about those titles (e.g., cover color number and binding class) is also provided. Be sure to save this printout for use during the year. Please read the following instructions and keep them in mind when using your Preprinted Binding Slips.

1. Preprinted Binding Slips are arranged strictly in alphabetical order. The words "a", "an", "and", "le", "la", "les", "of" and "the" are not treated as part of the title. For example, "The Lancet" would be listed with the L's (Lancet)--not the T's (The).
2. If a title cannot be located in the box of Preprinted Binding Slips:
 - a) Check the Title Printout to see if the title you are looking for is included in the computer database of titles for your library. Check carefully--the alphabetical ordering is sometimes affected by punctuation, numbers or spaces.
 - b) If the title is not listed, fill out a "Manual Binding Slip." Be sure to check the "Save Title (New)" box on the binding slip. This is necessary to add this title to Acme's computer database.
 - "Manual Binding Slips" are designed for use when "Preprinted Binding Slips" are not available. They have the same format as the preprinted slips but include options to circle such as "Binding Class", "Print Color" and "Instructions". This should save time and reduce repetitive writing.
 - c) If the title is listed on the Title Printout, it has previously been entered into Acme's computer.
 - Fill out a "Manual Binding Slip" by copying the title I.D. number, cover color number, print color and title from the Title Printout and include any variable information (e.g., volume, months, year, etc.).
 - Do not check off the "Save Title (New)" box.
 - d) Please check the Binding Frequency (Bind Freq.) on your "Preprinted Binding Slip" to verify that it agrees with your expected binding needs for each title.

Note: Binding Frequency represents the anticipated number of bindings per year for a title and will correspond to the number of preprinted slips you will receive for that title (if you receive your "Preprinted Binding Slips" on an annual basis).

The Binding Frequency need not be accurate if you are receiving "Preprinted Binding Slips" with every binding shipment or if you are using Acme's ABLE bindery preparation software.

3. Please note that all periodicals other than "New Titles" require a Title I.D. number on the binding slip. Failure to use the correct Title I.D. number may result in incorrect spine stamping and/or a lettering format that does not match previously bound volumes.
4. If any error or change in printed information is required, please make the correction in **RED** **INK** and check off (also with RED ink) the "Permanent Change" box on the binding slip. This procedure will help our data entry staff to notice and understand the changes that should be saved in Acme's computer.
5. If a title is to be discontinued, no longer bound, or removed because it is a duplicate, put a big RED X mark through the "Preprinted Binding Slip" and return it to the bindery. The title will be canceled before the next printout is made.
6. Words with < > marks such as <vol.>, <yr.>, etc., are non-printing variable prompts that indicate where additional information (e.g., 1993 or P. 298-345) needs to be manually filled in by the library. Your typed response need not be written directly beside the variable prompt. For example:

7. "Preprinted Binding Slips" are available either:

a) Yearly

Once a year a complete supply of "Preprinted Binding Slips" will be printed, arranged alphabetically, and boxed with dividers.

Note: The "Bind Freq." (Binding Frequency) field determines how many "Preprinted Binding Slips" you will receive for each title.

b) Per shipment

One "Preprinted Binding Slip" will be returned for every bound periodical volume you receive from the bindery. These "Preprinted Binding Slips" must be inter-filed with slips already at the library.

Note: This option ensures that new titles and changes will be available throughout the year.

c) On Demand

ABLE Bindery Preparation Software

ABLE eliminates the need for "Preprinted Binding Slips". The library can generate binding slips on demand with a powerful program that runs on any IBM compatible personal computer 286, 386 or 486. The library can also generate an alphabetical list of titles sent to the bindery that includes the total shipment quantity and a breakdown of item counts by binding class. Please inquire to learn of the many other advantages of ABLE. See "Information About ABLE--Acme's Bindery Preparation Software" (in this Manual) for more details.

8. If you have any questions please call Paul Parisi at 242-1100.

Instructions for Packing Slip Preparation

1. The Acme Packing Slip should include the following:
 - a) Number of volumes for each binding class and the number of cartons each binding class is packed in.
 - b) Total number of volumes for this bindery shipment and the total number of cartons they are packed in.
 - c) Complete "Ship to" information
 - d) Complete "Bill to" information

Note: If you include your Customer Account Number, the "Ship to" and "Bill to" information need not be complete, unless you wish to give the bindery special instructions regarding shipping or billing.

- e) Purchase Order Number (if used)
- f) Customer account number
 - Your customer account number is printed on all Acme invoices and Preprinted Binding Slips.
- g) Name of "Contact" person responsible for this order
- h) Telephone number and extension
- i) Customer Job Number
 - You can use any unique number. We suggest that you use the date (e.g., 90593---for September 5, 1993).
- j) "Special Instructions" relating to the delivery schedule or supplies needed by the library.

e.g., Please return shipment in one week -- RUSH
or
Send 200 Manual Binding Slips.

Note: "Special Instructions" on the "Packing Slip" should ***NOT*** be used for binding instructions (e.g., use black cloth and gold foil on all volumes.) These instructions should be marked on the binding slips.

2. Send two copies of Acme's Packing Slip with each bindery shipment. Keep one copy for your records.

Note: One Packing Slip should be prepared for the entire shipment, not for each box sent. The bindery does not need to know how many volumes are in a particular carton. We only need the total count for each binding class.

3. When binding shipments include both regular binding and volumes that must be returned on a RUSH basis, please make out separate packing slips--one for the regular shipment and one for the RUSH shipment. The regular and RUSH volumes should be packed and labeled separately as well. Use distinct customer job numbers such as 90593--for the regular shipment and 90593R--for the RUSH shipment.

Note: Please notify Acme's customer service department that you are sending a Rush shipment and also inform the Acme driver of your rush requirements. This will ensure that your order is promptly attended to at the bindery.

4. If you need two or more invoices for a single binding shipment for reasons such as: separate cost centers at the library (e.g., for periodicals, books and theses), or departments or private individuals that are processing binding through the library, follow these instructions. Remember that there is a surcharge for separate bindery orders of fewer than 25 volumes.

- For each group of volumes that requires its own invoice, pack those volumes separately and make out a separate Packing Slip. Indicate the required "Ship To" and "Bill To" instructions on each packing slip. Use a unique customer job number for each Packing Slip (e.g., 90593P--for periodicals, 90593B--for books).
- These volumes will be returned from the bindery packed separately, with individual invoices. The invoice and packing labels will reference your customer job number.

5. Please give your completed Packing Slip (or slips) to the Acme driver. ***Do not pack it inside a carton with your volumes sent for binding.*** If necessary, put the Packing Slip in an envelope marked "Packing Slip Enclosed" and tape it to the top of one of the boxes going to the bindery.

6. The bindery is not responsible for missing volumes unless a properly completed Packing Slip is received with each order.

7. Packing Slips will expedite your binding shipment and ensure that your order is processed properly. Please request a new supply of Packing Slips when you run out.

8. The Music Parts (Code = MP) category, printed on the lower right side of the Packing Slip, should be used to record the total number of "Music Parts" that the bindery must cover with limp cloth and acid-free paper. Music Parts can be housed in a phase box (along with a bound score) or put into a pocket that is mounted on the rear cover of a bound music score. Music Binding (i.e., those volumes that will be bound with a hard cover) should be listed in the "Book/Paperback - Sewing Option" binding class. Please see the binding class description for "Book/Paperback - Sewing Option".

