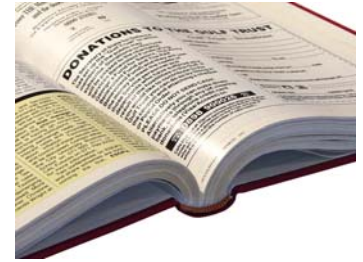
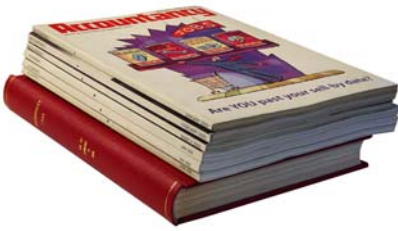


JOURNAL BINDING FACTFILE

INTRODUCTION

Despite the increasing availability of periodically published information or serials in electronic formats either on-line or on disc, there is still a great requirement for the safe and accessible storage of information in hard copy form. Magazines and journals printed on paper are often a valuable source of primary information and, as such, require to be carefully retained by library and information centres. Left unbound though this expensive material is prone to damage, loss, mis-shelving and can consume too much valuable shelf space.



BENEFITS

A regular binding programme for subscribed serials provides a number of key benefits for library staff and users:

- ◆ Secures part publications from becoming torn, tatty and dog-eared through bad handling or boxing
- ◆ Preserves information over long periods of use
- ◆ Allows for published index to be retained with relevant volume
- ◆ Makes reference and browsing articles easier
- ◆ Enables photocopying
- ◆ Saves valuable shelf space by removing unwanted pages and covers from publications
- ◆ Bound volumes take up less storage space than loose parts held in boxes
- ◆ Prevents accidental loss or theft of individual parts
- ◆ Reduces staff time managing stock on shelves
- ◆ Enhances value of collections

STYLES AVAILABLE

There are a variety of different styles available to suit the range of publication formats produced and types of use and demands made of the information. In addition, services offered reflect the constant pressures on library budgets to secure best value for money and the need to economise. The following options may be available dependant on the suitability of paper, size, form of original publication and future uses over an expected retention period:

■ Traditional Full Cloth Specification

Allows for the removal of double-sided pages of adverts, supplements, covers and other ephemeral unwanted material, correct positioning of contents and index pages, accurate checking and ordering of parts and paginated pages. Volumes are rounded and backed before casing in to cloth-covered cases and lettered on spine to match exact requirements to ensure continuity of shelf appearance

■ Saver-Style

Technically the same binding processes are used as above but we allow you to benefit financially by not removing any material from the bound volume

■ Unsewn Format

Either of the above styles, which utilise a strong sewing method to secure the pages according to the type of original publication, can be processed without the use of sewing threads. Pages are instead consolidated together and held securely in place by a flexible PVA adhesive applied by hand for best results. However not all paper types and sizes are suitable so we restrict the use of the unsewn format as necessary. Please see our **Journal Binding Sewn or Unsewn? Factfile** as it provides comprehensive information to help you decide which format will best suit your collections.

HOW TO PROCEED

It is always sensible to discuss your arrangements with our Binding Consultant in advance before sending any binding as a full understanding of your requirements can then be communicated to the bindery staff ensuring total accuracy of instructions and your subsequent satisfaction with the results achieved.

Stationery and Instructions



We will provide you with binding slip sets to speed up the binding preparation process. A set of your Standing Instructions is created by us indicating general style and format requirements, class mark layouts, spine information preferences, any cloth



colours not to use and invoicing details etc. Individual instructions can be communicated to us for each new title via the binding slips or your serials cards or you can send a pattern volume/board for each title. This individual specific information will be held in our rub retrieval database for future use and matching purposes. Pattern volumes can be returned to you in advance of the completed binding if required. A shade card of cloth colours is available for new titles.

Changing Instructions

Please let us know of any change in general or individual instructions by writing to us separately from the sending of the binding, binding slips or serials cards so that there is no confusion and vital instructions are missed. We also need to know if the change is a one off or permanent change.

Packing Journals and Collections

We can provide suitable reusable strong cartons or plastic lidded boxes free of charge. Journal parts should be banded together into volumes using rubber bands or string with a completed binding slip for each and a list of all journal titles in the order if available. Ensure all boxes are securely sealed and that each box is labelled with our preaddressed carton label. Contact us to arrange for a collection or send us your official order.

Journals in the Bindery

On receipt of your consignment and an initial check that we have received all of the work and instructions an order acknowledgement will be sent to you. At any time, should an urgent need arise for a particular article/s, let us know and a copy can be taken and mailed or faxed back to you. Unless we discover that volumes are incomplete in which case you will be notified, orders will be fulfilled and returned as one consignment.

SUMMARY

We have been experts in the field of journal binding for many years and would be happy to provide you with more information or samples on request.

Please contact your Binding Consultant or Gary Blissett on

TEL: 020 8992 3965
FAX: 020 8993 1815
E-MAIL: admin@blissetts.com
WEB SITE: www.blissetts.com

Established in 1920, Blissett Bookbinders provides a full binding service to Public, Academic and Research Libraries throughout the U.K. We work very hard to ensure our goal of providing our customers with value for money, high quality and good service. We have established transport arrangements in your area and can supply regular collection and delivery schedules on request. Expect a regular 4-week turnaround.