

ATTACHMENT A

SPECIFICATIONS FOR LIBRARY BINDERY SERVICES

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I. MATERIALS SPECIFICATIONS

The Binder shall bind volumes in accordance with the technical and materials specifications of the *ANSI/NISO/LBI Standard for Library Binding* (ANSI/NISO/LBI Z39.78-2000). **APPENDIX A** specifies the products and materials to be provided as samples for evaluation in response to this Request for Proposals.

Where the *ANSI/NISO/LBI Standard* permits a choice of materials, the Binder shall select materials in accordance with the Library's specifications below. If the Library has provided no specifications of choice of material, the Binder may select a material that meets the technical and materials specifications of the *ANSI/NISO/LBI Standard*.

If the Binder wishes to use alternatives to any of the materials agreed upon at the time of contract with the University of Kentucky, they should test and evaluate that material and present it to the Library Binding Institute for review and approval in accordance with Section 4.0 of the *ANSI/NISO/LBI Standard* and obtain prior written permission from the Library to use the alternative material.

If the *ANSI/NISO/LBI Standard for Library Binding* is revised, relative corollary modifications will be made to the specific item numbers of this contract so as to conform to the wording of the most current standard.

PAPER

Endpapers

All endpapers shall meet materials specifications 15.1 (Endpapers), 15.1.2 (Basis Weight), and 15.1.3 (Mechanical Characteristics) of the *ANSI/NISO/LBI Standard*. Grain direction shall run parallel to the binding edge. Endpapers shall be of a neutral, white, or tan tint unless otherwise requested by the Library.

Stubbing, pockets, and setting out inserts

Paper used for stubbing, pockets, and setting out inserts shall meet materials specifications 15.2 (Papers for Stubbing, Pockets, Additional Lining Reinforcement, and Setting Out Inserts) of the *ANSI/NISO/LBI Standard*.

Inlays

Inlays shall meet materials specifications 15.3 (Inlays) of the *ANSI/NISO/LBI Standard*. Grain direction shall run parallel to the binding edge.

BOARDS

Boards for Cases and Double Tray Boxes

All binders board used shall conform to section 16.0 (Cover Board) of the *ANSI/NISO/LBI Standard*. The thickness of the boards shall be between 0.080 and 0.120 inch and appropriate for the size and weight of the textblock. Acid free binders boards should be used for all case bound products and for double tray boxes. For heavy or large textblocks, the board shall be no less than 0.110 inch. For small or light textblocks, the board shall be no thicker than 0.080 inch. Grain direction shall run parallel to the binding edge.

Boards for Phase Boxes and Pamphlets

Boards for phase box making and pamphlet construction should be 50-pt. or 60-pt. lignin-free barrier boards. The boards should be alkaline buffered with a 3% calcium carbonate reserve with a pH of 8.0 to 9.0, and they should pass the IPI photographic activity test. An acrylic coating is optional.

Boards for Corrugated Board Double Tray Boxes

Corrugated boards used for double tray box construction should be B-flute or E-flute boards and shall be suitable for the weight and size of the volume. Corrugated boards should be buffered with an alkaline reserve of 3% calcium carbonate have a pH of 8.0 to 9.5. The boards should pass the IPI photographic activity test and have a strength that exceeds 200 lbs. test.

REINFORCING MATERIAL

Reinforcing material for endpapers shall meet the specifications of Section 17.1 (Reinforcing Material for Endpapers) of the *ANSI/NISO/LBI Standard*. Grain direction of reinforcing cloth shall run parallel to the spine.

Material for lining the spine of the textblock shall meet the specifications of Section 17.2 (Material for Lining the Spines of Textblocks) of the *ANSI/NISO/LBI Standard*. Grain direction of spine lining cloth shall run parallel to the spine.

COVERING MATERIALS

Cloth used for case bindings, pockets or enclosures shall be F-grade buckram that meets the specifications of Section 18.1 (Covering Materials) of the *ANSI/NISO/LBI Standard* or C-1 grade book cloth as described in Section 18.1.1 of the *ANSI/NISO/LBI Standard*. In the description of the product types, further specification will be stated about which cloth is to be used with specific products.

Any nonwoven covering materials (paper, polyester, or other synthetic materials, such as laser-copied Mylar covers or Mylar-laminated covers) should be chemically inert and non-damaging to the textblock.

ADHESIVES

Adhesives used for all binding processes shall be capable of forming a permanent bond between the surfaces to be joined and shall meet the specifications detailed in Section 19.1 through 19.5 of the *ANSI/NISO/LBI Standard*. No animal adhesives shall be used for any process. An emulsion copolymer of internally plasticized polyvinyl acetate adhesive (PVA) is the adhesive preferred for double fan adhesive binding, case making, and casing in. Alternative adhesives should meet the "Requirements for Alternate Adhesives" specified in the *ANSI/NISO/LBI Standard* 19.5. A durable acrylic adhesive may be used as a pressure-sensitive adhesive on the Binder's code mark labels.

THREAD

Thread for oversewing, sewing through the fold by machine, and sewing through the fold by hand shall meet the specifications of Section 20.1 through 20.3 of the *ANSI/NISO/LBI Standard*.

SEWING TAPES

Sewing tapes shall meet the specifications of Section 21.0 of the *ANSI/NISO/LBI Standard*.

LETTERING FOIL

Lettering foil shall be legible during the life of the binding and shall meet the performance specifications described in Section 22.0 of the *ANSI/NISO/LBI Standard*.

REINFORCEMENT OF HEAD AND TAIL

If the Binder chooses to reinforce the head and tail of the spine of the case, a flat-woven braid of strong material or an appropriate weight of spun-bonded polyester (e.g. Tyvek) shall be used.

