



**Wallaceburg
Bookbinding**
& MFG. CO. LTD.

1-800-214-BIND

FAX (519) 627-6922

LIBRARY BINDING GUIDE

Below are instructions for preparing and sending materials to Wallaceburg Bookbinding. If you have questions after reviewing the information below, please feel free to contact us.

1. Getting Started:

If you are new to Wallaceburg Bookbinding and have not had items bound with us before, please contact us to setup an account. Otherwise continue below.

2. Processing Periodicals:

A Periodical consists of the binding of one or more serial issues into one bound volume. As we process your periodicals at the bindery, the information such as title, material colour, print colour and collating pertaining to each periodical sent by your library is stored in our computer system. This provides consistency in the binding of your periodical.

If your periodical has not been bound before by Wallaceburg Bookbinding, you may send a sample of a previously bound volume for us to match or send a photocopy of the spine, clearly showing the bottom. Do not reduce the size so that placement of spine text can be matched as best as possible.

Information Required for Binding Periodicals:

A binding ticket is required for each periodical. The issues must be placed in the order the customer wants them bound and held together with an elastic or string. i.e if binding the issues January through June, then January should be on top, followed by February, March, etc...

Place the corresponding binding ticket with each periodical, under the elastic on top of the first issue so that it can immediately be seen when the bindery unpacks the boxes.

Note: Use 2" as the guideline for thickness of one bound volume.

Where to obtain Periodical Binding Tickets:

- If you are using the LARS software, you will produce binding tickets as you create the job.
- If not using LARS, and a current customer of Wallaceburg Bookbinding, you should have a file of preprinted binding tickets. These binding tickets are usually 2 copy and 8 ½" x 5 ½" in size. If you are in need of preprinted binding tickets, please contact helpdesk@wbmbindery.com or call 1-800-214-2463.
- Another option is to use the pdf fillable periodical binding ticket.

Completing the Periodical Binding Tickets:

- If you are using the LARS program, you will be prompted for data entry of the variables. Make sure the collation instructions are as you require.
- If you are using preprinted binding tickets, make sure the title, variable and collation information is correct.

The brackets are your cue or prompt as to where information is required to be stamped on the spine.

For example:

{Vol} means a volume number is required. Write the actual ## beside it.

{Vol} 76

{Year} means the volume year is required. Write the actual ## beside it.

{Year} 2010

Note: the variable information inside the brackets { } is not printed on the spine but rather a prompt for variables.

For Example: {NOS} 1-6 will have only 1-6 stamped on the spine.

Nos.{NOS} 1-6 will have Nos.1-6 stamped on the spine as Nos. also appears outside the brackets.

Make sure a Collation Style is selected. If a collation style is not provided, we will bind it as tied.

- If you are using the pdf fillable periodical binding ticket, please complete all of the fields.

Additional information to complete Binding Tickets:

- Review our Binding Collation Styles
- Review our Colour Chart for cover material colours and stamping print colours

3. Processing Monographs:

A monograph is by definition a single document that forms a complete text (book) in itself. It is a one time publication unlike journals with regular issues.

Information Required for Binding Monographs:

A binding ticket is required for each monograph, except for Paperback – Lamabinds. Please label the books that are to be Lamabinds.

Where to Obtain Monograph Binding Tickets

- If you are using the LARS software, you will produce binding tickets as you create the job.
- If not using LARS, use the pdf fillable monograph binding ticket.

Completing the Monograph Binding Tickets:

- If you are using the LARS program, you will be prompted for data entry of the title. Enter the text you would like to have stamped on the spine.
i.e. title and authors last name
The call number is optional.
If there are special instructions, please include them.
- If you are using the pdf fillable monograph binding ticket, please complete all of the fields.

Additional information to complete Binding Tickets:

- Review our Colour Chart for cover material colours and stamping print colours

4. Processing Corrections

Mark the correction on the original binding ticket and return both the volume and original binding ticket to the bindery.

5. Shipment Count Sheet:

A Shipment Count Sheet is required for each shipment sent to the bindery. It allows the bindery to check against this sheet when unpacking to confirm the number of items received for binding. It also helps us to know the content of the boxes to properly manage work flow. Please enclose the Shipment Count Sheet in box # 1.

6. Packing the Shipment:

We do not require that our own boxes be used for packing, however we do require that all work be boxed up prior to pickup. If you need boxes, we are able to supply them for a nominal cost.

Tips for packing:

- Use 40 lbs as a guideline for packing the boxes
- Label boxes 1 of 3, 2 of 3, etc.
- If boxes are being picked up by a carrier other than Wallaceburg Bookbinding, make sure boxes are sealed up well. Don't be shy to use the packing tape. Keep in mind these boxes are handled hard by common carriers.
- If there is any RUSH material, please clearly indicate this on the box

7. Schedule Pickup:

To qualify for free pickup and delivery by Wallaceburg Bookbinding, a shipment must have at least 15 items for binding and be on our pickup delivery route. When you are ready for pickup call us at 1-800-214-2463 or email helpdesk@wbmbindery.com.