Trimming and Leaf Attachment Policy

For many years librarians and binders have been fighting a losing battle with publishers to provide adequate margins for binding. Ideally all volumes should have at least one inch of binding margin (sometimes referred to as gutter or inner margin) and 1/2 inch of trimming margin on the fore edge, head and tail. Unfortunately, binders often have to bind volumes with little or no margin. This requires the bindery to take extraordinary precautions to produce a bound volume that is sturdy, will open flat for easy reading and photocopying, and will not have text, illustrations or folded pages damaged or cut away. Trimming and leaf attachment are the two binding operations that are most affected by narrow margins.

Trimming Policy

Trimmed vs. "No Trim" Volumes

The common occurrence of folded pages, irregular issue sizes, and text or illustrations that run close to the edge of a page often cause the bindery to leave a volume untrimmed. One or more edges of the volume may be uneven and unsightly. Please understand that "No Trim" is not a shortcut or the result of sloppy workmanship at the bindery. "No Trim" is actually more work for the bindery than "machine trimming".

"No Trim" is better referred to as "Hand Trim". Hand trimmed volumes require several additional hand operations. Hand trimmed volumes require that the new acid-free endpapers (that were added to the text block at the bindery) be trimmed by hand and that the boards for the cover be custom cut to fit each volume. These hand operations preserve the text and illustrations from damage or loss during machine trimming. Hand trimming is billed as an extra charge.

Machine trimming gives the bound volume a smooth, clean, and neat appearance. It also facilitates the process of fitting a cover to the bound volume. For these reasons, the bindery would like to be able to trim every volume that it binds. If, however, the bindery attempts to trim a volume that has narrow margins, irreparable damage may result. The cost and difficulty of replacing monographs or periodical issues makes the risk of damage by machine trimming unacceptable.

It is likely that some volumes will be left untrimmed that you feel could have been trimmed. The bindery would prefer to leave a volume untrimmed (that might have been trimmed without damage), than to risk over-trimming and ruining a volume. Since the bindery is generally responsible for replacing damaged volumes, we would rather be cautious than sorry.

Please speak to Acme's Customer Service Department if you want us to use a different trimming policy for your library. You may have all volumes bound "No Trim" (to preserve all text, illustrations, folds and original margins) or you may specify that we trim all volumes and the library can take responsibility for damaged issues.

Leaf Attachment Policy

The ever increasing number of titles with narrow binding margins makes it necessary for the bindery to use several methods of leaf attachment (i.e., methods of securing the pages into the binding using sewing or adhesive) to process routine volumes. The variety of leaf attachment methods used by Acme allow us to maximize the flexibility of the bound volume (for easy reading and photocopying) while minimizing the amount of binding margin that must be sacrificed.

The leaf attachment methods used by Acme Bookbinding are:

Sewing through the fold:

- For periodical volumes published in signature format (i.e., issues are made up of folded sections of paper such as Time magazine).

Retain Sewing (Recase)

- For books or paperbacks whose original sewing is still intact.

Double-Fan Adhesive Binding

- For periodicals, books or paperbacks that do not have signatures suitable for sewing through the fold. Independent testing by the Rochester Institute of Technology has shown that doublefan adhesive binding is "second in strength only to oversewing", (the method of leaf attachment used for thick, heavy periodical volumes).
- To improve the quality of its adhesive binding, Acme uses a process developed in Germany called spine notching. Notching cuts parallel grooves in the spine of the volume and increases the surface area that comes in contact with adhesive when double fan adhesive binding. This is particularly advantageous when adhesive binding volumes with heavily coated or stiff paper.
- The adhesive binding done at Acme is far superior to the commercial adhesive binding used by publishers. The process used (double-fan adhesive application--combined with spine notching) and the adhesive used (Acme uses a specially formulated German adhesive for all double fan adhesive bindings) is so reliable that Acme is able to guarantee all volumes that are adhesive bound. Whereas publisher's adhesive bindings are certain to fall apart, Acme's double-fan adhesive bindings are guaranteed to last.

Oversewing

- For periodical volumes that are over 2 inches thick and that have more than 5/8 inch binding margin. The Oversewing machine sews stacks of loose leaves (pages) together using multiple needles and thread. Oversewing is the strongest method of leaf attachment, but it is also the least flexible--making comfortable reading or photocopying difficult.

Acme takes responsibility for choosing the method of leaf attachment. As always, any instructions from the library that appear on a binding slip or the customer profile will be followed. Exceptions and problems will be dealt with by personal phone contact with the library or the volume will be returned unbound with a note explaining the problem.

The following Leaf Attachment Decision Tree is used by Acme Bookbinding unless contrary instructions are provided.

This decision tree applies only to the following binding classes:

Periodical - Custom, and Periodical - Standard

All other binding classes allow only one method of leaf attachment (i.e., double-fan adhesive binding) or a limited selection of options (See "Binding Class - Descriptions" for more details).

ACME BOOKBINDING

Leaf Attachment Decision Tree

I. Any periodical volume that is over 2" thick:

First Option	Retain Original Sewing (whenever possible)
Second Option	Sew through the fold (whenever possible)
Third Option	Oversew (if binding margin is greater than 5/8")
Fourth Option	Double-fan adhesive bind with spine notching

II. All other volumes:

First Option	Retain Original Sewing (whenever possible)
Second Option	Sew through the fold (whenever possible)
Third Option	Double-fan adhesive bind with spine notching

Rounding and Backing Policy

Rounding and backing has traditionally been included on all binding that complies with the specifications of the *Library Binding Institute Standard for Library Binding*. This practice is based upon long experience that has shown rounded and backed library bound volumes to be aesthetically pleasing, to open well for reading and photocopying and to withstand repeated use and abuse in a library environment.

Rounding and backing strengthens the structure of a binding in much the same way that an "arch" strengthens a load bearing structure. The arch is a common architectural device that is used to support a heavy load (such as the brick wall above a window or a door, or a bridge over a river). Just as the blocks of an arch rest one upon another to support weight over a span, the leaves of a rounded and backed text block are turned slightly one against the other to support the volume in its case. Because this is a stable structural form, rounded and backed library bound volumes retain their shape over time. Without rounding and backing, the spines of many volumes will become concave--a common occurrence with Yellow Pages phone directories.

Rounding and backing is possible only when volumes are comprised of strong flexible paper (i.e., the paper is not brittle). Brittle paper will break if subjected to rounding and backing. Volumes that do not have sturdy sewing thread or that are less than 1/2 inch thick are likely to be damaged if they are rounded and backed. Machine rounding and backing often breaks the threads of volumes that have been sewn by the publisher's binder (i.e., candidates for the binding class: Books/Paperbacks - Sewing Option). These volumes will be hand backed or left flat backed. Thin volumes (e.g., paperbacks and monographs that are less than 1/2 inch thick) do not benefit from rounding and backing. They will be left flat backed as well. Volumes that are comprised of signatures that have been sewn through the fold by Acme (e.g., periodical volumes such as *The Economist*), should be rounded only, but not backed.