II. BASIC TECHNICAL SPECIFICATIONS FOR BINDING OF MONOGRAPHS, PERIODICALS AND NEWSPAPERS

A. Definitions

1. **Monographs:** A monograph is defined as one (1) piece of graphic material submitted for binding or rebinding as a single unit without reference to another. Although some items in this category may be bibliographically classed as serials or may be part of a set, the Libraries assume responsibility for the uniformity of the cloth cover and cover stamping.
2. **Periodicals:** A periodical publication is defined as a single piece of graphic material bound separately or a series of two or more serially numbered graphic units bound together, for which the cloth cover should be selected, and the cover stamped with information so as to match other publications in the same set or series. The Binder assumes responsibility for this uniformity based on information initially supplied by the Libraries.
3. **Newspapers:** A newspaper is defined as a periodical publication printed on newsprint or other pulpy paper and is generally produced without staples or sewing joining the pages or signatures. As with periodicals, the cloth color should be selected and the cover stamped with information so as to match other publications in the series. The Binder assumes responsibility for this uniformity based on information initially supplied by the Libraries and any subsequent changes made by the Libraries.

B. Examination and Collation

1. All volumes shall be examined according to *ANSI/NISO/LBI Standard 6.0* to detect damaged leaves and peculiarities of paper or construction that might make first time binding or rebinding inadvisable. Examination shall include but not be limited to:
 - a. Incomplete or imperfect volumes shall be returned unbound unless the Library has acknowledged the incompleteness in some way; and
 - b. Covers, advertisements, and similar material shall be retained in place, unless otherwise specified by the Library on a per title basis.
2. Custom periodicals shall be collated according to instructions from the customer. Instructions may include custom placement of title pages, tables of contents, indices, supplements and other loose pages; removal of issue covers and unpaginated advertisements in each issue, inspection to ensure correct order of issues; and examination for completeness and freedom from defects. Incomplete or defective volumes shall be returned to customer, unless otherwise indicated by the customer.
3. Standard Periodicals shall be inspected for completeness and order correctness. Title pages, table of contents, indices, supplements, and loose pages shall be bound in place as received from the customer. Advertisements are to be bound in place. Incomplete or defective volumes shall be returned to the customer unless otherwise indicated by the customer.

C. Mending

The Binder is not authorized to make any paper repairs unless the Libraries specifically ask for a particular treatment. Tears along the inner margins of materials shall not be mended at the Bindery, but shall be brought to the attention of the Libraries by some simple means, (e.g., flagging). If tears inhibit secure leaf attachment, the volume should be returned to the Libraries for repair prior to binding.

D. Removing Backs

1. For the textblocks which should have the spine edge trimmed or milled away in preparation for oversewing or double fan adhesive binding, care should be taken to preserve as much as possible of the inner margin. Milling shall conform to *ANSI/NISO/LBI Standard 7.3.1 or 7.4.1*.
2. Very bulky periodical issues that are saddle-stitched and which cannot be sewn through the fold (i.e., when they should be bound together with non-saddle stitched issues) shall be prepared for adhesive binding or oversewing by slitting through the fold rather than by trimming or milling.
3. All staples should be pulled from side stapled textblocks to provide an inner margin of maximum width. No textblocks shall have staples removed by trimming or milling. Staples shall be removed from all saddle-stitched issues prior to their being sewn through the fold.

E. Leaf Attachment

The Binder shall select the leaf attachment method in accordance with the specifications listed below.

1. Recasing shall be used for marginally brittle items, damaged monographs with intact signatures and sewing, adhesive bound volumes with illustrative material spanning the inner margin, textblocks with intrinsic value and for previously library bound products.
 - a. The Library will specify recase when that method of leaf attachment is preferred.
 - b. This method shall be used for textblocks which will be bound as a single unit (i.e., not with other pieces) and which are already sewn using an adequate number of stitches and sturdy thread. The sewing structure should be in good condition.
 - c. Recasing shall be done according to *ANSI/NISO/LBI Standard 7.1*. The old back lining and glue shall be lifted from the spine in a manner that does not disturb the original sewing.
 - d. The Binder shall also provide an adhesive recase product to be used when adhesive bound books feature very narrow margins, or "bleed across" illustrations or maps.
 - e. Endpapers shall be attached in accordance with *ANSI/NISO/LBI Standard 7.1.2*. Every effort shall be made to apply the endpapers by sewing through the endpaper fold and the folds of one or two outermost signatures. Whipstitch endpaper attachment shall be avoided whenever possible.
2. Sewing through the fold shall be used when separate signatures are presented for single sewing into a case or pamphlet or when separate signatures can be sewn together to form a single textblock.
 - a. Sewing through the fold shall be done according to *ANSI/NISO/LBI Standard 7.2*.
 - b. Preparation of materials for hand sewing through the fold shall not include the sawing of slots at the spine edge.
 - c. The endpapers should consist of a single leaf hinged to a folded sheet or of two folded sheets, nested, as described in *ANSI/NISO/LBI Standard 7.2.2.1*
 - d. Extremely thick or heavy textblocks and those requiring hand sewing shall be sewn on highest quality linen or cotton tapes of suitable width, spaced no more than two (2) inches apart in conformance with *ANSI/NISO/LBI Standard 7.2.1.1*

