

## BOOK SERVICING & PROCESSING FACTFILE

Stock Editing and Maintenance forms an important day to day activity for many libraries, from the buying of new titles to the disposal of old and possible replacement ordering - but the choice is not as simple as this.

As a leading Library Binder in the UK we also offer **servicing as an option** for new and old library stock alike which is quite apart from the binding options normally associated with a library binder. These services are designed solely to help your budgets stretch further and allow you the time to make more selective decisions. Our service supports the UK Government Standards, the Audit Commission's 1997 report Due for Renewal and the 1998 LA/NAG Guidelines for Public Library Stock Management.

### USED BOOKS - RE-SLEEVING & RE-WALLETING

The re-jacketing of hardback library books and the re-walleting of paperbacks offers the following benefits:

- ◆ The books get a refreshing distinctive new look with the discarding of the old plastic sleeves or wallets
- ◆ Library staff time is saved from, what otherwise, is a very time consuming job
- ◆ The library does not have to tie up money and space by holding stocks of sleeves, wallets or adjustable rolls
- ◆ The book jacket or cover continues to be kept in good condition so subsequent rebinding looks as good as possible

Most books can be re-sleeved or re-walleted, but it is important to note that it is very hard for us to make this choice for you unless very specific agreements are made before we take on the job. Therefore it is important for the staff selecting the work to have a basic understanding of when the book can benefit from this service or if a complete rebind is necessary. As with rebinding, it is better to select the book before there is too much damage. The rest is common sense, but our Binding Consultants are happy to visit and help you. The best way to get the message across is by way of our free training workshops where we can discuss this amongst other things, should you wish. We also welcome personal visits to our bindery for discussion with our staff.

### NEW BOOKS – SELECTIVE SERVICING & PROCESSING

Most Library Supply companies will undertake all the servicing requirements for their library customers, but there is a number of smaller specialist suppliers who do not offer full servicing. In these cases we offer: plastic walleting for paperbacks; sleeves for hardbacks; date labels; security triggers; process stamps etc., to the supplier as well as the library.

- ◆ We strongly suggest that the basic NAG standard is followed to achieve minimal cost
- ◆ The more complicated the servicing requirements, the more costly it becomes
- ◆ We do not have software or access to databases to support the production of either catalogue cards or book tickets



**We only use the best quality  
®Clearsleeves from Kirklees Paper  
Converters for jacketing books and  
®Lyfjackets from Book Protectors for  
paperbacks. Ask us for details**

## **OTHER SERVICING & PROCESSING OPTIONS FOR PREPARING NEW LIBRARY STOCK TO BE SHELF-READY**

All prices, delivery times etc. are agreed at the start of this business and we strongly suggest some time is spent with our Binding Consultant so that a full understanding of this service is gained by the library or library supplier. Work can be completed and returned within just two weeks.

Other servicing options are as follows:

- ◆ **Security Triggers and Tattle Tape insertion**
- ◆ **Date labels tipped or glued in**
- ◆ **Extra end sheets added for library stationary**
- ◆ **Process grid stamps**
- ◆ **Ownership ink stamps**
- ◆ **Class Mark labels**
- ◆ **Category stickers**
- ◆ **Bar codes produced and added with acetate covers**

For more information about this and other Binding Services from Blissett Bookbinders  
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