These restrictions on rounding and backing have been incorporated into the *Library Binding Institute Standard for Library Binding* to protect fragile volumes from damage during binding. Whereas some volumes can benefit from rounding and backing, others might be ruined. Acme complies with these industry accepted specifications and takes the utmost care to produce bound volumes that are structurally sound and suitable for long use.

Binding Class -- Descriptions

Please see Acme's price schedule for a graphic comparison (using a chart and colored dots) of the differences between binding classes.

Periodical - Custom

1. Acme's quality and workmanship go into every volume.
 2. Issue rotation and volume completeness will be checked.
 3. Volumes are collated and binding instructions are followed. Regular procedure includes moving the title page and contents to the front of the volume, the index to the rear, and removing paper covers and front and back unpagged advertisements from each periodical issue.
 - If no title page is available, the bindery will use the front cover of the first issue as the title page. Volumes that include both regular issues and supplement issues will have the front cover of supplement issues left in place as a divider.
 - Bindery removal of all advertisement pages can be requested by typing "All Ads Out" in the "Instructions" box on each binding slip. Since publishers often print text and ads on the same page, and since many ads are technical and similar in appearance to text, the bindery cannot be responsible if some text is discarded or some ad pages are bound in. Removing *all* advertisement pages is unpredictably time consuming and will be billed as an extra time charge.
 4. All binding operations including leaf attachment, trimming, rounding and backing, backlining, covering and lettering will meet or exceed the specifications of the *Library Binding Institute Standard for Library Binding*.
 5. Standard lettering arrangement is used on the spine according to the height of the volume.
 - Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available.
- Be sure to show the *bottom* of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine or indicate the desired level in ABLE.
6. A full selection of Group F buckram is available.
 7. Any periodical volume may be sent as Custom.

8. Binding slips must be filled out by the library. E.g.,

CIRCULATION

122
JAN. - JUNE
1978

Please use "Preprinted Binding Slips" (if available), otherwise, use "Manual Binding Slips" and indicate "001" for the binding class.

9. A cover color number and print color must be indicated on each binding slip.
10. A piece of flexible rope will be used in the head and tail of all covers to give greater strength to the spine.

Note: The "Periodical - Custom" binding class is intended for periodicals that require individual attention by the bindery and/or the removal of advertisement pages. This binding class will provide excellent flexibility, for reading and photocopying, and exceptional sturdiness.

Periodical - Standard

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound complete as received. Issue sequence will be checked.

Note: If the library removes advertisement pages, or repositions title page, contents or index pages as part of their bindery preparation routine, the option for the bindery to sew through the fold of signatures may be sacrificed. In some cases, extra time may be charged for the bindery to complete the job of removing partially torn out pages or to repair damaged pages that will be bound in.

3. Volumes will not be collated page by page, but steps will be taken to preserve narrow margins and protect folds. Title page and contents will be moved to the front of the volume and index will be moved to the rear. Supplements and paper covers will be bound in place as received.
4. All binding operations including leaf attachment, trimming, rounding and backing, backlining, covering and lettering will meet or exceed the specifications of the *Library Binding Institute Standard for Library Binding*.
5. Standard lettering arrangement is used on the spine according to the height of the volume.
 - Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available. Be sure to show the *bottom* of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine, or indicate the desired level in your ABLE item.
6. A full selection of Group F buckram is available.
7. Any periodical volume may be sent as Standard.
8. Binding slips must be filled out by the library. E.g.,

CIRCULATION

122
JAN. - JUNE
1978

Please use "Preprinted Binding Slips" (if available), otherwise, use "Manual Binding Slips" and indicate "002" for the binding class.

9. A cover color number and print color must be indicated on each binding slip.
10. A piece of flexible rope will be used in the head and tail of all covers to give greater strength to the spine.

Note: The "Periodical - Standard" binding class is intended for periodicals that will receive heavy use over a long period of time. This binding class will provide excellent flexibility, for reading and photocopying, and exceptional sturdiness.

Periodical - Budget

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound as received. Issue sequence and volume completeness are not checked.

Note: If the library removes advertisement pages, or repositions title page, contents or index pages as part of their bindery preparation routine, the option for the bindery to sew through the fold of signatures may be sacrificed. In some cases, extra time may be charged for the bindery to complete the job of removing partially torn out pages or to repair damaged pages that will be bound in.

3. Volumes are not collated. Title page, contents, index, supplements and paper covers will be bound in place as received.

- Volumes are assumed to have adequate margin for adhesive binding (1/4").

Note: The library may specify "No Trim" if all three outer edges should not be trimmed.

4. The following binding operations differ from *Library Binding Institute specifications*:
 - a) Double-fan adhesive binding with spine notching is used exclusively--although the bindery may at its discretion sew certain volumes through the fold.
 - b) Rounding and backing is omitted.
 - c) A single spine lining is used.
5. Standard lettering arrangement is used on the spine according to the height of the volume.
6. A full selection of Group F buckram is available.
7. Any periodical volume up to 2 inches thick may be sent as Budget if it meets the following criteria.
 - a) Adequate binding margins of at least 1/4".
 - b) No complex folded inserts--such as maps or charts (other than material to be put in a pocket).
 - c) No previous hard cover or temporary binding.
 - d) No rips, tears or other kinds of issue damage that would require special attention.

8. Binding slips must be filled out by the library. E.g.,

JOURNAL
OF BONE
AND JOINT
SURGERY

122
JAN. - JUNE
1978

Please use "Preprinted Binding Slips" (if available), otherwise, use "Manual Binding Slips" and indicate "003" for the binding class.

9. A cover color number and print color must be indicated on each binding slip.
10. A piece of flexible rope will be used in the head and tail of all covers to give greater strength to the spine.

Note: The "Periodical - Budget" binding class is intended for low use, or limited value periodical titles. Volumes receiving normal use should be bound "Standard" to get the best value for your binding dollar.

Periodical - Lumbind

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound as received. Issue sequence and volume completeness are not checked.

Note: If the library removes advertisement pages, or repositions title page, contents or index pages as part of their bindery preparation routine, the option for the bindery to sew through the fold of signatures may be sacrificed. In some cases, extra time may be charged for the bindery to complete the job of removing partially torn out pages or to repair damaged pages that will be bound in.

3. Volumes are not collated. Title page, contents, index, supplements and paper covers will be bound in place as received.
 - Volumes are assumed to have adequate margin for adhesive binding (1/4").

Note: The library may specify "No Trim" if all three outer edges should not be trimmed.

4. The following binding operations differ from ***Library Binding Institute specifications***:
 - a) Double fan adhesive binding is used exclusively, although the bindery may, at its discretion sew certain volumes through the fold.
 - b) Rounding and backing is omitted.
 - c) A single spine lining is used.
 - d) Group C book cloth is used as the covering material.
 - e) The spine and 1/4 of the binder's board is covered with cloth. The remaining 3/4 of the front and back cover will have exposed binder's board.
 - f) Flush bottom cover construction is used.
5. Standard lettering arrangement is used on the spine according to the height of the volume.

6. A limited selection of Group C book cloth is available. These colors will automatically be substituted if you select an unavailable cover color number. Please use the following cover color numbers only.

