

STANFORD UNIVERSITY LIBRARIES
PRESERVATION DEPARTMENT

BINDING STYLE SORTING GUIDE

(excludes journal binding)

This document outlines the criteria that determine the binding style most appropriate for any given volume. If one or more of the criteria listed in each category applies to the volume in question, then that binding style will be employed.

The monograph style is used if the volume:

- Is thicker than 1½ inches
- Has multiple fold-outs or single large fold-outs
- Is bound by staples and is more than ½ inch thick
- Is made of heavy glossy paper
- Has loose pages more than ½ inch thick
- Has broken or warped spines
- Has pages falling out (or close to it)

The economy style is used if the volume:

- Is no more than 1½ inch thick (and no more than 10 inches wide or 12 inches high)
- Does not have a broken or warped spine
- Has glossy pages and is stitched
- Has no staples
- Has no accompanying material
- Is in good condition overall

The pamphlet style is used if the volume:

- Is no more than ½ inch thick and not wider than 10 inches or higher than 16 inches
- Has a gutter (inner margin) measuring at least 5/8 inch