

Appendix 3.

UC Binderies Price List

**UNIVERSITY OF CALIFORNIA
LIBRARY BINDERIES**

PRODUCTS AND SERVICES

November 1996

Standards

Volumes are bound to standards set forth in the Library Binding Institute *Standard for Library Binding*, 8th edition, and process standards developed in cooperation with the U.C. Preservation steering committee. Bindery procedures and practices conform to the University of California Binding Policy (latest edition). All books are bound, to the greatest degree possible, to permit maximum openability and legibility, and to avoid cutting into the printed text.

Pricing Structure

The pricing structure has been developed to cover the cost of binding and overhead, under the Bindery's mandate to operate as a cost recovery facility. An average price per volume is listed for each binding style in the form of a guaranteed range, followed by a list of the factors that determine price within the range. Recharges to the library for a job lot will fall within the stated range. However, rarely do identical volumes come to the library bindery for binding. Each must be evaluated to determine how the volume should be processed through the bindery to produce a readable and durable bound volume. As a result, the cost to produce any single volume within a job lot can vary depending on the manufacturing processes required. Job lots of volumes which require less extensive processes will fall into the lower end of the range, and job lots requiring more extensive processes will fall into the higher end. To cover bindery overhead, the minimum charge per job lot is \$30.00.

1. PERIODICALS, CASE BOUND ("Buckram")

This is a high quality, durable binding for serials and journals. Volumes are rounded and backed for optimal text block stability and durability. Cases are constructed of top quality Davey Blue Label binder's board and poly-cotton buckram in a range of colors. Security strips are inserted when provided by the Library. Several preparation levels (See Profiles of Non-Collate and Limited Preparation Volumes, pages 8 and 9) and methods of leaf attachment are available.

A. NON-COLLATE, ULTRABIND BUCKRAM

Ultrabinding offers the latest in library binding technology. It is a double fan adhesive method of leaf attachment available for most journals up to 2" thick. Non-collate material is bound in the order and condition received by the bindery. The library selects material which requires minimal preparation for the binding process. Required preparation, if any, is done at the library (see Profile of Non-Collate Volumes, page 8.)

Average price per volume..... \$9.25 to \$9.65

Factors affecting price:

- volume requires pre-trimming before Ultrabinding because of excessive spine swell.
- volume is over 12" in height

- # lines of spine lettering and call nos.
- has stiff or coated stock covers requiring special handling

B. LIMITED PREPARATION BUCKRAM

Volumes are bound in the order received at the bindery. This is material which requires basic preparation for binding such as removing wire stitching, preparing coated stock covers for Ultrabinding, making basic page repairs, identifying material with insufficient binding or trim margins. Several leaf attachments are available including Ultrabinding, oversewing and sewing through the fold (see Profile of Limited Preparation Volumes, page 8.)

Average price per volume, based on leaf attachment

Ultrabind.....	\$11.75 to \$12.35
Oversewing.....	\$13.75 to \$14.35
Sew through fold.....	\$18.75 to \$22.50

Factors affecting price:

- volume needs pre-trimming due to excessive spine swell or thickness
- volume is over 2" thick
- volume is over 12" in height
- volume has coated stock covers requiring special handling
- volume requires page repair
- volume requires removal of wire stitches
- volume requires special handling due to insufficient margins.
- volume must be sewn through the fold by hand due to excessively thick signatures.
- volume has brittle paper
- # of lines of spine lettering and call nos.

C. FULL PREPARATION BUCKRAM

This is material which requires more extensive preparation for binding. The bindery checks for the completeness of the volume, moves title page, table of contents and/or indexes as instructed by the library; makes appropriate page repairs; hinges stiff covers; scans all margins to insure they are sufficient for bindery processes, designating those with insufficient margins for special treatments; processes coated stock covers in preparation for adhesive binding; performs any other required functions.

