

STANFORD UNIVERSITY LIBRARIES
PRESERVATION DEPARTMENT

GUIDELINES FOR REBINDING A COMMERCIALY-BOUND ITEM

Serial Issue or Pagination Problems:

We **DO NOT** rebind if . . .

Issue to be inserted is the first or last issue of the volume in hand, or an index. Instead, it will be pamphlet-bound and shelved next to the volume.

Issues are out of sequence, but all are present. Instead, an explanation sheet is inserted in one or more places explaining the order problem.

We **DO** rebind if . . .

Pages are upside down or out of sequence within a monograph, or if pages are missing and will be replaced. Eight pages or less may be tipped-in. If more than eight pages, then volume must be rebound.

Issue to be inserted falls after the first issue and before the last issue. *Exception:* In some cases, such as an item with very narrow inner margins, disbanding and rebinding the volume may be detrimental to the piece.

Defective issues are to be removed and replacement issues are to be inserted. Be sure to include clear instructions as to what is to be removed and what to do with the issues once removed.

Spine Information:

We **DO NOT** rebind if . . .

Minor correction of lettering or se-lin is needed. Volume will be corrected in B&F.

We **DO** rebind if . . .

Monograph spine information is totally incorrect, or printed upside down, and the bindery caused the error. Volume should be sent to Book Repair for a new spine cloth; B&F will then remark it. When in doubt, consult the Head of B&F.

Monograph spine information is totally incorrect, or printed upside down, and the bindery caused the error. B&F needs a new binding ticket (and the original ticket if possible). The bindery will rebind at no charge.

Periodical spine information contains more than one minor error, or if the color is wrong. Send complete binding ticket along with item; the bindery will rebind at no charge if it was their error.