

## SCHOOL LIBRARY BINDING FACTFILE

**We are often asked what the difference is between the different styles and categories of binding. This Factfile sets out to unravel this mystery**

At Blissett Bookbinders we set out our services and guide to prices in annually updated specification sheets and price schedules. The price schedules are deliberately quite brief and give only a flavour of the services on offer. By necessity they cannot be as comprehensive as we would wish. For this reason, Factfiles are also made available. These support our range of services and products and are available to download from our web site.

This Factfile differs from others in the series in that it gives a general overview of the services we offer to school libraries and learning resources centres and is not specific to one subject.

The re-binding sent by schools over the years has changed in substance somewhat and today we are asked to provide a balance between the price, service and quality that we offer in all the work we undertake. We are often asked, for example, what is the difference between lending work and prices and the reference quality and cost?



The notes that follow will provide library staff an insight into our methods of working and hopefully enable you to make the right choices for binding.

Cheapest is not always best. By the same token, why pay for something you do not want!

*Opposite: Our latest van used for collections and deliveries to Libraries within London and the south east. Outside this area we contract carriage within UK mainland to overnight secure carriers.*

## OUR BINDERY

We are dedicated to getting your binding right. Therefore please understand that when you have instruction changes or problems, it is in your interest to let us know what they are.

Our bindery is organised with mass re-binding kept separate from the binding that requires special attention. We have spent thousands of pounds in developing a structure of customer Standing Instructions, which are networked by computer throughout the bindery enabling all departments to view your precise requirements.

These standing instructions are not written in stone. They can be changed at any time should your authority change certain processing procedures for example, or if we have not done something exactly as you would have liked.

All orders are acknowledged once unpacked in the bindery and an estimate sent of the likely costs of each consignment. We are the only UK Library Binding Company to send out these Order Acknowledgements to our customers.

## HARDBACK FICTION, NON-FICTION, PAPERBACK, CHILDREN'S

Within our bindery, we hold very specific instructions for each of our customers. **'Standing Instructions'** give a broad outline of the normal instructions applicable to each school library i.e. such as a set of instructions to be applied to **all** the books in an order, so that we do not need to take account of individual instructions with each book.



Your sending books for binding packed as hardback fiction, or non-fiction, paperbacks, children's books or large print or ethnic language books with printed paper covers in bulk allows us to offer the lowest prices because we are reflecting the savings in time that this product segregation allows. However, for small orders please pack different categories together.

We apply the broad standing instructions e.g. the preferred style of binding, where to place and paste date labels, type of barcodes to be regenerated, security triggers and class mark layout etc. to the whole order in the sure knowledge this is how you want the order processed.

You can choose from a **re-sleeved style** for books with a loose dust jacket where the rebound book has the original dust jacket trimmed to size and wrapped around the book in a new protective library sleeve. Alternatively whether you have loose dust jackets, printed paper covered boards or paperback covers these can be rebound in our **laminated style**. If you need the spine lettering with title, author and class mark then please let us know. Books can be re-sewn if required at extra cost or rebound in library buckram cloth with gold spine lettering again at additional cost.

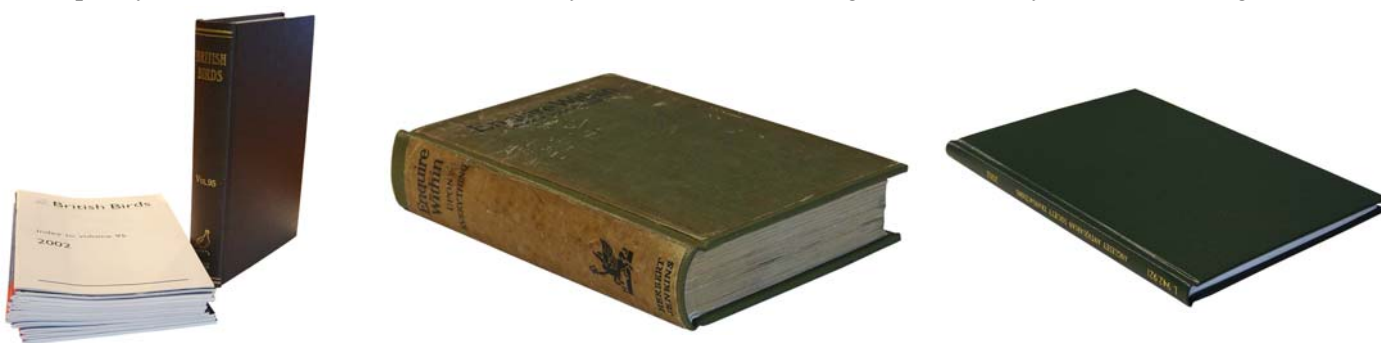
It is worthy of note that certain 'extra' work can often be undertaken with no extra charge being made e.g. insertion of a photocopy or repair to a particular page or removal of <sup>TM</sup>Sellotape. However, a small note in the book is not the best means of doing this. Better is a large piece of paper held in place by rubber bands on the front board, so it stands out from the 'crowd' helping to keep our work, and therefore your charges, to a minimum.

