

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. Original 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 #
		National Geographic	Enter only if imprinting desired. \$.35 extra chg. per volume 900 National
Check off binding style desired <input type="checkbox"/> Standard Book - no color choice <input type="checkbox"/> Custom Book - choice of cover color <input type="checkbox"/> Flex S - no color choice available <input type="checkbox"/> Flex M* *Cover/dust jkt. must be in good condition. <input type="checkbox"/> Dustie* If unsure, fill out bindslip in case needed. <input checked="" type="checkbox"/> Periodical <input type="checkbox"/> Newspaper Tabloid <input type="checkbox"/> Newspaper Full Size			Enter cover & print color choice ONLY for custom bks, periodicals & newspapers Cover Color <input type="checkbox"/> Navy Enter 3 digit code or a basic color Print Color <input type="checkbox"/> White Choice of gold, white, black
Special Requests- check off if applicable <input type="checkbox"/> Mount Front Cover on Flex S <input type="checkbox"/> Mount Back Cover on Flex S <input type="checkbox"/> Caution- volume has fold-outs <input checked="" type="checkbox"/> Make pocket for maps Note other requests or info below			Important! Please Read Below. <i>One completed form should be inserted in the front of each volume. We suggest making an add'l copy for your records.</i>
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			

School or Library Name	slot	Spine Lettering	Call #
Jordan High School		National Geographic	Enter only if imprinting desired. \$.35 extra chg. per volume 900 National
Check off binding style desired <input type="checkbox"/> Standard Book - no color choice <input type="checkbox"/> Custom Book - choice of cover color <input type="checkbox"/> Flex S - no color choice available <input type="checkbox"/> Flex M* *Cover/dust jkt. must be in good condition. <input type="checkbox"/> Dustie* If unsure, fill out bindslip in case needed. <input checked="" type="checkbox"/> Periodical <input type="checkbox"/> Newspaper Tabloid <input type="checkbox"/> Newspaper Full Size			Enter cover & print color choice ONLY for custom bks, periodicals & newspapers Cover Color <input checked="" type="checkbox"/> Navy Enter 3 digit code or a basic color Print Color <input checked="" type="checkbox"/> White Choice of gold, white, black
Special Requests- check off if applicable <input type="checkbox"/> Mount Front Cover on Flex S <input type="checkbox"/> Mount Back Cover on Flex S <input type="checkbox"/> Caution- volume has fold-outs <input checked="" type="checkbox"/> Make pocket for maps Note other requests or info below			Important! Please Read Below. <i>One completed form should be inserted in the front of each volume. We suggest making an add'l copy for your records.</i>
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			

Sample

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1A-04

ISSN.	
NAME	
VOL. / YR.	FREQUENCY
<input type="checkbox"/> PERM. CHANGE <input type="checkbox"/> NEW TITLE	
PERIODICAL	BOOK
TITLE PAGE	RECASE <input type="checkbox"/>
TABLE CONT.	MOUNT COVER <input type="checkbox"/>
INDEX	POCKET / CLOTH <input type="checkbox"/>
FRONT COVER	POCKET / PAPER <input type="checkbox"/>
BACK COVER	<input type="checkbox"/>
ADS	<input type="checkbox"/>
<input type="checkbox"/> STANDARD BOOK	<input type="checkbox"/> FLEX-S
<input type="checkbox"/> CUSTOM BOOK	<input type="checkbox"/> FLEX-M
<input type="checkbox"/> THESIS	<input type="checkbox"/> MUSIC
<input type="checkbox"/> DUSTIE	<input type="checkbox"/>

INSTRUCTIONS TO BINDERY:



BINDERY COPY

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1A-04

ACCOUNT NO.	TITLE NO.	STYLE
ISSN.		
NAME		
VOL. / YR.	FREQUENCY	
<input type="checkbox"/> PERM. CHANGE <input type="checkbox"/> NEW TITLE		
PERIODICAL	BOOK	
TITLE PAGE	RECASE <input type="checkbox"/>	
TABLE CONT.	MOUNT COVER <input type="checkbox"/>	
INDEX	POCKET / CLOTH <input type="checkbox"/>	
FRONT COVER	POCKET / PAPER <input type="checkbox"/>	
BACK COVER	<input type="checkbox"/>	
ADS	<input type="checkbox"/>	
<input type="checkbox"/> STANDARD BOOK	<input type="checkbox"/> FLEX-S	
<input type="checkbox"/> CUSTOM BOOK	<input type="checkbox"/> FLEX-M	
<input type="checkbox"/> THESIS	<input type="checkbox"/> MUSIC	
<input type="checkbox"/> DUSTIE	<input type="checkbox"/>	

INSTRUCTIONS TO BINDERY:



BINDERY COPY

SPINE LETTERING

COVER COLOR	SET OF
PRINT COLOR	
BINDERY USE ONLY	
HAND TRIM <input type="checkbox"/>	STF <input type="checkbox"/>
RECASE <input type="checkbox"/>	STUB <input type="checkbox"/>
EXTRA TIME _____	MIN.
REASON _____	
OTHER _____	

COVER COLOR	SET OF
PRINT COLOR	
BINDERY USE ONLY	
HAND TRIM <input type="checkbox"/>	STF <input type="checkbox"/>
RECASE <input type="checkbox"/>	STUB <input type="checkbox"/>
EXTRA TIME _____	MIN.
REASON _____	
OTHER _____	



TITLE LIST FORM

NOTE: THIS FORM MUST BE COMPLETED AND ENCLOSED WITH EACH SHIPMENT.

This form may be copied as needed. Please indicate the page count below.

PURCHASE ORDER NUMBER: _____

HFG ACCOUNT NUMBER: _____

SCHOOL DISTRICT NAME:		BINDING CONTACT NAME:
SCHOOL NAME:		
COMPLETE SCHOOL ADDRESS:		
PHONE NUMBER:	FAX NUMBER:	DATE WHEN ORDER PREPARED:

BOOK Quantity	TITLE LIST (include GRADE LEVEL AND /OR EDITION)	ISBN

(PLEASE MAKE ADDITIONAL COPIES AS NEEDED) Page ____ of ____

The count that we make of your volumes when they arrive at the bindery will
be the official count.

Canyons School District
Jordan High School

Number of books in box _____

TX

Box _____ of _____

Canyons School District
Jordan High School

Number of books in box _____

TX

Box _____ of _____

Canyons School District
Jordan High School

Number of books in box _____

TX

Box _____ of _____

Canyons School District
Jordan High School

Number of books in box _____

BR

Box _____ of _____

Canyons School District
Jordan High School

Number of books in box _____

BR

Box _____ of _____

Canyons School District
Jordan High School

Number of books in box _____

BR

Box _____ of _____

Canyons School District
Jordan High School

Number of books in box _____

XL

Box _____ of _____

Canyons School District
Jordan High School

Number of books in box _____

XL

Box _____ of _____

Canyons School District
Jordan High School

Number of books in box _____

XL

Box _____ of _____

CHECK LIST

- STEP 1 _____ Gather all text books for binding to a central location.
- STEP 2 _____ Complete the **Textbook Master Title List**.
- 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.

CANYONS SCHOOL DISTRICT BOX LABEL FOR TEXTBOOK REBINDING

SCHOOL _____

NUMBER OF BOOKS IN BOX _____

BOX _____ OF _____ BOXES