

Binding 101

How to preserve
your papers

Manuscript preparation

Pages must be crisp and relatively flexible.

(A good way to test your paper is to bend a small corner of a back page. If the corner breaks off the page is too brittle to bind.)

Pages are trimmed when they are bound. The text must be at least $\frac{1}{4}$ inch from the lefthand margin. $\frac{1}{2}$ to $\frac{3}{4}$ is best.

Consider your paper. Paper will last longest if it is archival or acid free. If you are not sure pH pens are available from good art stores. They will help you determine if the paper you have is highly acidic.

Cover choice

Library binding

The type is what you see on most library books. It is bookcloth, which is a woven cotton polyester, with a water-based acrylic coating. Large selection of colors which can be viewed on the bindery's web site. \$10.00 per volume.

Leather binding

Leather bindings are available, although they are more expensive. About \$50 for the standard bible

Lettering

Lettering may be gold, black or white

Lettering can appear on the spine and/or the front cover.

Lettering on the spine is desirable because it is visible when the book is on the shelf, but may have to be shortened if the book is thin and/or the title is long. Please specify how to shorten (for example, truncate title or eliminate the author before title is truncated)

Extras

Current covers. The current cover of a hardback cannot be saved. Paperback covers may be mounted onto the surface of the resulting hardback preserving the cover's artwork.

Additional paper materials can be bound with existing pages. I recently had a student bind all her class notes with the handouts she received in class.

Pockets and/or cases can be affixed inside the cover for posters, cds, or other flat objects that you want to keep with but do not want to be glued into the volume.

Remember the results don't have to be as weighty as the original. One English professor has divided her anthologies in order to make them easier to use.

Odds and ends

Preserving comments written in the book. In general, any text written in the book can be saved as long as it is not too close to the inner lefthand margin. Text on the inner side of a hardback cover cannot be saved. Text on the inner side of a paperback cover may be saved simply by treating the covers as additional pages and putting the whole book within a hardback cover.

If a book cannot be rebound (maybe because it is too brittle or you don't want to lose text on the backside of a hardback cover) you can order an archival box. The box is simply a custom made case that protects the book as it sits on the shelf.

And in Conclusion

We send your books to the HF Group bindery in Greensboro. For further details about their services see their website at www.thehfgroup.com.

The books are not sent immediately but held to meet a minimum shipping requirement. Please allow at least six weeks for items to be bound. If you are planning to give the item as a gift consult with Jean Rick RickJ@Meredith.edu (Ext. 8383) to be sure that it can be bound in time.