

## Library and Information Service

### BINDING OF LIBRARY MATERIALS

#### 1 Background

In the course of time, books and journals in use may be damaged to such an extent that it becomes necessary to mend or repair them. Loose journal issues that are received must be bound to make them easier to use and to make sure that loose issues are not lost. The Library also has to bind the unbound examination papers that it receives every year.

#### 2 Policy

##### 2.1 Books

Before a book is sent to the Bindery to be repaired, the staff of the Division Acquisitions and Processing must make certain that there is no extra copy in the basement to replace the damaged one. The expertise of the Bindery staff must be called upon to determine if a very old book can be repaired economically.

##### 2.2 Journals

- 2.2.1 Individual issues of journals that are electronically available and are thick enough to stand on their own on a shelf are not bound.
- 2.2.2 Certain popular journals like *Finansies en tegniek*, *Time*, *Science* and *Die Huisgenoot* must urgently be bound.
- 2.2.3 Examination papers that are received from the Examination Division must also be urgently bound.
- 2.2.4 Incomplete journal volumes may not be bound, unless there is an indication that a specific issue is missing and cannot be found anywhere. This control is not the responsibility of the Bindery staff.

#### 3 Procedures

##### 3.1 Books

- 3.1.1 Binding instructions are filled in on the prescribed binding record/slip, after which the damaged books or ordered unbound items are sent to the Bindery via the Acquisitions Department to be repaired or bound.
- 3.1.2 On completion of the repairs and/or binding the items are sent back to the Acquisitions Department, where a staff member checks if the instructions have been carried out correctly and if the printing is correct.

##### 3.2 Journals

- 3.2.1 When all the issues of a volume of a journal have been received from the Acquisitions Department, and they have to be bound in a volume, they are sent to the Bindery for binding.
- 3.2.2 An example of a bound volume is taken from the shelf by the person responsible for binding and sent to the Bindery together with the relevant issues to show in what way the volume must be bound.
- 3.2.3 The binding instructions given to the Bindery must be very clear. It is of utmost importance that the title that will be printed on the cover of the bound volume must be precisely the same as indicated on the bibliographical record.
- 3.2.4 On completion of the binding process the responsible person must check if the volumes have been bound correctly and if the letters have been inscribed correctly on the cover and/or spine.