3. Double fan adhesive binding shall be used for textblocks comprised of separate leaves, as in an unbound dissertation, or when existing textblocks can be milled to liberate the leaves into separate sheets.
 - a. This method shall be used for monographs, periodicals, dissertations and newspapers which are not suitable for recasing or sewing through the fold, are less than 2 1/2 inches thick, and are not printed on glossy, stiff, or other types of paper unsuitable for the process.
 - b. Double fan adhesive binding shall conform to *ANSI/NISO/LBI Standard 7.3*.
 - c. After milling, the Binder may choose to notch the spine to ensure greater durability. The notches shall not exceed 3/32 inch deep.
 - d. The spine edge of the textblock shall be fanned out, glued up, then fanned out in the opposite direction and reglued so that the adhesive penetrates the inner margin of the volumes slightly, not exceeding 1/8 inch and not running into the text in accordance with *ANSI/NISO/LBI Standard 7.3.3*. A "double" application of adhesive is acceptable.
 - e. Any mechanized process for applying the adhesive, such as the "Ultrabind" shall have the prior approval of the Libraries and shall be described in the proposal.
 - f. The Binder may choose either method of endpaper constructions as specified in *ANSI/NISO/LBI Standard 7.3.2.1*.
4. Oversewing shall be used for textblocks comprised of separate leaves, as in an unbound dissertation, or when existing textblocks can be milled to liberate the leaves into separate sheets. The inner margin prior to milling should be one (1) inch thick or greater.
 - a. This method shall be used for monographs and periodicals printed on sturdy, flexible paper with an adequate margin for which no other method of leaf attachment is possible.
 - b. Oversewing shall conform to *ANSI/NISO/LBI Standard 7.4*.
5. Side Sewing shall be used for textblocks comprised of separate leaves, as in an unbound dissertation, or when existing textblocks can be milled to separate leaves or sheets. The inner margin prior to milling should be one (1) inch thick or greater.
 - a. This method shall be used for monographs, dissertations and periodicals printed on sturdy, flexible paper with an adequate margin for which no other method of leaf attachment is possible.
 - b. Side sewing shall be used for textblocks measuring less than 1/2 inch thick, but it may not be used with single signature textblocks.
 - c. Side sewing shall conform to *ANSI/NISO/LBI Standard 7.5*.
6. The Binder shall adhere to the following order of preference for leaf attachment:
 - a. Recasing when requested by the Library
 - b. Sew through the fold.
 - c. Double fan adhesive with or without notching
 - d. Oversewing, not preferred unless specifically permitted in Library profiles
 - e. Side sewing, not preferred unless specifically permitted in Library profiles.
7. On selected titles, the Library may state a specific leaf attachment method. When specified on the binding slip, the Binder shall follow those instructions; however, if the Binder determines that the specified leaf attachment method would be inappropriate for the volume, the Library shall be so advised in order to select a different method.

8. Items which are unsuitable candidates for any of the above methods of leaf attachment shall be returned to the Libraries unbound, unless otherwise specified.
9. When periodical parts of different heights are to be bound together, the tail of the resulting textblock should be flush to the bottom of the case, not the head. Stubbing shall be used whenever practical to make up for size differences. In no case shall one piece be trimmed excessively for the purpose of making it conform to a smaller piece with which it should be bound.
 - a. Stubbing shall be added to volumes to compensate for thick pockets on back covers and to correct textblocks which flair out towards the fore edge.
 - b. When media or pocket material are bound together with textblocks, dense foam filling material, such as Plastizote, may be used to fill in around the media case or pockets.

F. Trimming

The Libraries require a "no-trim" policy for all materials, unless otherwise specified in Library profiles or on a per title basis. When trimming is done, the heads, fore edges, and tails of textblocks shall be trimmed as slightly as possible, and under no circumstances shall printed matter on textblocks or item covers be trimmed away. Trimming shall not be used to remove staples from a side-stapled item. Instead, the staples shall be carefully pulled from the item. Periodicals issued in signatures that are to be oversewn or adhesive bound shall be prepared by slitting through the fold rather than by trimming or milling.

G. Rounding and Backing

All textblocks shall be rounded and backed to conform to section 10.1.1 of the *ANSI/NISO/LBI Standard*, except the following:

1. Those which the Binder deems sufficiently rounded and backed
2. Those that are too fragile to be subjected to rounding and backing without the risk of damage to the textblock or sewing structure
3. Monograph or periodical volumes measuring less than ½ inch thick
4. Recases that were previously flat backed.

H. Back Lining

Backs shall be lined to conform to section 11 and 17.2 of the *ANSI/NISO/LBI Standard*.

I. Case Making

Case construction shall conform to section 12.0 of the *ANSI/NISO/LBI Standard*. Hinges shall be less than 1/4 inch wide, and covering material shall be uniformly turned in at least 5/8 inch. Wide hinges exceeding 1/4" in width will be allowable on any product where the textblock to be cased in is less than 1/2" thick. Cases shall be neatly made and attached securely along the entire textblock. The Libraries will accept library or traditional corners.

