



## Textbook/Library Rebinding Packet 2011

### Product Information:

We receive a variety of original cover styles on the books we rebind. The important factors are how the book started out originally, and the condition in which it arrives. This determines what options are available to us in rebinding. If original covers are not suitable for retaining the graphics, the book may be bound with a generic cover.

**Condition:** The condition of the original textblock (pages) will greatly determine the success of the bound volume. Major repairs on-site often complicate the bindery's ability to successfully rebind a book for long-term use. Tape on one or two pages is not good, but a succession of pages with tape reinforcement at the spine will make the book almost impossible to bind. Books will be bound as received – please verify that pages are not folded or 'dog-eared' prior to sending them in for rebinding. Partial/rejected books will be discarded at the bindery.

**TEXTBOOKS** - The purpose of textbook binding is to rehabilitate and rebind the books, placing them in good condition for additional years of usage. Our time tested and sturdy binding methods will add years of life to your textbooks.

All **textbooks** are trimmed 1/8" on 3 sides. The spine of the book may be trimmed up to 1/2", based on the previous binding method. It is the schools responsibility to check textbook margins to ensure there is adequate margin for trimming and rebinding.

**LIBRARY BINDING** – (Library binding is generally processed and invoiced separately and not returned with textbooks.)

**Monographs:** (whether originally hard bound or paperback) are bound per *ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding*. The HF Group, LLC determines the best binding method. Color reproductions may be made of the covers. This will be covered in a durable film lamination and the cover will be cased on the original text block. (Binding tickets are not needed for this process.)

For cloth covers, your binding ticket will be followed for title and author information as well as print and material color. A cover color will be selected if none is given (color chart available on web site) and white print will be used. Monographs receive title and author information on the spine. If no binding ticket is provided or the information is not complete on the ticket, our Standard will be followed. Printable binding tickets can be found on our website at: <http://www.thehfgroup.com/textbook-rebinding> . If a binding ticket is NOT provided or the information is not complete on the ticket, our Standard will be followed.

**Size:** Our prices are quoted on a base size. Larger volumes may incur an extra height and thickness charge per book (see your bindery pricing sheet for this information). Volumes over 4" thick will be divided.



**Standard Periodicals:** All Periodical volumes are checked for completeness and order. Incomplete volumes will be returned unbound unless “Bind As Is” or “Bind Incomplete” is noted on the binding ticket. The most appropriate leaf attachment will be used following the ANSI/NISO/LBI Standard for Library Binding’s decision tree.

The binding ticket will be followed for title and variable information, as well as print and material color. A cover color will be selected if none is given and white print will be used. Periodicals receive title and variable information on the spine. Binding tickets will also be followed for abbreviations, order of variables, and what variable information is to be printed. Printable binding tickets can be found on our website at: <http://www.thehfgroup.com/textbook-rebinding>. If a binding ticket is NOT provided or the information is not complete on the ticket, our Standard will be followed. Periodicals must be bundled together as they are to be bound by a single rubber band.

**Size:** Our prices are quoted on a base size. Larger volumes may incur an extra height and thickness charge per book (see your bindery pricing sheet for this information). Volumes over 4” thick will be divided.



## **Textbook / Library Binding 2011 Checklist**

For your convenience, we have created the following checklist to aid you in your binding preparations.

### **Review Textbook Packet**

#### **Be sure to note:**

- If orders are to be processed separately and boxed with **INDIVIDUAL** school **NAMES**, or need to be **INVOICED SEPERATELY**, a **Billing and Shipping form** must be filled out and sent to us from **EACH** school. We will create a sub-account for each school so they can be boxed and/or invoiced separately.
- If you are requesting our pickup and delivery service, we must receive your Billing and Shipping form by 6/17/2011. Forms received after that date may not be eligible for our truck service.
- Orders under 100 volumes should be packed securely and sent to us via common carrier.

### **Fill out the Billing and Shipping form(s)**, sign and fax back to your bindery.

- The fax numbers for each bindery can be located at <http://www.thehfgroup.com>
- Once the bindery has received and processed the Billing and Shipping form, the bindery will contact you with your week of pickup.

### **Fill out Titles List**

- A title list is required for textbooks, a title list is not required for library binding, but is appreciated.

### **Procure a Purchase Order**, from your accounts payable/accounting office.

- A separate purchase order is required for textbooks and library binding.

### **Stamp the title page** of each book with your schools name and address.

- This is designed to help the bindery return the books to the correct school, if like titles get mixed together by mistake.



**\_\_\_ Pack textbooks and library binding separately**

- They will be processed as separate orders and invoiced separately.

**\_\_\_ Pack boxes and label each with:**

- 'T' for textbooks or 'L' for library binding.
- Your account number (if possible) and school name.
- Number the boxes – (one of six, two of six etc.)
- Box weight limit is 60 lbs.

**\_\_\_ Place Titles List and Purchase Order in the box labeled box “one of one”.**

**\_\_\_ Ship via common carrier**

**(or)**

**\_\_\_ Have your order ready for your week of pickup.**

- If we attempt to pickup and no one is at your location to give our driver your order, an email will be sent to you and you will need to send your volumes in via common carrier.
- When your order is complete, if we attempt to deliver your order and no one is at your location to receive the order, the books will be returned to the bindery and shipped via common carrier to your location. Common carrier costs would then be added to your invoice.

## TRANSPORTATION AND PACKING:

- 100 volumes or more may be picked up free of charge by our trucks, if your location is on one of our scheduled truck routes.
  - Smaller quantities may be picked up, please contact your bindery for specific transportation requirements and fees.
  - - If you request our house truck pickup service and your quantity is less than 50 books, you will be assessed a \$200.00 fee along with all return shipping costs.
  - If we attempt to pick up and/or deliver and no one is available, you will be responsible for all shipping charges.
- If your location is not on our distribution routes or below 100 volumes (50 volumes with an extra \$75 fee), the books shall be packed securely and shipped to the bindery.
- To find out if you are in our distribution area and qualify for truck pickup, please submit the Billing and Shipping / Pickup Request Form located on page 7 by 06/17/2011.
- Fuel Surcharge: A fuel surcharge of 4% or less will be charged on all orders at the time of invoicing and is based on the price of fuel at the time of shipping.
- **Pack textbooks and library binding separately** – they will be processed as separate orders and invoiced separately. Each bindery has minimum invoice requirements for textbooks and library books, Please contact your bindery for specific requirements.
- Your **Purchase Order** should be included in the box labeled “#1”.
  - Textbook orders and Library binding orders will need separate Purchase Orders and Titles Lists.
- Pack boxes and label each with:
  - ‘T’ for textbooks or ‘L’ for library binding.
  - Your account number,
  - Number the boxes – (one of six, two of six etc.)
  - Box weight limit is 60 lbs.
  - Place Titles List and Purchase Order in the box labeled box “one of one”
- Do not put over 60 lbs. of books in one box.