<i>Color Number</i>	<i>Description</i>
508	Maroon
539	Green
548	Blue
567	Brown
575	Black

7. Any periodical volume up to 2 inches thick may be sent as Lumbind if it meets the following criteria.
- a) Adequate binding margins of at least 1/4".
 - b) No complex folded inserts--such as maps or charts (other than material to be put in a pocket).
 - c) No previous hard cover or temporary binding.
 - d) No rips, tears or other kinds of issue damage that would require special attention.
8. Binding slips must be filled out by the library. E.g.,

JOURNAL
OF BONE
AND JOINT
SURGERY

122
JAN. - JUNE
1978

Please use "Preprinted Binding Slips" (if available), otherwise, use "Manual Binding Slips" and indicate "004" for the binding class.

9. A cover color number and print color must be indicated on each binding slip.
10. A piece of flexible rope will be used in the head of all covers to give greater strength to the spine.

Note: The "Periodical - Lumbind" binding class is intended for low use, limited value or incomplete periodical titles. Volumes receiving normal use should be bound "Standard" to get the best value for your binding dollar.

Book/Paperback - Adhesive Bind

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound complete as received. Paper covers are not normally removed. (Please remove or flag any unwanted pages when you prepare the volume for the bindery.)
3. Volumes are not collated page by page, but steps will be taken to preserve narrow margins and protect folds.
4. All binding operations including leaf attachment, trimming, rounding and backing, backlining, covering and lettering will meet or exceed the specifications of the ***Library Binding Institute Standard for Library Binding***.
 - The method of leaf attachment used will be double-fan adhesive binding with spine notching.
5. Standard lettering arrangement is used on the spine according to the height of the volume. White lettering will be used on all volumes unless the bindery is instructed otherwise.

Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available. Be sure to show the ***bottom*** of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine, or indicate the desired level on your ABLE item.

6. A random selection of Group F buckram colors is included in the base price of this binding class. These colors will be randomly selected by the binder. Cover color number "55" designates a random color of Group F buckram. A blank cover color on the binding slip will also be interpreted as a random color choice (i.e., #55).

A full selection of Group F buckram is available, as is a limited selection of more contemporary Group C book cloth. Matched cover color selections (either Group F buckram or Group C book cloth) will be billed as an extra charge. Please use the following color numbers to select Group C book cloth.

<i>Color Number</i>	<i>Description</i>
508	Maroon
539	Green
548	Blue
567	Brown
575	Black

7. Any book or paperback may be sent in the "Adhesive Bind" Binding Class.
8. Binding slips must be filled out by the library. E.g.,

THE
ADVENTURES
OF
HUCKLEBERRY
FINN

TWIN

Please use "Manual Binding Slips" and indicate "005" for the binding class.

9. A cover color number must be indicated on each binding slip. Use cover color #55 to designate a random color selection of Group F buckram. A blank cover color will be assumed to mean cover color #55.
10. A piece of flexible rope will be used in the head and tail of all covers to give greater strength to the spine.

Note: The "Adhesive Bind" binding class is intended for books and paperbacks that will receive heavy use over a long period of time. This binding class will provide excellent flexibility, for reading and photocopying, and exceptional sturdiness.

Book/Paperback - Sewing Option

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound complete as received. Paper covers are not normally removed. (Please remove or flag any unwanted pages when you prepare the volume for the bindery--**CAUTION**--Removing pages may prevent the bindery from saving the original sewing.)
3. Volumes are not collated page by page, but steps will be taken to preserve narrow margins and protect folds.
4. All binding operations including leaf attachment, trimming, rounding and backing, backlining, covering and lettering will meet or exceed the specifications of the ***Library Binding Institute Standard for Library Binding***.
 - All volumes will be "No trim" to preserve the original margins, as well as text, illustrations, and foldouts.
5. Standard lettering arrangement is used on the spine according to the height of the volume. White lettering will be used on all volumes unless the bindery is instructed otherwise.

Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available. Be sure to show the ***bottom*** of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine, or indicate the desired level on your ABLE item.

6. A random selection of Group F buckram colors is included in the base price of this binding class. These colors will be randomly selected by the binder. Cover color number "55" designates a random color of Group F buckram. A blank cover color on the binding slip will also be interpreted as a random color choice (i.e., #55).

A full selection of Group F buckram is available, as is a limited selection of more contemporary Group C book cloth. Matched cover color selections (either Group F buckram or Group C book cloth) will be billed as an extra charge. Please use the following color numbers to select Group C book cloth.

<i>Color Number</i>	<i>Description</i>
508	Maroon
539	Green
548	Blue
567	Brown
575	Black

7. Any book or paperback may be sent in the "Sewing Option" Binding Class. Acme will attempt to save the original sewing and signatures, whenever possible. If there is no sewing, or if the sewing is broken or weak, double-fan adhesive binding will be used as the method of leaf attachment.

Unless specifically instructed by the library, the bindery will not take apart, mend signatures and hand sew a book or a paperback volume with weak or damaged sewing. These operations are time consuming and are billed as an extra time charge.

8. Binding slips must be filled out by the library. E.g.,

THE
ADVENTURES
OF
HUCKLEBERRY
FINN

TWIN

Please use "Manual Binding Slips" and indicate "008" for the binding class.

9. A cover color number must be included on each binding slip. Use cover color #55 to designate a random color selection of Group F buckram. A blank cover color will be assumed to mean cover color #55.
10. A piece of flexible rope will be used in the head and tail of all covers to give greater strength to the spine.

Note: The "Sewing Option" binding class is intended for books and paperbacks that have original signatures and sewing intact and that should not be trimmed. This class will provide the most flexibility possible, in terms of reading and photocopying, and requires little if any margin loss.

The "Sewing Option" binding class is ideal for Music or other valuable volumes that require a preservation sensitive yet sturdy library binding.

The "Sewing Option" binding class is recommended if you are unsure of how a book or paperback should be bound. The bindery will determine if sewing is present and can be saved. If sewing is non-existent, broken or weak, the bindery will double fan adhesive bind the volume.

Paperback - Acmebind

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound complete as received. Paper covers are not removed.
3. Volumes are not collated, but steps will be taken to preserve narrow margins and protect folds.
4. The following binding operations differ from ***Library Binding Institute specifications***:
 - a) Double-fan adhesive binding with spine notching is used exclusively.
 - b) Group C book cloth is used as the covering material.
5. All volumes will be lettered vertically down the spine.
6. A random selection of Group C book cloth is included in the base price of this binding class. These colors will be randomly selected by the binder. Cover color number "51" designates a random color of Group C book cloth. A blank cover color on the binding slip will also be interpreted as a random color choice (i.e., #51).

A limited color selection of Group C Book Cloth is available. Matched cover color selections (Group C book cloth) will be billed as an extra charge. Please use the following color numbers to select Group C book cloth.

<i>Color Number</i>	<i>Description</i>
508	Maroon
539	Green
548	Blue
567	Brown
575	Black

7. Any paperback up to 1 1/2" in thickness may be sent in the "Paperback - Acmebind" Binding Class.

Note: The "Paperback - Acmebind" binding class should not be used for thick or large volumes. Their greater size and weight requires the extra strength of an ***LBI Standard Binding*** (i.e., Book/Paperback Adhesive Bind.)