**This style of binding is not suitable for reference, rare or valuable books or those for which exceptionally heavy use is expected**

## REFERENCE, JOURNAL, NEWSPAPER, PAMPHLET & LOCAL HISTORY

Again, as above, we hold full Standing Instructions for all specialist work. However, in stark contrast to 'non-instruction' binding, this individually processed work can take account of your very specific instructions and if this is the case, then every book is inspected closely for colour, lettering and binding style requirements etc.

The time taken, the materials used and the processes required to bind the book are far superior to those given to bulk hardback fiction, non-fiction or paperback work and because of this, our guarantee of workmanship, insurance and quality etc. is enhanced. It is not necessary for instructions to be given with every book because again we can



hold full instructions as to your preferences. This information is held on computer and built up through either, years of experience or, in the first instance, by your thorough discussion with our Binding Consultant. Conversely, we can supply instruction slips in triplicate or specially designed instruction slips with full binding information designed to your specification.

When sending to the bindery, you should pack these books in separate boxes and mark the boxes very clearly. Alternatively, the odd 'special' book should be clearly highlighted within a box, which contains mostly non-instruction work. Unless otherwise instructed, we will normally use our own expertise and judgement when deciding on binding requirements. If we get this wrong, then tell us and Standing Instructions can be changed.

**These styles of binding are for books, which are likely to receive heavy use or when their actual or perceived value or rarity value can be demonstrated**

## RESTORATION OF RARE & ANTIQUARIAN VOLUMES

This work requires 'sympathetic' treatment and although usually undertaken with specific instructions, we have set a standard for certain of our customers and what follows is a basic 'rule of thumb'

We are to rebind or restore volumes to near their original format and look. If there is no binding to restore or match, then we judge (or take account of your instructions) whether to bind in full, half or quarter leather and whether marbled sides, cloth sides, raised bands etc. are called for.

We bind to what we consider 'Classic English style' with smooth leather, not grained. Lettering pieces would be used where original and blind lines are preferred to gold although, again, this is left to us.



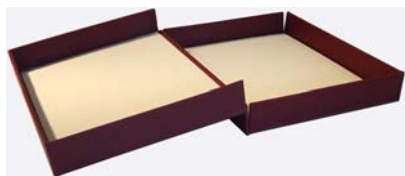
Materials used are acid free and all processes used are reversible. No trimming of the book block is carried out and all original materials including book plates are retained where possible.

Our Binding Consultants are on hand to expand on any area where you need more information and we will also answer any queries you may have. Suffice to say, from the start we set up a full understanding of your requirements and keep these on record. Estimates of costs can be provided in advance.

## OTHER SPECIALIST SERVICES

From map repairs, mounting and encapsulation, to slip cases and archival box making and book servicing, Blissett Bookbinders can undertake a fully comprehensive and competitive service.

Hard copy facsimile reproduction, small run edition binding etc. are all areas where our knowledge of the most up to date technology can help ensure your library can cope with the demands of the modern reader. We can also



provide you with a digital printing service including a graphic design team and also a scanning to digitise information. Ask for our Factfiles on any of the services / products we offer. If you require information in any binding related area, we will help.

## CONTACT US

When the need for advice is rather more urgent we have bindery contacts available at all times. If you would like our Binding Consultant to call, please contact our office and ask to speak to Gary Blissett. Please do not hesitate to ask for any of the Factfiles currently available. They are specifically designed for customers and more importantly are updated regularly.

<b>Contact us on <i>TEL:</i></b>	<b>020 8992 3965</b>
<b><i>FAX:</i></b>	<b>020 8993 1815</b>
<b><i>E-MAIL:</i></b>	<b>admin@blissetts.com</b>
<b><i>WEB SITE:</i></b>	<b>www.blissetts.com</b>

**Blissett Bookbinders, Roslin Road, London W3 8DH**

**Your Binding Consultant is Gary Blissett**

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FACTFILES AVAILABLE TO DOWNLOAD FROM OUR WEB SITE IN THIS SERIES INCLUDE THE FOLLOWING:

<b>BOOK MAINTENANCE WORKSHOPS</b>	<b>MAPS &amp; DOCUMENTS TREATMENTS</b>
<b>BOOK SERVICING &amp; PROCESSING</b>	<b>MUSIC &amp; DRAMA BINDING</b>
<b>CHILDREN'S BOOKS</b>	<b>NEWSPAPER BINDING</b>
<b>HARD COPY REPRODUCTION</b>	<b>PAPERBACK BINDING</b>
<b>INCOME GENERATION</b>	<b>PAMPHLET BINDING</b>
<b>JOURNAL BINDING</b>	<b>PRE-BINDING PAPERBACKS</b>
<b>LEGAL INFORMATION ARCHIVING SERVICE</b>	<b>TEXT BOOK BINDING</b>
<b>LIBRARY &amp; INFORMATION STAFF TRAINING</b>	<b>THESIS BINDING</b>
<b>LOCAL STUDIES LIBRARY BINDING</b>	<b>UNSEWN JOURNAL BINDING</b>
<b>ON DEMAND DIGITAL PRINT &amp; LIMITED EDITION BINDING</b>	

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