J. Lettering

1. Type Size and Style
 - a. Lettering shall be done to conform to section 12.2 of the *ANSI/NISO/LBI Standard*.

- b. All lettering shall be in 18-point type, except for volumes thinner than one (1) inch, which may be lettered in 14-point type. Library imprints will be printed in 10-point type.
 - c. Characters should be available in both upper and lower cases. Availability of diacritics is preferred.
 - d. Lettering shall not exceed ½ character onto the shoulder of the front or back cover.
 - e. Author and title information shall be in upper-case letters except when the Library specifies lower case exceptions, as in “McFARLAND” or “dePAOLA”.
 - f. Hyphenation (one per word) is permitted.
2. Placement of Lettering
- a. The order of priority for placement of call numbers on the covers of classified volumes is:
 - i. in horizontal lines on the tail of the spine
 - ii. in vertical lines running down the spine when volumes are thinner than 5/8 inch
 - b. The order of priority for placement of title/author information on the covers of monographs, periodicals, or newspapers volumes is:
 - i. in horizontal lines on the spine
 - ii. in vertical lines running down the spine when volumes are thinner than 5/8 inch
 - c. University of Kentucky dissertations and theses are bound with the author’s full name on the spine and no title on the spine or front cover. The author’s name is always cast vertically.
 - d. Spacing between title and variable information shall be adequate to allow for differentiation between those elements.
 - e. Imprints, when requested, will be printed at the tail of the spine below the call number.
3. Volume, issue, page, year or other such variable designations are always to be stamped horizontally, unless the bound volume is less than 5/8" thick, in which case the variable information may be cast vertically.
- a. Stamping shall be done consistently from one bound volume to the next.
 - b. If variations in the size of bound volumes require modifications in the stamping of this information, then the Binder shall establish and adhere to patterns so that stamping is done consistently for volumes of the same size.

K. Casing in

- 1. Casing in shall conform to *ANSI/NISO/LBI Standard 13.0*. Textblocks should be seated evenly, squarely, and securely within the cases. The hinges should be securely and evenly attached at the head and tail turn-ins.
- 2. Volumes shall be cased-in and pressed between metal edged boards or in a hydro-press. If the hydro-press is used, the heat, pressure, and dwell time shall be sufficient to set the joints, ensure good adhesion, and permit the boards of the book to open easily.
- 3. The square which projects around the head, fore edge, and tail of the textblock shall be proportionate to the size and weight of the textblock. The squares should be even

on all sides, unless cased in flush to bottom, and the endpapers should be evenly applied without bubbles, wrinkles or skew.

4. When the textblock is extremely thick or heavy, the Library may request a case flush to bottom as described in *ANSI/NISO/LBI Standard* 13.0 at no additional charge.

L. Binding Slips

Binding slips returned with finished shipments shall be inserted in a non-damaging fashion in a consistent location, preferably at the front of each volume. No adhesive is to be used.

M. Pockets and Cases for Supplementary Materials

1. Pockets shall be made of alkaline paper, spun polyester (TYVEK), tear resistant fabric, or fabric and board depending on the bulk and weight of the materials they are designed to protect. They shall be constructed so that the materials they contain are firmly supported, and are not easily damaged as they are inserted into or removed from the pocket.
2. Cases for videotapes, audiotapes, compact disks, 3 ½" computer diskettes or any other similar materials shall consist of durable polyethylene, polypropylene, or similar inert plastics. Under no circumstances shall plastics with polyvinylchloride be used.

N. Inspection

All bound volumes shall be carefully and critically inspected for defects in all aspects of construction and lettering, as per *ANSI/NISO/LBI Standard* 14.0 and shall be wiped clean before packing if necessary.

III. BINDING PRODUCT SPECIFICATIONS

The University of Kentucky's Request for Proposals specifies multiple grades of products for monographs and periodicals. The Library will specify the grades as "custom," "standard," or "economy". "Custom" features are instructions or standards to which the Binder should pay close attention. This may include special collation instructions or specialized treatments. "Standard" products will require the basic collation for completeness and order. "Economy" products will be bound "as is". Most periodicals and books will conform to the standard specifications.

"Books to Match" is the term the Library uses to describe monographs bound in sets or series or annual publications that function like books.

A. STANDARD BINDING FOR PERIODICALS AND "BOOKS TO MATCH"

Prices quoted in **APPENDIX B: Price List** for Standard Binding for Periodicals shall include the following specifications and shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library.

1. The Binder shall state dimensions for base price.
2. Title, sub-title, variable information, and call number (when specified) are printed on the spine.
3. Examination and collation:
 - a. All issues shall be inspected for completeness and for correct order of issues.
 - b. Incomplete and/or damaged volumes shall be returned to the Libraries, unless otherwise specified to "bind as is".
 - c. Replacement pages will be checked for completeness and will be bound in correct order. Endsheets with maps, charts or illustrative material will sometimes be removed from the original binding by the Libraries and placed within the textblock. These pages should be trimmed and bound in as specified by the Libraries.
 - d. Title page, table of contents, index, supplements, and other inserts will be bound in the order in which the Bindery receives them from the Library.
 - e. Odd-sized material will be aligned at the bottom of the textblock, unless otherwise instructed.
 - f. Attached maps and charts will be bound in place. Unless otherwise specified, loose maps and charts will be placed at the back of the volume in a pocket.
 - g. The Library may specify the attachment of a case for audiotapes, videotapes, compact disks, computer diskettes, or any other similar materials.
4. Method of Leaf Attachment:
 - a. The primary methods for standard periodical binding shall be sewing through the fold or double fan adhesive binding with or without optional notching
 - b. Oversewing is not to be used unless specified in the Libraries' profiles.
5. Stamping
 - a. At least ten (10) lines or ten (10) linear inches of lettering on the spine are included in the base price.

- b. The Libraries will specify precise abbreviations to be used for volumes, numbers, parts, months, seasons and other variables.
 - c. The Library will choose white, gold or black stamping foil when creating new title patterns.
6. Group F buckram used for case making shall be available in a full range of colors.
7. Binders board thickness should not be less than .125 inch.

B. CUSTOM BINDING FOR PERIODICALS AND "BOOKS TO MATCH"

Prices quoted in **APPENDIX B: Price List** for Custom Binding for Periodicals shall include the following specifications and shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library.