8. Binding slips must be filled out by the library. E.g.,

THE
ADVENTURES
OF
HUCKLEBERRY
FINN

TWAIN

Shelf numbers can be included at an additional charge.

Please use "Manual Binding Slips" and indicate "009" for the binding class.

9. A cover color number must be indicated on each binding slip. Use cover color #51 to designate a random color selection of Group C book cloth. A blank cover color will be assumed to mean cover color #51.
10. A piece of flexible rope will be used in the head and tail of all covers to give greater strength to the spine.

Note: The "Acmebind" binding class is intended for paperbacks that will receive normal use over a long period of time. The lighter covering material (Group C book cloth) should stand up over time, if the volume is of typical paperback size and is not heavily used. This class will provide flexibility, for reading and photocopying, and sturdiness. "Acmebind" is an intermediate option between "Book/Paperback - Adhesive Bind" and "Paperback - Norcloth".

Paperback - Norcloth

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound complete as received. Paper covers are not removed.
3. Volumes are not collated. Volumes are assumed to have adequate margin for adhesive binding (1/4").

Note: The library may specify "No Trim" if all three outer edges cannot be trimmed.

4. The following binding operations differ from ***Library Binding Institute specifications***:
 - a) Double fan adhesive binding is used exclusively. (Spine notching is not included.)
 - b) Rounding and backing is omitted.
 - c) A single spine lining is used.
 - d) Group C book cloth is used as the covering material.
5. All volumes will be lettered vertically down the spine.
6. A random selection of Group C book cloth is included in the base price of this binding class. These colors will be randomly selected by the binder. Cover color number "51" designates a random color of Group C book cloth. A blank cover color on the binding slip will also be interpreted as a random color choice (i.e., #51).

A limited color selection of Group C Book Cloth is available. Matched cover color selections (Group C book cloth) will be billed as an extra charge. Please use the following color numbers to select Group C book cloth.

<i>Color Number</i>	<i>Description</i>
508	Maroon
539	Green
548	Blue
567	Brown
575	Black

7. Any paperback up to 1 1/4" in thickness and with no folded inserts may be sent in the "Paperback - Norcloth" Binding Class.

Note: The "Paperback - Norcloth" binding class should not be used for thick or large volumes. Their greater size and weight requires the extra strength of an *LBI Standard Binding* (i.e., Book/Paperback Adhesive Bind.)

8. Binding slips must be filled out by the library. E.g.,

FIT
FOR
LIFE

DIAMOND

Shelf numbers can be included at an additional charge.

Please use "Manual Binding Slips" and indicate "010" for the binding class.

9. A cover color number must be indicated on each binding slip. Use cover color #51 to designate a random color selection of Group C book cloth. A blank cover color will be assumed to mean cover color #51.
10. A piece of flexible rope will be used in the head and tail of all covers to give greater strength to the spine.

Note: The "Norcloth" binding class is intended for paperbacks that will receive light use in the library. The thinner covering material (Group C book cloth) should stand up over time, if the volume is of typical paperback size. This class will provide flexibility, for reading and photocopying. "Norcloth" is an economical option for paperback binding.

Paperback - Norlam

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound complete as received.
3. Volumes are not collated. Volumes are assumed to have adequate margin for adhesive binding (1/4") and trimming (/4").

Note: The library may specify "No Trim" if all three outer edges cannot be trimmed. The Bindery assumes no responsibility for inappropriate trimming instructions.

4. The following binding operations differ from *Library Binding Institute specifications*:
 - a) Double-fan adhesive binding is used exclusively. (Spine notching is not included.)
 - b) Rounding and backing is omitted.
 - c) A single spine lining is used.
 - d) The original paperback cover will be laminated with 1.5 mil mylar and used as the covering material.
5. Volumes will have the original paperback cover laminated. A cover color is not required.
6. Volumes have no lettering. The printing on the paperback cover will be visible through the clear lamination. Please include a title on the binding slip or mark the title on the title page, in case the original paperback cover cannot be laminated. (See #7.)
7. Any paperback up to 1 1/4" in thickness and having no folded inserts may be sent in the "Paperback - Norlam" Binding Class. Original paperback covers must be in good condition. Some paperback covers have already been laminated by the publisher and have a tendency to bubble when re-laminated by the bindery.

If paperback covers are unusable or cannot be laminated the binding class will be changed to "Norcloth" and a title will be lettered on the spine.

Note: The "Paperback - Norlam" binding class should not be used for thick or large volumes. Their greater size and weight requires the extra strength of an *LBI Standard Binding* (i.e., Book/Paperback Adhesive Bind.)

8. Binding slips must include the binding class only. A title is not required since there will be no spine lettering.

Please use "Manual Binding Slips" and indicate "011" for the binding class.

9. A cover color is not required.
10. All extra work will be invoiced at our regular charges.

Note: The "Norlam" binding class is intended for paperbacks that will receive light use in the library for a limited period of time. The laminated paperback cover is less flexible and less durable than a cloth cover. This class will provide flexibility, for reading and photocopying. "Norlam" is an economical option for paperback binding. It is appealing because it preserves the graphics that appear on the original paperback cover and it does not require a typed binding slip.

Pamphlet - Clear-Vu

1. All books should be one piece monographs.
2. Books are not sewn but are wire stapled. Books are not rounded and backed and will not have backlining material.
3. Books will not be collated and will be assumed to have adequate margin for binding and trimming.
4. Clear-vu's will not be lettered. A clear plastic front cover is used to allow reading of a title page.
5. Press board will be used as back cover and colored tape is used to cover the spine.
6. Any monograph up to 5/8" in thickness with the following qualifications can be sent as a pamphlet:
 - a) adequate binding margin of at least 3/4"
 - b) adequate trimming margin of at least 1/8"
 - c) no folded material that will be damaged by normal trimming
 - d) no previous hard cover binding
7. No binding slips are necessary.
8. Please indicate item count and carton count on packing slip. Be sure that clear-vu material is not mixed with other binding.

Note: The bindery recommends Clear-vu for material with limited value or short-lived circulation. Staple binding is the least satisfactory method of affixing pages and should only be used for appropriate material.

Thesis

1. Acme's quality and workmanship go into every volume.
2. All volumes are bound complete as received. Page sequence is not checked.
3. Volumes are not collated page by page, but steps will be taken to preserve narrow margins and protect folds.
4. All binding operations including leaf attachment, trimming, rounding and backing, backlining, covering and lettering will meet or exceed the specifications of the *Library Binding Institute Standard for Library Binding*.
- Oversewing will be used as the method of leaf attachment unless the bindery is instructed otherwise.
5. Standard lettering arrangement is used on the spine according to the height of the volume.

Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available. Be sure to show the *bottom* of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine, or indicate the desired level on your ABLE item.

6. A full selection of Group F buckram is available.
7. Any dissertation that is printed on 8 1/2 x 11 inch paper may be sent in the "Thesis" Binding Class.
8. Binding slips must be filled out by the library. E.g.,

DEVELOPMENTS
IN BOOKBINDING,

BENDROR

Ph.D.

1993

Please use "Thesis Binding Slips" and indicate "014" for the binding class.

9. A cover color number and print color must be indicated on each binding slip.
10. A piece of flexible rope will be used in the head and tail of all covers to give greater strength to the spine.

