

Library Binding

1. Does the institution use a library binder for binding or rebinding of monographs or serials in the historical collection? If yes, is the binder a member of the Library Binding Institute?
2. Does the institution have a written contract or specifications with the binder beyond a product/price list? If so, describe the terms and specifications included or attach an example contract.
3. What items from the historical collection have been re-bound?

How are decisions made about which items should or should not be re-bound?

4. Does the institution specify the method of leaf attachment to be used, or is that decision left to the binder?

Is there a no-trim policy?

5. What types of quality control inspection are performed by staff for items that have been returned from the bindery?

6. Does the work done by the current binder appear to be satisfactory?

Are changes to the binding program needed? Please describe in detail.

7. What are the highest priorities for library binding?