1. Volumes shall conform to the Product Specifications for Standard Binding for Periodicals in all points unless specified by the Library.
2. Customized collation to be performed by the Binder includes:
 - a. Custom placement of the title page, table of contents, index supplements and other inserts
 - b. Removal of the front and/or back covers of each issue
 - c. Custom placement of color sheets of acid-free paper to denote special sections in the bound volume, e.g., the beginning of different indices
3. Panel lines may be requested and will be printed where requested by the Libraries.
4. Legal briefs:
 - a. Legal briefs are a specific type of Custom Periodical that may be quoted as a separate product by the Binder.
 - b. Legal briefs always require tabs and acid-free color separation sheets.
 - c. Special forms may be required.
 - d. Legal briefs usually require stubbing, panel lines, imprints and additional lines of print.

C. ECONOMY BINDING FOR PERIODICALS AND "BOOKS TO MATCH"

Prices quoted in **APPENDIX B: Price List** for Economy Binding for Periodicals shall include the following specifications and shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library.

1. This binding is designed for material that will receive limited circulation.
2. The Binder shall state the dimensions for the base price.
3. Volumes will be bound as received. No mending or collation will be done. Inner margins will not be checked before binding.

4. Leaf attachment will be double fan adhesive or side-sewing if permitted in the Libraries' profiles.
5. Volumes do not require rounding or backing and may have hinges measuring up to 1/2" wide.
6. Cases shall be covered in C-1 grade cloth and a limited number of colors may be used.
7. All lettering will be in white.
8. Economy periodicals will not have pockets, media cases, tabs, head and tail bands, labels, panels or imprints.
9. At least ten (10) lines or ten (10) linear inches of lettering on the spine are included in the base price.

D. STANDARD BINDING FOR MONOGRAPHS

Prices quoted in **APPENDIX B: Price List** for Standard Binding for Monographs shall include the following specifications and shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library.

1. The Binder shall state dimensions for base price.
2. Standard monograph binding is suitable for damaged hardback books, damaged paperback books, and new paperback books.
3. The Binder will check for overall completeness, although, a page-by-page inspection is not required. If the volume is found to lack pages or parts of pages, the volume will be returned unbound, unless specifically requested to "bind as is".
4. Oversewing is not preferred, and will be acceptable if specified in the Libraries' profiles
5. Eight (8) lines or eight (8) linear inches of lettering are included in the base price.
6. Cases will be covered with Group F buckram in a full range of color choices.
7. If no material color is given, it may be selected at random.
8. Stamping will be done in white foil, unless gold or black are specifically requested.
9. The normal order for stamping is title, author, call number. Mid-spine variables are not used, and imprints will be used only rarely.
10. Horizontal title/author lettering is preferred. If title/author printing is vertical, the print will start approximately 1.5 inches from the head of the case.

11. Call numbers should be printed horizontally approximately one (1) inch from the tail of the spine. If the spine is too narrow to accommodate horizontal call, the call number will be printed vertically with a 6-point space indicating separate lines of call.
12. Board thickness shall not be less than .100 inch and may be as much as .125 inch.
13. Volumes with textblocks 1/2" or greater will be slightly rounded and will have narrow hinges measuring less than 1/4" wide. Volumes less than 1/2" thick do not require rounding or backing and may have hinges measuring up to 1/2" wide.
14. Custom features of monograph binding can be treated and priced as additional charges to standard monograph binding and may include the following:
 - a. Loose maps and charts to be placed at the back of the volume in a pocket of cloth, paper or spun polyester (TYVEK) which will be offset by stubbing.
 - b. Volumes that consist entirely of loose parts, i.e. maps, charts, musical scores or parts, plates, etc., will be encased in a cover with pocket(s) to accommodate the loose items.
 - c. Mixed media binding to include a textblock will be bound using double fan adhesive with a plastic case(s) for the media and the appropriate stubbing to support and surround the case(s).
 - d. Volumes that require special treatments such as trimming and fitting replacement pages, splitting large volumes in half, endsheet preservation, "binding backwards" for right-to-left reading texts and other custom treatments.
 - e. For sewn textblocks with intact sewing, recasing may be the appropriate method of leaf attachment. The Binder shall also provide a method of recasing adhesive bound materials for textblocks with illustrations that span the inner margin. The Library shall specify recasing when it prefers that method of leaf attachment.

E. ECONOMY BINDING FOR MONOGRAPHS

Prices quoted in **APPENDIX B: Price List** for Economy Binding for Monographs shall include the following specifications and shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library.

1. Binder shall state dimensions for base price.
2. Binding procedures for Economy Monographs are the same as those for Standard Monographs with the exceptions listed below.
3. Volumes will be bound as received. No mending or collating will be done.
4. C-1 grade cloth covering material shall be used. Typically, the color will be chosen by the Binder, although the Library may choose a color occasionally.
5. All lettering is done in white.
6. Mylar-laminated reinforced paperback covers may be requested.

7. Board thickness may be less than .090 inch, but should be .080 inch or greater.

F. CASE AND PAMPHLET BINDING FOR SINGLE SIGNATURE TEXTBLOCKS

Prices quoted in **APPENDIX B: Price List** for Case and Pamphlet Binding for single signature textblocks shall include the following specifications and shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library.

