

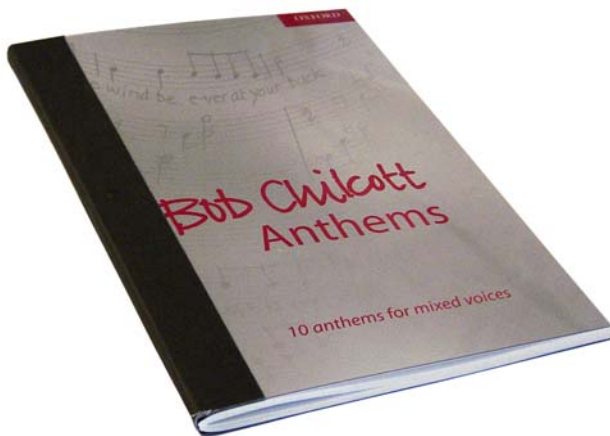
PAMPHLET BINDING & VISUALS FACTFILE

Pamphlets and other small format publications often contain useful information that is only available to libraries in this awkward storage form. Commonly known as '**grey literature**', the items need to be kept and used as individual publications but are prone to considerable **damage** from wear and tear or **loss** within the general book stocks on library shelves. Being flimsy and thin, pamphlets filed without any strengthening support, cause difficulties for staff and users alike.

Library binders have tended to use the term '**Pamphlet Binding**' for archive, reference and local history or similar material published in single or narrow multiple section format that is strengthened and reinforced for extensive library use. '**Visuals**' define sheet music, play scripts and small children's paperback books.

The specification of Pamphlet Binding and Visuals is identical. The publication is suitably and **economically protected** by removing any metal staples and sewing in a **clear plastic fronted folder** with a stiff **manila card back board**. The illustrated front cover or title page, shows clearly through the plastic but relevant title, author or composer and class marks may also be blocked on the **black cloth spine**, if required, at a small additional cost. Other alternative cloth colours are available for spines on request.

The pamphlet can be lightly **trimmed on three edges** to clean off any dirt or small tears. Historical papers can be Pamphlet Bound without trimming if so instructed. Any extra repair work that needs to be undertaken before binding is charged at normal rates. This may include the removal of pressure sensitive tapes or repairs to torn paper and the removal of paper clips or metal pins.



It is best therefore to have pamphlets and visuals bound prior to issuing or first use in the library or archive. If you are considering a large number of the same or similar titles being bound as pamphlets, you could contemplate having a **Slip Case** or **Orchestral Case** designed and constructed to hold the collection together. This helps both storage and issuing of library sets.

Single section refers to sheets of paper folded in half once and either stapled or stitched when originally produced. Publications with more than one section are known as multiple sectioned. Unfolded **single sheets, multiple sections and single section formats** are all possible to bind as Pamphlet Bindings or Visuals.

Pamphlet Binding is useful for adding value and protection to material that may not normally be expected to have a long shelf life or currency. It is a relatively low cost method of helping to store and use this flimsy material in a library or archive environment. If heavy and prolonged use and extended storage times are anticipated we can recommend other binding options that might be more appropriate. Please discuss such requirements with your Binding Consultant or contact us directly. Other related Factfiles to consult are Local Studies, Hardcopy Reproduction, Music & Drama Binding and Maps & Documents.

For more information or details of current charges please contact us:

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