

SUBJECT: Access Services: Bindery

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Binding Materials

RESPONSIBLE PERSONS: Library Staff and Bindery

POLICY

Mount Carmel Health Sciences Library (HSL) binds complete runs of journal issues, supplements to journal volumes, and other selected materials from its collections in order to preserve the integrity of the volume issues, to ease handling by library users and staff, to reduce to some extent the space required to store volumes, and to extend the useful life of the volume

DEFINITIONS

Binding is defined as back issues of a periodical which have been sent to the bindery, covered with a binding, and replaced in the stacks for customer access.

ASSOCIATED PROCEDURES

1. Advertising pages are customarily removed by the bindery vendor during the binding process.
2. Volume title page, table of contents, and index are included with the bound volume, if they are provided by the volume publisher.
3. A periodical volume usually consists of the whole or part of a definite published period.
4. Issues are affixed together with an adhesive, with or without stitching, and encased in a protective covering with identifying marking or lettering added to the spine of the volume.
5. Online titles are reviewed for binding, as appropriate.

The HSL at West Campus is responsible for preparing issue shipments to the bindery. Shipments are scheduled as needed.

DEVELOPED BY: Library Staff

DATE: 4/97

REVISED BY: Library Staff

7/16/07

REVIEWED BY: Stevo Roksandic, Director

7/16/07

APPROVAL FOR IMPLEMENTATION BY:

DATE: 8/7/07

Ann Eschelle