1. The Specifications for single signature textblocks to be bound as Pamphlets include:
 - a. The normal method of leaf attachment is sew through the fold, with exceptions noted in #3 below.
 - b. Cover boards shall be heavy duty 50-60 pt. stock.
 - c. The spine material shall be Group F buckram.
 - d. Pockets shall be made of 10-pt. map folder stock or alkaline paper.
 - e. On the spine edge of the front cover, the composer, brief title and call number may be requested for stamping. All information will be cast vertically.
 - f. Pricing will reflect pamphlet with and without stamped title.
2. The Specifications for single signature textblocks to be Case Bound include:
 - a. The normal method of leaf attachment is sew through the fold with exceptions noted in #3 below.
 - b. Group F buckram and board suitable for the weight of the item shall be used.
 - c. Composer, brief title and call number shall be stamped on the spine of music scores. All information will be cast vertically.
 - d. Pockets shall be made of 10-point folder stock or black starch-filled cloth fitted over a board.
3. Case and Pamphlet binding for single signature textblocks may include the following combinations:
 - a. Pamphlet with pocket: A score is sewn into the pamphlet, and the parts are placed in a pocket.
 - b. Pamphlet sew only: The score is sewn through the fold in a pamphlet, no pocket is required.
 - c. Pamphlet with a pocket for parts only: Music parts are placed in a pocket attached to the back cover of a pamphlet. No sewing required.
 - d. Case for a score with one (1) or two (2) pockets: A score is sewn into a folder which is attached to the case. If one (1) pocket is requested, it shall be attached to the back cover. If two (2) pockets are requested, they shall be attached to the front and back covers.
 - e. Case with no pocket: A score is sewn into a folder which is attached to the case. No pocket is constructed.
 - f. Case with pocket(s) only: No score is sewn into the case. A case with pocket(s) in the back (and front, if two (2) pockets are needed) is constructed for titles that consist of loose parts.

G. THESES AND DISSERTATIONS

Prices quoted in **APPENDIX B: Price List** for binding of Theses and Dissertations shall include the following specifications and shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library.

1. The Binder shall state dimensions for base price.
2. Material will be bound as received.
3. Double fan adhesive binding is preferred. Oversewing may be used only when the Library permits.
4. The default covering material will be black Group F buckram with white foil.
5. Vertical orientation is required for the author's full name, while the call number (consisting of the word "Theses" and a date) should be oriented horizontally.
6. Binders board thickness shall not be less than .115 inch.
7. Some theses and dissertations may require a pocket or case for graphs, charts, maps, videotapes, audiotapes, compact disks, computer diskettes or any other similar materials.

H. NEWSPAPERS

Prices quoted in **APPENDIX B: Price List** for binding of Newspapers shall include the following specifications and shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library. Newspapers are 16" or more in height. The Libraries' newspaper copies will be in excellent condition and will generally not have been used by the public.

1. The Library prefers a method of leaf attachment that preserves inner margins such as double fan adhesive binding or sewing through the fold. Methods may include reinforcement of folds and hinging-in of loose sheets. The Library prefers methods that can be reversed if necessary for future reformatting.
2. Endpapers shall have extra reinforcement, as appropriate.
3. Rounding and backing are at the Binder's discretion.

IV. BASIC SPECIFICATIONS FOR ENCLOSURE CONSTRUCTION

Prices quoted in **APPENDIX B** for Enclosures shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library. The Binder shall state the dimensions for each enclosure style for its base price.

A. Double tray boxes: Cloth and Board

1. Double tray book boxes, also known as “clamshell boxes” should be constructed using binders board of a weight suitable for the size and weight of the contents they are meant to protect.
2. Double tray boxes shall be suitable for all dimensions of bound volumes or loose plates.
3. Enclosures shall be constructed in a clamshell design so that contents can be removed and replaced in a non-damaging fashion. The box should close completely and securely.
4. Brief title/author information and call number shall be stamped on the spine using a color of stamping foil that contrasts well with the Group F buckram.
5. The Library may send the contents of the box for custom fitting, or it may choose to simply send the measurements in three dimensions.
6. The Binder should have the capability of receiving measurements and labeling information electronically from the Library.

B. Double tray boxes: Corrugated board

1. Double tray boxes, constructed in the one-piece “pizza box” design should be constructed from corrugated boards.
2. The Library will supply the Binder with three dimensional measurements for each enclosure to be produced. All enclosures will be made exactly to these measurements with no more than a 3mm tolerance.
3. Enclosures should be constructed in a one-piece, clamshell design so that contents can be removed and replaced in a non-damaging fashion.
4. The Binder shall state the thickness or depth measurement required for the box to close completely and securely.
5. The Binder will stamp or print title, author and call number labeling information provided by the Library.
6. The Binder should have the capability of receiving measurements and labeling information electronically from the Library.

C. Phase Boxes

1. Phase boxes shall be constructed using board of a weight suitable for the size and weight of the contents they are meant to protect. The Library preference is for alkaline buffered 60 pt. blue gray barrier board.
2. Box configuration shall include two custom cut strips of board crossed and adhered to form a floor and four flaps which wrap around a book and support it firmly. The flap to be folded over the book first shall cover its entire front board, and shall be stamped “fold this flap first”.
3. The box shall be closed by very strong velcro fasteners unless the Libraries specifies waxed linen cord ties and rivets which shall be fastened to the fore edge (not to the front or rear), so that the box does not damage materials which will be shelved beside it.
4. Brief title/author information and call number shall be stamped on the spine of the box using black or white foil.
5. The Library may send the contents of the box for custom fitting, or it may choose to simply send the measurements in three dimensions.
6. The Binder should have the capability of receiving measurements and labeling information electronically from the Library.

V. BASIC SPECIFICATIONS FOR DIGITAL REFORMATTING AND FACSIMILE REPRODUCTION

Prices quoted in **APPENDIX B** for Digital Reformatting and Facsimile Reproductions shall conform to the **I. MATERIALS SPECIFICATIONS** and the **II. BASIC TECHNICAL SPECIFICATIONS** in all points unless otherwise specified by the Library.