11. All extra work will be invoiced at our regular charges.

Phase Box - Regular

1. Acme's quality and workmanship go into every Phase Box.
2. Phase Boxes are constructed from customer supplied dimensions. It is not necessary to send your volumes to the bindery.

Note: There is a handling charge per phase box for the bindery to measure your volumes.

3. Phase Boxes are made to the exact dimensions that are recorded on the binding slip. Please be sure to allow for the swell at the spine of some volumes and the misshapen condition of others. Although a phase box should not be too large for the volume it will house, it should never be too small.

Please ask for information about Acme's Phase Box Measuring Device.

4. Phase Boxes are constructed of gray (exterior)/white (interior) acid-free barrier board (minimum pH 8.5). Closures are made with strong nylon ties, polyethylene buttons, and brass rivets.

Note: Tan Lignin Free (TLF) barrier board is available at an additional charge. Please specify "TLF" on the binding slip to select this option.

5. Standard lettering arrangement is used on the spine according to the height of the volume.

Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available. Be sure to show the *bottom* of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine, or indicate the desired level on your ABLE item.

6. Any volume up to 31 inches in height or width can have a "Phase Box - Regular" constructed to house it.
7. Binding slips must be filled out by the library. E.g.,

PRINTER'S
INK

1892-1893

Please use "Phase Box Binding Slips" and indicate "017" for the binding class.

Note: Be sure to include the Height, Width, and Thickness measurements in the space provided on the binding slip.

Round all measurements up to the nearest 1/8 inch. Please use inches and 1/8's only--do not use 1/16's or centimeters.

8. A cover color is not required.
9. All extra work will be invoiced at our regular charges.

Note: The "Phase Box - Regular" binding class is intended for volumes that are too fragile, too unusual or too valuable to be library bound. Phase Boxes provide protection for a volume when it is not being used. They provide protection from the environment (e.g., dust and dirt), and from loss.

- This class is ideal for housing bound music scores and cloth covered parts together in one protective enclosure, or for housing other objects such as scrolls, diskettes, prints, or other valuable objects.
- Phase Box - Regular is an economical and attractive protective enclosure.

Phase Box - Deluxe

1. Acme's quality and workmanship go into every Phase Box.
2. Phase Boxes are constructed from customer supplied dimensions. It is not necessary to send your volumes to the bindery.

Note: There is a handling charge per phase box for the bindery to measure your volumes.

3. Phase Boxes are made to the exact dimensions that are recorded on the binding slip. Please be sure to allow for the swell at the spine of some volumes and the misshapen condition of others. Although a phase box should not be too large for the volume it will house, it should never be too small.

Please ask for information about Acme's Phase Box Measuring Device.

4. Phase Boxes are constructed of gray (exterior)/white (interior) acid-free barrier board (minimum pH 8.5). Closures are made with strong nylon ties, polyethylene buttons, and brass rivets. The barrier board wrapper is mounted in a cover made with Group F buckram and binder's board. The lining sheet on the inside of the cover is acid-free 80# paper.

Note: Tan Lignin free (TLF) barrier board is available at an additional charge. Please specify "TLF" on the binding slip to select this option.

5. Standard lettering arrangement is used on the spine according to the height of the volume.

Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available. Be sure to show the **bottom** of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine, or indicate the desired level on your ABLE item.

6. A full selection of Group F buckram is available, as is a limited selection of more contemporary Group C book cloth. Please use the following color numbers to select Group C book cloth.

<i>Color Number</i>	<i>Description</i>
508	Maroon
539	Green
548	Blue
567	Brown
575	Black

7. Any volume up to 31 inches in height or width can have a "Phase Box - Deluxe" constructed to house it.

8. Binding slips must be filled out by the library. E.g.,

PRINTER'S
INK

1892-1893

Please use "Phase Box Binding Slips" and indicate "018" for the binding class.

Note: Be sure to include the Height, Width, and Thickness measurements in the space provided on the binding slip.

- Round all measurements up to the nearest 1/8 inch.
 - Please use inches and 1/8's only--do not use 1/16's or centimeters.
9. A cover color number and print color must be indicated on each binding slip.
10. All extra work will be invoiced at our regular charges.

Note: The "Phase Box - Deluxe" binding class is intended for volumes that are too fragile, too unusual or too valuable to be library bound. Phase Boxes provide protection for a volume when it is not being used. They provide protection from the environment (e.g., dust and dirt), and from loss.

This class is ideal for housing bound music scores and cloth covered parts together in one protective enclosure, or for housing other objects such as scrolls, diskettes, prints, or other valuable objects.

Phase Box - Deluxe is an attractive but cost effective intermediate protective enclosure option between Phase Box - Regular and Double Tray Box.

Enclosure - Double Tray Box

1. Acme's quality and workmanship go into every Box.
2. Double Tray Boxes are constructed from customer supplied dimensions. It is not necessary to send your volumes to the bindery.

Note: There is a handling charge per box for the bindery to measure your volumes.

3. Boxes are made to the exact dimensions that are recorded on the binding slip. Please be sure to allow for the swell at the spine of some volumes and the misshapen condition of others. Although a box should not be too large for the volume it will house, it should never be too small.

Please ask for information about Acme's Phase Box Measuring Device.

4. Double Tray Boxes (sometimes referred to as clamshell boxes) are made up of three basic parts--a case (cover), an inner tray that is mounted onto the back board of the case, and an outer tray that is mounted on the front board of the case. The case and trays are constructed of Davey Acid-pHfree Binders' Board, covered with cloth and lined with 80# acid-free paper (minimum pH 8.5).
5. Standard lettering arrangement is used on the spine according to the height of the volume.

Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available. Be sure to show the **bottom** of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine, or indicate the desired level on your ABLE item.

6. A limited selection of imported covering cloths is available (Scholco), as is a limited selection of more contemporary Group C book cloth. Please use the following color numbers to select Group C book cloth.

<i>Color Number</i>	<i>Description</i>
508	Maroon
539	Green
548	Blue
567	Brown
575	Black

7. Any volume can have a Double Tray Box constructed to house it.

8. Binding slips must be filled out by the library. E.g.,

PERSONAL
MEMOIRS
OF
U.S. GRANT

VOLUME 1

Please use "Phase Box Binding Slips" and indicate "019" the for binding class.

Note: Be sure to include the Height, Width, and Thickness measurements in the space provided on the binding slip.

- Round all measurements up to the nearest 1/8 inch.
 - Please use inches and 1/8's only--do not use 1/16's or centimeters.
9. A cover color number and print color must be indicated on each binding slip.
10. All extra work will be invoiced at our regular charges.

Note: The "Double Tray Box" binding class is intended for library materials (e.g., books, prints, pamphlets) that are too fragile, too unusual or too valuable to be library bound. Double Tray Boxes provide protection for material when it is not being used. They provide protection from the environment (e.g., dust and dirt), and from loss.

This class is ideal for housing material that is large or special and requires a sturdy, attractive but expensive protective enclosure. Only in rare cases is the "Double Tray Box" binding class a necessary alternative to Phase Box - Regular or Deluxe.

Please call the bindery before selecting this binding class.

