

# BINDING MATERIALS

## *LIBRARY MATERIALS*

College of Charleston  
College of Charleston Libraries  
Charleston, South Carolina

### 1.0 Purpose

The purpose of this policy is to give guidelines concerning the binding of library material housed at the Robert Scott Small Library (excluding Special Collections) and the Marine Resources Library.

### 2.0 Binding Standards

All binding performed by the commercial binder will be by a certified binder in accordance with the Library Binding Institute Standard for Library Binding (see Attachment 1).

### 3.0 Types of Materials Which Are Bound

All library materials which are expected to be retained in the Library indefinitely and are received in paper format should be bound. This includes all serials (not replaced by microform) and all monographs (approval plan, firm order, gift, or government document). The only exceptions are materials designated as Special Collections materials (send returned items to Collection Development Department for a binding decision). The Reference Department is responsible for notifying the Collection Development Department when material they request should not be bound due to its immediate need.

### 4.0 Monographs

Generally all monographs should be bound after receipt and prior to cataloging. It is the responsibility of the Collection Development Department to determine when materials should be sent to the commercial binder or bound in-house. Items requested for RUSH processing will normally be bound after the item is returned by the patron (Circulation should send returned items to the Collection Development Department for a binding decision). The Reference Department is responsible for notifying the Collection Development Department when material they request should not be bound due to its immediate need.

- 4.1 The Collection Development Department will determine upon receipt whether the item is of significant size where it can not be handled in-house. The Collection Development Department is responsible for maintaining adequate records to identify items sent to the commercial binder.
- 4.2 When the Collection Development Department determines that items are of modest size (less than fifty pages), these items should be forwarded to the Cataloging Department for cataloging and in-house binding. It is the Cataloging Department's responsibility to bind all items designated for in-house binding.

### 5.0 Serials

All Serials (not replaced by microform and expected to be retained indefinitely) will be bound by the commercial binder. It is the responsibility of the Collection Development Department to maintain proper records of the pulling of completed volumes, recording of the binding titles and volumes designations. Completed volumes (normally yearly) will be pulled and sent to the commercial binder based on the individual characteristics of the title under consideration. Normally, serials will be pulled when the first issue of the new volume arrives in the library. Serials will be bound incomplete only after all avenues of

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issue replacement have been explored or usually after one year. (The Marine Resources Library is responsible for the binding of serials which are housed in their library.)

### 6.0 Repairs

Bound volumes with loose boards or pages should be charged out and sent to the Cataloging Department where minor repairs will be performed or routed to the Collection Development Department for sending to the commercial binder. Anyone other than the Cataloging Department should refrain from making repairs to library materials.

### 7.0 Rebinding

Library staff identifying items in need of rebinding should forward the item to the Collection Development Department where determination will be made as to whether they can be rebound. Items physically capable of rebinding will be sent to the commercial binder or rebound in-house.

### 8.0 Replacements

The Collection Development Department should forward items which are in need of rebinding, but physically incapable of being rebound, to the appropriate Library Liaison who will determine if the item is worthy of replacement. Items worthy of replacement should be ordered by the library Liaison. Items not worthy of replacement will be withdrawn from the collection. The Library Liaison should forward the item to the Cataloging Department for the withdrawal processing.

## *DISSERTATIONS AND THESES*

University of South Alabama  
University Libraries  
Mobil, Alabama

### Library Binding

Library Binding is located in Collection Management/Serials on the First Floor South. Library Binding consists of Thesis/Dissertation binding, periodical binding, and special book binding. For more information, call 6-2835.

Thesis/Dissertation distribution, format and style, including binding, follows the USA Graduate requirements. The Collection Management/Serials Thesis/Dissertation binding procedure includes:

- Binding is paid for in the USA Graduate Office

- Cost is \$10.00 per copy

- Library gets 2 copies

- Major professor gets 1 copy

- Books for binding are picked up on a monthly basis, approximately every 28 days

- Notification of Thesis/Dissertation is made by e-mail or telephone to the person listed on the receipt to pick up copies