A. Digital Reformatting

1. The Binder shall provide digital images in bitonal, grayscale or color.
2. All images shall be uncompressed TIFF files. Bitonal images shall be 600 dpi resolution. Grayscale and color images shall be 300 to 400 dpi resolution.
3. The Binder shall have the facility to work with embrittled volumes, some of which may be intact volumes while others may have separate leaves or signatures.
4. The Binder shall use bitonal image capture for text based and line art materials. Color scanning should be used for covers, decorative endsheets and color illustrations. Grayscale will be suitable for halftone and black and white tonal materials.
5. PDF derivative files should be an option.
6. All images shall be organized in a folder bearing the book title. Each image shall be uniquely named and arranged in page order.
7. Digital images shall be conveyed by CD, DVD or FTP to the Libraries.
8. At this time, the Libraries do not require optical character recognition (OCR) or metadata services.

B. Facsimile Reproductions

1. The Binder will use the digital TIFF images to reproduce specialized preservation quality facsimile replacements for embrittled books.
2. Facsimiles should be produced on archival quality paper which meets or exceeds ANSI/NISO/LBI Standard Z339.48-1992.
3. The copy replacement should be duplexed, and registration of the recto and verso should vary less than 5mm from the registration of the original.
4. The margins of the textblock of the facsimile will be increased by 1/8 inch on the head and fore-edge, 1/4 inch on the tail, and will be at least 1-1/2 inch from the text on the gutter margin. Unless otherwise specified, all items will be double fan adhesive bound according to specifications for Standard Monographs.
5. All copies should be able to pass the tape pull test to ensure a uniform bond of the pigments to the paper surface.
6. All copies should maintain consistent clarity and contrast, exhibiting full black print, gradations and medium values in halftones and diminished distracting stains and discoloration in the original.
7. The Library shall assume responsibility for completeness and best copy. Some marginalia may be present.
8. The Binder should have the ability to reproduce oversized material, color material, and continuous tone illustrations.
9. Due to the nature (i.e., out-of-print, scarcity, or fragile) of the materials being reproduced, the Binder will be expected to perform the work without errors in workmanship or binding.
10. It is anticipated that a minimum of fifty (50) books will be sent to the Binder for facsimile reproduction during the first twelve (12) months. However, due to uncertainties as to what needs may arise during the contract period, the University of Kentucky reserves the right to increase or decrease the quantities,

as deemed necessary.

VI. MISCELLANEOUS BINDING TREATMENTS

Binding, reformatting, conservation, labeling and shelf ready services other than those specified in this contract may be of interest to the Library. If the Binder offers such services, these should be described and rates charged for these services should be indicated.

Appendices

Appendix A: ANSI/NISO/LBI Standard for Library Binding. Bethesda, MD: NISO Press, 2000.

Consult the standard at the National Institute for Standards Organization (NISO) website. The standard is referenced as ANSI/NISO/LBI Z39.78 2000. The URL is http://www.niso.org/apps/group_public/download.php/6565/Library%20Binding.pdf

Appendix B: Price Lists

All quantities stated herein are purely estimates based on past usage and are not to be construed or inferred as being guarantees. The University will be obligated to purchase only that quantity needed during the term of the proposed contract or any extension thereof.

All items should show a unit price or the bid will be considered non-responsive.

Pricing is to remain firm for the initial term of the contract. Following the initial term of the contract the maximum allowable adjustment shall be the percentage of change in the United States Producer Commodity Price Index, Table 6, Producer Price Index and Percent Changes for Commodity Groupings and Individual Items, (Book Binding code #0938) as measured over the twelve-month period ending at sixty (60) days prior to the end of the current contract period.

The contract price will be reduced to reflect any industry-wide decreases. The successful contractor is required to furnish the Purchasing Division with notice of any price decreases as soon as such decreases are available.

PRICE LIST FOR BINDING PRODUCTS

<u>Description</u>	<u>Unit Price</u>
Periodicals/Standard	\$ _____
Periodicals/Standard/Books to Match	\$ _____
Periodicals/Custom	\$ _____
Periodicals/Custom/Legal Brief	\$ _____
Periodicals/Economy	\$ _____
Charge per inch for periodicals over base height	\$ _____
Charge per inch for periodicals over base thickness	\$ _____
Monographs/Standard	\$ _____
Monographs/Economy/C-1 Cloth	\$ _____
Monographs/Economy/Mylar-laminated	\$ _____
Charge per inch for monographs over base height	\$ _____

Charge per inch for monographs over base thickness	\$ _____
Music Score Pamphlet Binding, 50-60 pt. board Single signature sewn through fold	\$ _____
Music Score Pamphlet Binding, 50-60 pt board Single signature sewn through fold with pocket for parts	\$ _____
Music Score Pamphlet Binding, 50-60 pt board Single signature sewn through fold with two (2) pockets for parts	\$ _____
Music Score Pamphlet Binding, 50-60 pt board Pamphlet with pockets for parts only	\$ _____
Music Score Pamphlet Binding, case bound Single signature sewn through fold	\$ _____
Music Score Pamphlet Binding, case bound Single signature sewn through fold with pocket for parts	\$ _____
Music Score Pamphlet Binding, case bound Single signature sewn through fold with two (2) pockets for parts	\$ _____
Case with pockets for parts only	\$ _____
Theses	\$ _____
Newspapers	\$ _____