Enclosure - Portfolio

1. Acme's quality and workmanship go into every Portfolio.
2. Portfolios are constructed from customer supplied dimensions. It is not necessary to send your volumes to the bindery.

Note: There is a handling charge per portfolio for the bindery to measure your volumes.

3. Portfolios are made to the exact dimensions that are recorded on the binding slip. Please be sure to allow for the swell at the spine of some volumes and the misshapen condition of others. Although a portfolio should not be too large for the volume it will house, it should never be too small.

Please ask for information about Acme's Phase Box Measuring Device.

4. Portfolios are made up of four basic parts--a case (cover) and three flaps that are mounted onto the top, bottom and front of the back board of the case. The case and flaps are constructed of Davey Red Label Binders' Board, covered with cloth and lined with 80# acid-free paper (minimum pH 8.5). Three cotton ties are provided to keep the Portfolio securely closed.

5. Standard lettering arrangement is used on the spine according to the height of the volume.

Matched lettering to a sample volume or a photocopy of the spine of a previously bound volume is available. Be sure to show the *bottom* of the volume in the photocopy so the bindery will have a reference point for locating the lettering on the spine, or indicate the desired level on your ABLE item.

6. A limited selection of imported covering cloths is available (Scholco), as is a limited selection of more contemporary Group C book cloth. Please use the following color numbers to select Group C book cloth.

<i>Color Number</i>	<i>Description</i>
508	Maroon
539	Green
548	Blue
567	Brown
575	Black

7. Any library material (e.g., books, maps, prints) can have a Portfolio constructed to house it.

8. Binding slips must be filled out by the library. E.g.,

PERSONAL
MEMOIRS
OF
U.S. GRANT

VOLUME 2

Please use "Phase Box Binding Slips" and indicate "021" for the binding class.

Note: Be sure to include the Height, Width, and Thickness measurements in the space provided on the binding slip.

- Round all measurements up to the nearest 1/8 inch.
 - Please use inches and 1/8's only--do not use 1/16's or centimeters.
9. A cover color number and print color must be indicated on each binding slip.
10. All extra work will be invoiced at our regular charges.

Note: The "Portfolio" binding class is intended for library material that is too large to be put into a phase box. Portfolios provide protection for material when it is not being used. They provide protection from the environment (e.g., dust and dirt), and from loss.

This class is ideal for housing material that is large or special and requires a sturdy, attractive but expensive protective enclosure. (Portfolio's are the most expensive protective enclosure option available.) Only in rare cases is the "Portfolio" binding class a necessary alternative to Phase Box - Regular or Deluxe for housing library material.

Please call the bindery before selecting this binding class.

ADVANTAGES

ABLE / LIBRARY

ACME'S BINDING PREPARATION SOFTWARE

1. ***It is no longer necessary to file preprinted binding slips*** received from the binder, to search for misfiled binding slips, or to manually fill out binding slips with title, variable information, call number, cover color, print color, collation instructions, title number, library account number, library name, address, etc.
2. ***It is no longer necessary to store all those boxes of preprinted binding slips.***
3. ABLE allows the library to ***call up titles by text (alphabetically), by call number***, by ISSN/ISBN, by bindery I.D. number, by ABLE item number, or by private I.D. number (a free field available for many possible uses). Group or "fuzzy" searches are also possible (e.g., all titles beginning with the letters "CH").
4. ABLE allows the ***library to add, change, or delete titles from the data base***. Title fields include binding category and class, department, collection, collation instructions, trimming instructions, leaf attachment instructions, cover color, print color, and many more. All instructions can be "saved" in the data base for future reference by the binder or by the library or may apply to one binding only (e.g., the instructions to remove advertisements may be "saved" to the data base of a particular title or may be printed out as a "this time only" instruction). Instructions can also be applied to broad categories of bindings without specific action by the library clerk. This information can be coded into the file maintenance program so that it automatically applies every time a particular category of binding is requested (e.g. all paperbacks shall be double-fan adhesive bound and lettered with white foil, all music shall be sewn through the fold, recased or double-fan adhesive-bound and shall be no trim, and all serials shall be bound flush with the bottom of the case). In all cases, binding instructions can always be handled through the ABLE software and the ABLE network at the bindery will be able to interpret them.
5. ABLE allows the entry of ***subscripts and superscripts*** that will automatically be interpreted by the binder's cover lettering equipment.

6. ABLE allows the operator to *create "variable information" prompts* such as "volume" or "month" or "year." The cursor can be easily moved to these variable fields by hitting the tab key. This facility speeds data entry by reducing needed key strokes when preparing serial volumes that require only the addition of the volume number, month, and year.
7. ABLE allows the operator to use *"comment fields" to leave instructions* for his/her future reference (e.g., index found in June issue of following year, or watch for supplement issues at year end). These "comments" appear prominently on the title composition screen, but do not print on the binding slip and will not be lettered by the binder on the spine of the bound volume.
8. ABLE has a *"spine image"* that gives a representation of the lettered spine based upon the input from the title composition screen.
9. ABLE has a "format" key to facilitate the data entry of books, paperbacks, theses, or new serial titles. The *format key saves the redundant entry of information* such as binding style, print color, buckram color, library imprint, department, and much more. Formats also prompt the library worker to complete necessary information in the proper sequence such as title, author and call number.
10. ABLE has a *"history" screen*, accessible with two key strokes, to view the history of any title in the data base. The history includes: which volumes of a title have been bound and when, what information was included on the spines of these volumes, what remarks have been recorded for these bound volumes, who first created this title and when, when this title was last updated and by what operator, what binder bound these volumes, and what volumes are currently at the bindery and when are they due back to the library.
11. ABLE allows the library to *generate reports sorted by department*. These reports can be arranged alphabetically, by call number, by ISSN/ISBN, by bindery title I.D. number, or by private I.D. number (a free field that can be used to reference a library's on-line circulation or acquisition system).
12. ABLE allows the library to print *management reports that detail month-to-date and year-to-date expenditures and statistics* on binding. These reports show the number of volumes bound in each binding category, the extra options requested for those bindings, and total and average costs of each binding category.
13. ABLE has *"help" built into every field* of every screen. Two key strokes can bring up a help remark to explain the use of every conceivable part of the program.

14. ABLE *supports MARC Format* data transfers and therefore should ease future links with acquisition, cataloging, circulation or serials control software. The necessary ABLE protocol is available from Mekatronics to facilitate any planned interface with other library automation systems.
15. A *Novell local area network (LAN) compatible* version of ABLE is available.
16. ABLE-generated diskettes are used to drive binders cover lettering equipment such as RB-7/11, GEM, System 2, and System 3, as well as to interface with Mekatronics MD-17 book size computers, and ABLE/Bindery production control systems. This machine-readable data transfer should eliminate lettering errors made by the bindery, guarantee consistency of bound serial volumes and save staff time previously devoted to checking the spelling of volumes returned from the binder.
17. ABLE has *over five years of "beta site" field testing* and has had library input from the beginning concerning screen layout and needed features. ABLE software is well-tested, bug-free and easy to use. A comprehensive user's manual is available.
18. *Acme can start you off with a full data base of titles at the time of installation.* These records are drawn from the binder's computer system and contain all the information needed by the binder to match your previously bound volumes.
19. ABLE/Library does not require the library to measure the unbound volume, to select the position of the lettered title, to determine the arrangement of words on the spine of the bound volume, or to provide any information not required with manual systems. ABLE is not more work or more difficult for the library. It is truly a time saver for the library. *It is possible to reduce bindery preparation time by as much as 50%.* Training and supervision of bindery preparation is also made much easier.
20. ABLE is not simply a fancy way of creating binding slips for the binder. In fact, with ABLE *it is not necessary to create binding slips* at all. Data base access at the library and the ability to create bindery shipment reports sorted alphabetically or by call number *can do away with piles of binding slips that must be manually alphabetized and sorted through.* Furthermore, the use of machine-readable diskettes by the binder greatly reduces the opportunity for error because bindery workers no longer must re-type binding slip information.

