



GUIDELINE FOR PREPARING PERIODICALS FOR BINDING

1. A binding ticket must accompany each periodical for binding.
2. When completing the binding ticket:
 - Make sure the information for the spine is as you would like it to be stamped.
 - For the Variables, if you would like "Vol" stamped on the spine, then enter it as such i.e. Vol.97
 - Call # are optional
 - For the Collation Style, the bindery will by default do "Bind as Tied" unless you have indicated otherwise. For more information on the collation styles see further below.
3. Once the binding ticket is complete and printed, put it on top of the first issue and put elastic around the issues to be bound in the volume. Make sure the issues are in the order to be bound. i.e. If the issues are Jan.-June and to be bound in this order. Then the January issue should be on top followed by the other months.
Note: Volumes should not be more than two inches thick.
4. If the periodical has been bound previously by Wallaceburg Bookbinding, we should have record of it in our database.
5. If the periodical has been previously bound but not by Wallaceburg Bookbinding, send a photocopy of the spine for us to match. Do not reduce the photocopy size and make sure that it is clear on the copy where the bottom of the volume is. This photocopy should match up to your bound volume for placement of text on the spine. The other option is to send a sample of your bound volume.
6. Put the bundled periodicals with their binding tickets in a box and ship to the bindery. See the Contact Us section on the website, www.wmbindery.com for where to ship. Please pack accordingly for shipping with a maximum of 40lbs in a box. Use a strong box and securely seal. If more than one box, mark the boxes 1 of 2, 2 of 2 etc...
7. Please also enclose a Customer Account Form with your shipment.

BINDING COLLATION STYLES

The following three collation styles available:

Bound as Tied = ASIS
Standard Procedure = SP
Custom Collation = CUST

All three collation styles include a general check for condition of material. Volumes that are thought to be unsatisfactory to bind will be returned to the library.

Binding tickets are required in each volume indicating the title information and colour, etc.. The collation style must be checked off on the ticket (i.e. Bound as Tied, Standard Procedure or Custom Collation). When indicating custom collation, the appropriate collation option boxes must be completed.

Volumes sent in a shipment can be marked for any of the three collation styles, and the invoice will be categorized and priced accordingly.

Bound as Tied

This collation style has no collation. This price category is the most economical to bind because of reduced bindery preparation time. Collation may be completed by the library prior to sending to the bindery.

Bound as Tied is as follows:

-  volumes are processed and bound as tied.
-  volumes missing issues will be bound as tied.

Standard Procedure

This collation style is designed to give good value for most collation options. The Standard Procedure has fixed collation options.

The Standard Procedure is as follows where applicable:

-  main contents to the front. Individual contents are left in place if there is no main contents.
-  title page to the front. If there is no title page, an individual issue title page will be brought to the front.
-  main index to the back of volume. Individual indexes are left in place if there is no main index.
-  covers and bulk ad removal (i.e. grouped ads in front, middle and back of issues). If covers contain contents or text, they are left in place.
-  supplementals as paged or at back behind index with a colored sheet between index and supplement.
-  completeness and order of issues check.

Custom Collation

The most time consuming option of organizing individual content, index pages and page by page ad removal, are ONLY available with Custom Collation. This collation style requires that the collation options boxes are filled in. The bindery will follow the instructions as indicated.

The Custom Collation options are as follows:

-  placement of index, content pages and title page.
-  movement of individual contents pages and individual index pages.
-  remove advertising, covers or specified pages (such as roman numeral pages).
-  placement of supplemental issues.
-  completeness and order of issues check.

Options: (I)n place
(O)ut
(F)ront
(B)ack
(N)ot present