PRICE LIST FOR ENCLOSURES

<u>Description</u>	<u>Unit Price</u>
Double tray boxes (cloth & board)	\$ _____
Additional charges for double tray boxes, specify:	
Pizza Boxes (double tray corrugated board)	\$ _____

Additional charges for pizza boxes, specify:

Phase boxes \$ _____

Additional charges for phase boxes, specify:

PRICE LIST FOR CUSTOM FEATURES

<u>Description</u>	<u>Unit Price</u>
Charge per vol. for recasing	\$ _____
(Retain original sewing structure)	
Charge to provide and insert Tattletape theft detection strips	\$ _____
Imprint	\$ _____
Charge for hand sewing volume	\$ _____
Paper stubs, per 1/2 inch thickness	\$ _____
Foam stubs per 1/2 inch thickness	\$ _____
Paper pockets (for maps, etc.)	\$ _____
Fabric pockets (for maps, etc.)	\$ _____
Audiotape case	\$ _____
Videotape case	\$ _____
Diskette case	\$ _____
CD or DVD case	\$ _____
Head, tail, or panel lines	\$ _____
Front cover lettering	\$ _____
Color, acid-free separation sheets	\$ _____
Removal of scatter ads	\$ _____
Charge per hour for extra or miscellaneous work, including special treatment listed elsewhere in the contract	\$ _____

PRICE LIST FOR DIGITAL PRODUCTS AND FACSIMILE REPRODUCTIONS

<u>Description</u>	<u>Unit Price</u>
TIFF images, bitonal, per page	\$ _____
TIFF images, grayscale, per page	\$ _____
TIFF images, color, per page	\$ _____
Delivery of images, specify	\$ _____
Additional image capture charges, specify	\$ _____
Printing for textblock preparation, per duplex page	\$ _____
Standard monograph binding	\$ _____

**PRICE LIST FOR MISCELLANEOUS SERVICES OR PRODUCTS NOT SPECIFIED
IN THIS CONTRACT**

Briefly describe each additional or miscellaneous service or product your company provides that may be applicable to this RFP and provide per unit cost. Specify minimum shipment requirement(s) where applicable.

Appendix C: Materials to be Submitted with Response

- I. Labeled samples and specifications for materials used, including:
 1. Specifications for all adhesives used
 2. Sample of each construction of endpaper used, marked to indicate the style(s) of binding for which it is used
 3. Sample of material used for the inlay in case making
 4. Sample of spine lining
 5. Sample of reinforcing material used at head and tail of spine (if any)
 6. Sample of material used for making pockets
 7. Sample of materials used for making media (audiotapes, videotapes, computer diskettes, compact disks) pockets or cases
 8. Sample of corrugated boards to be used for enclosures

- II. Labeled samples of work for examination by the Library. The samples can be returned to the Binder at the Binder's request. Submit samples as indicated below:

complete: one example of the completed structure

textblock: one example of the textblock prepared to the point of casing in

1. Standard Periodical, sewn through the fold by machine	<i>textblock</i>
2. Standard Periodical, sewn through the fold on tapes	<i>textblock</i>
3. Standard Periodical, double fan adhesive bound	<i>complete</i>
4. Standard Periodical, oversewn	<i>textblock</i>
5. Standard Monograph, recase, original sewing retained	<i>complete</i>
6. Standard Monograph double fan adhesive bound	<i>complete</i>
7. Economy Monograph	<i>complete</i>
8. Economy Monograph with Mylar-laminated cover or equivalent	<i>complete</i>
9. Monograph with a case/pocket for a CD	<i>complete</i>
10. Pamphlet binding, stitched through the fold, stamped with composer, title and call number	<i>complete</i>
11. Case with two pockets for parts	<i>complete</i>
12. Phase Box	<i>complete</i>
13. Double Tray Box made with corrugated cardboard	<i>complete</i>
14. Facsimile reproduction made from digital files	<i>complete</i>
15. DVD with TIFF files created from a bound volume	
16. If the Binder uses an Ultrabind, a sample product prepared on the Ultrabind machinery	<i>complete</i>
17. Standard adhesive recase	<i>textblock</i>

Appendix D: Evaluation Criteria for Binding Samples

The University of Kentucky Libraries Request for Proposals for Library Bindery Services requires that Binders submit specified samples of materials and products for inspection.

Preservation Department and other staff shall examine and evaluate these samples based on the criteria listed below. After examination, the samples can be returned to the Binder at the Binder's request.

- **Materials**

The materials used in the samples should conform to the specifications set forth in the contract and the *ANSI/NISO/LBI Standard for Library Binding*.

- **Methods**

Samples should be executed using the leaf attachment, trimming, casing in methods described in this binding specifications document.

- **Execution of methods / Workmanship**

Samples shall be judged on how successfully the methods and techniques used in the samples have been executed:

- Spine stamping is evenly impressed and crisp
- Covering cloth/buckram is smoothly adhered to both boards
- Boards are not bowed
- Board thickness is adequate for the weight and size of the volume
- The joints are parallel to the spine and are strong and adequately deep
- When appropriate, the spines are rounded and backed
- Turn-ins are uniform and are at least one-half inch wide
- Spine linings extend onto boards at least one inch
- Endpapers are smoothly and completely adhered to boards and are cut straight
- Leaves are securely attached within the text block using a method appropriate for the volume
- Edges and margins are free from excess adhesive

- **Overall performance of volumes**

Volumes open easily, stay open, and function well when taking into consideration any inherent constraints of the volumes' features

- **Completeness of sample set**

The Binder has provided all requested samples listed in the specifications document
The samples are fully representative of the binding styles and methods specified