## Library Bindings:

TX - Textbooks

FS - Paperbacks (Flex S = covers are removed)

BR - Library Books

FM - Paperbacks (Flex M = covers retained)

DU – Custies (Dusties are bound as received. Origininal dust jacket is trimmed, laminated and used in place of cloth for the cover.)

XL-\_Periodicals

**CC-Color Copy Cover** 

Prices given me from last year I haven't used all of the cover options – purchasing should have them if needed.:

TX \$6.08

FS \$7.50

BR \$8.85

XL \$9.45

CC-\$9.50

The company name I used last year was The HF Group and they can still be located at the old website but as Marianne says the company name seems to have changed to Acme the following link will explain in further details or fill free to call if you are interested in more details on the bindings.

## http://www.acmebinding.com/library-binding/

I have also attached the form I use for periodicals. They will print the information on the spine that you request. Periodicals have to be in a bundle the way you would have them bound i.e. January to June with an elastic and a binding slip, July through December with and elastic and a binding slip. They will add a case inside the back cover for maps.

I have also bound Art magazines and cooking magazines.

I also added the labels I use for the boxes that are going to the bindery.

Bind slips **MUST** be filled out for all library book rebinds and periodicals with the exception of Dusties\* & Flex M's\* Textbooks do not require bindslips, but a complete list of titles and quantity of each must accompany order.

School or Library Name	slot	Spine Lettering		Call #
			Enter only if imprin	ting desired. \$.35 extra chg. per volume
Check off binding style desired  Standard Book - no color choice Custom Book - choice of cover color		National Geographic		National
Flex S - no color choice available		Volume 222		
Flex M* *Cover/dust jkt. must be in good condition.  Dustie* If unsure, fill out bindslip in case needed.		2006		& print color choice ONLY ks, periodicals & newspapers
X Periodical Newspaper Tabloid			Cover Color Navy	Enter 3 digit code or a basic color
Newspaper Full Size			Print Color White	Choice of gold, white, black
Special Requests- check off if applicable  Mount Front Cover on Flex S  Mount Back Cover on Flex S  Caution- volume has fold-outs			C	ti Please Read Below.  One completed and be inserted in the
X   Make pocket for maps  Note other requests or info below		For Books, Flex S, Dustie*, Flex M* Enter Title & Author's last name For Periodicals & Newspapers: Enter Title & Variables (vol, mos. yr, etc.) BINDING SLIP	front o	f each volume. We making an addt'l copy ryour records.

School or Library Name	slot	Spine Lettering	Call #
Jordan High School  Check off binding style desired  Standard Book - no color choice Custom Book - choice of cover color		National Geographic	Enter only if imprinting desired. \$.35 extra chg. per volume  900  National
Flex S - no color choice available Flex M* *Cover/dust jkt. must be in good condition.  Dustie* If unsure, fill out bindstip in case needed.  X Periodical  Newspaper Tabloid  Newspaper Full Size  Special Requests- check off if applicable  Mount Front Cover on Flex S		Volume 223 2013	Enter cover & print color choice ONLY for custom bks, periodicals & newspapers  Cover Color Enter 3 digit code or a basic color  Print Color Choice of gold, white, black  White  Important! Please Read Below.
Mount Back Cover on Flex S Caution- volume has fold-outs  X Make pocket for maps Note other requests or info below .	-	For Books, Flex S, Dustie*, Flex M* Enter Title & Author's last name For Periodicals & Newspapers: Enter Title & Variables (vol, mos. yr, etc.) BINDING SLIP	One completed form should be inserted in the front of each volume. We suggest making an addt'l copy for your records.

Sample

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## TITLE LIST FORM

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## **CHECK LIST**

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STEP 1	Gather all text books for binding to a central location.
STEP 2	Complete the <b>Textbook Master Title List.</b>
STEP 3	Pack books in standard size boxes. Mark boxes as they are packed, School name, number of books, and the box number. When all the books are packed you can go back and complete the box numbering.
STEP 4	Count the number of boxes and number of books.  Balance box book count to the Textbook Master  Title List.
STEP 5	Send Stacey Banks her copy of the Textbook Master Title  List. textbook person in building
STEP 6	Receive books returned from bindery and verify count. It is possible that some books could not have been bound. They are to be returned in the original boxes.

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