ABLE/Library Computer Configuration

HARDWARE REQUIREMENTS

ABLE requires the library to have an IBM compatible personal computer and an Epson compatible printer. The hardware must be configured as follows:

Required to run ABLE version 3.3.

- * IBM PC/AT (286) or equivalent, or IBM PS/2
- * MS-DOS (PC-DOS) Operating System Version 3.3
- * 640 KBytes (or more) of memory -- RAM
- * 20 MByte Winchester hard disk drive (or larger)
- * Enhanced Graphics Adapter board -- EGA or VGA
- * Epson compatible printer, parallel interface (memory buffer recommended)
- * 5 1/4" 1.2 MByte floppy diskette drive--or 3 1/2" 1.44 MByte disk drive

Required to run ABLE version 4.0 with Windows 3.1 and DOS 5.0

- * IBM PC or equivalent (386SX, 386, or 486)
- * MS-DOS Operating System Version 5.0 or later
- * Microsoft Windows 3.1
- * 2 MBytes (4 is better) of memory -- RAM
- * 40 MByte Winchester hard disk drive (or larger)
- * VGA monitor (color is optional)
- * Epson compatible printer (memory buffer recommended)
 - Parallel is preferred but serial is supported.
- * 5 1/4" 1.2 MByte floppy diskette drive--or 3 1/2" 1.44 MByte disk drive
- * Microsoft Bus Mouse

List of Services

The following list includes most of the products and services currently offered by Acme Bookbinding.

Library Binding:

- Periodical Binding
- Book and Paperback Binding
- Music Binding
- Thesis Binding
- Textbook Rebinding

Private Binding (for individuals)

Edition Binding (Hard cover and paper cover runs up to 200,000)

Special Binding (e.g., reprints, newspapers, hospital and county records, legal documents)

Leather Binding

Restoration Binding

Conservation Binding

Protective Enclosures (e.g., phase boxes)

Preservation Photocopying and Binding of brittle books

Hot Foil Stamping (of report covers, ring binders etc. with dies, logos and/or type)

Menu Covers

Library of Congress Movie on Library Binding:

"Library Binding: A Collaborative Process, A Shared Responsibility"

Library Binding Institute Standard for Library Binding, 8th Ed.

ALA: Guide to the LBI Standard for Library Binding

Bindery Tours and Workshops

Four week regular service

Two week rush service

One week (or less) rush service

Pick-up and Delivery

Calendar of Scheduled Visits by Acme's truck

ABLE - Bindery Preparation Software

Acme Bookbinding is a member and active participant in the following organizations:

- American Library Association (ALA)
- Association of College and Research Libraries (ACRL)
- Library Binding Institute - Certified Member (LBI)
- North American Serials Interest Group (NASIG)
- Guild of Book Workers
- Book Builders of Boston
- Society of Printers

Glossary

Common binding terms and abbreviations used by Acme Bookbinding:

<i>Code</i>	<i>Description</i>	<i>Explanation</i>
AA	All Ads Out	The bindery should remove all advertisement pages from a periodical volume and charge the library for the time this requires.
AB	Adhesive bind	Ehlermann double fan adhesive binding
EC	Extended Cover	The bindery makes the boards of the cover larger than normal to protect extending tabs or to allow for an oversize pocket.
FB	Flush Bottom	Case (cover) construction where the case does not have the traditional 1/8 inch square (or space) on the bottom edge. A flush bottom case allows the volume to rest naturally on the book shelf.
HT	Hand Trim	If a volume is not "trimmed" by machine (No Trim), the endpapers that are added to the text block by the bindery must be trimmed by hand.
Notch	Spine Notch	Cutting parallel grooves in a volume's spine to allow greater adhesive penetration when adhesive binding
OC	Original Cover	The bindery will attempt to reuse an original cover from the publisher or a cover supplied with serial issues (usually German). If necessary the bindery will mount the cloth from spine, front and back of the original cover onto a new buckram cover.
P	Pretrim	Trimming a volume before leaf attachment, to make irregularly sized issues uniform.
PT	Paper Tube	The bindery makes a paper tube that is glued to the spine of the volume and to the spine of the cover. Paper Tubes reinforce the cover attachment and are generally used for large heavily used volumes such as unabridged dictionaries.
PC	Pocket-Cloth	A cloth receptacle that is custom made and mounted on the inside of the rear cover to hold maps or charts.
PK	Pocket-Cassette	A cloth receptacle that is custom made and mounted on the inside of the rear cover to hold a cassette tape.
PP	Pocket-Paper	An acid free paper pocket that is custom made and mounted on the inside of the rear cover to hold maps or charts.
PL	Pocket-Legal	A specially made construction that will enable the library to add insert material of varying size. The insert material must have a stiff cover stock that will hold it into the slot opening made on the rear cover. The Pocket-Legal option is generally used only for binding law books.
PV	Pocket-Video	A cloth receptacle that is custom made and mounted on the inside of the rear cover to hold a Video cassette (VHS).

<i>Code</i>	<i>Description</i>	<i>Explanation</i>
RS	Retain Sewing	Save the original sewing and signatures from a previous binding.
SR	Stub Regular	Add perforated paper to a volume to build up the spine to accommodate mounted pictures or plates, the swell caused by many folded pages or a pocket. The stubbing paper is removed at the bindery by tearing it off at the perforations leaving a stub of paper along the binding edge.
STF: Hand	Hand Sew Through the Fold	Sewing a book through its folded signatures onto cotton tapes by hand
STF: Machine	Machine Sew Through the Fold	Sewing a book through its folded signatures using a National Sewing machine
TI	Tattletape Insert	Supply and insert 3M Tattletape security strips in the spine of each volume during binding.

SAMPLE -- Preprinted Binding Slip

SAMPLE -- Manual Binding Slip

SAMPLE -- Phase Box / Binding Slip

Note: The bindery can fit up to 60 characters (including spaces) on any thesis, regardless of thickness. The bindery cannot letter more than 180 characters (including spaces) on any thesis, regardless of thickness. Bound theses will be lettered exactly as they are typed on the binding slip. Excessive lettering may be truncated with to indicate that the title has been shortened.

In case we have questions, we need your day and evening phone numbers so that we can contact you.

Phone Number: Work _____, Home _____

Note: A simple way to prepare binding slips is to photocopy the title page of your thesis and write the cover color, the number of copies to be bound, your phone number and any other optional instructions.

SAMPLE -- Packing Slip

SAMPLE -- ACME Truck Schedule Calendar

SAMPLE -- ACME Shipping Label