Average price per volume, based on leaf attachment

Ultrabind.....	\$12.95 to \$13.95
Oversew.....	\$14.95 to \$16.25
Sew through fold.....	\$19.95 to \$26.50

Factors affecting price:

- volume needs pre-trimming due to excessive spine swell or thickness
- volume is over 2" thick
- volume is over 12" in height
- volume has stiff or coated stock covers requiring special handling
- volume requires page repair
- volume requires removal of wire stitches
- volume requires special handling due to insufficient margins.
- volume must be sewn through the fold by hand due to excessively thick signatures.
- volume has brittle paper
- # of lines of spine lettering and call numbers.
- # of photocopied pages to be trimmed and inserted.
- volume requires stubbing or padding.
- volume requires trimming to size prior to binding.

2. PERIODICALS, LIMITED CIRCULATION ("LC")

Appropriate for journals and serials which are projected to receive moderate use.

All bindings are square back. Covers are manufactured of high density board which is embossed and acrylic coated. Acrylic coated buckram in various colors is affixed to the spine. Cover boards are trimmed flush with the text block. Several preparation levels and methods of leaf attachment are available.

A. NON-COLLATE ULTRABIND LC

Ultrabinding is a double fan adhesive method of binding available for most journals up to 2" thick. Non-collate material is bound in the order and condition received by the bindery. The library selects material which requires minimal preparation for this option. Any required preparation is completed by the library (see Profile of Non-Collate Volumes, page 8.)

Average price per volume.....\$6.85 to \$7.50

Factors affecting price:

- volume needs pre-trimming due to excessive spine swell.
- volume is over 12" in height
- volume has stiff or coated stock covers requiring special handling
- # lines of spine lettering and call numbers
- orientation of spine lettering (vertical or horizontal)

B. LIMITED PREPARATION LC

Volumes are bound in the order received at the bindery. This is material that requires basic preparation for binding such as removing wire stitches, preparing coated stock covers for Ultrabinding, making basic page repairs, identifying material with insufficient binding or trim

margins for special treatment. Several leaf attachments are available including Ultrabinding, oversewing and sewing through the fold. (see Profile of Limited Preparation Volumes, page 9.)

Average price per volume	
Ultrabind.....	\$ 8.95 to \$ 9.50
Oversew.....	\$10.95 to \$11.50
Sew through fold....	\$15.95 to \$19.65

Factors affecting price:

- volume needs pre-trimming due to excessive spine swell or thickness
- volume is over 2" thick
- volume is over 12" in height
- volume has coated stock covers requiring special handling
- volume requires page repair
- volume requires removal of wire stitches
- volume requires special handling due to insufficient margins.
- # of lines of spine lettering and call numbers.
- orientation of spine lettering (vertical or horizontal)

C. FULL PREPARATION LC

This is material which requires more extensive preparation for binding. The bindery checks for the completeness of the volume, moves title page, table of contents and/or indexes as instructed; makes appropriate page repairs; hinges stiff covers, prepares coated stock covers for Ultrabinding; scans all margins to insure they are sufficient for binding and designates those with insufficient margins for special handling; performs any other required functions.

Average price per volume, based on leaf attachment	
Ultrabind.....	\$10.95 to \$11.95
Oversew.....	\$12.95 to \$13.95
Sew through fold.....	\$17.95 to \$23.95

Factors affecting price:

- volume must be pre-trimmed due to excessive spine swell or thickness
- volume is over 2" thick
- volume is over 12" in height
- has coated stock covers requiring special handling
- requires page repair
- requires removal of wire stitches
- volume requires special handling due to insufficient margins.
- must be sewn through the fold by hand due to excessively thick signatures.
- has brittle paper

- # of lines of spine lettering and call nos.
- volume requires stubbing or padding.
- volume requires trimming prior to binding.

3. MYLAR BINDS

A 1.7 mil clear polyester laminating film is used in conjunction with the original illustrated cover of a paperback book to produce a case bound volume. This style of binding is for single text blocks and is most appropriate for volumes up to 1" thick. Original sew through the fold leaf attachment will be retained wherever possible. Security strips are inserted when provided by the Library. All volumes are square back.

Average price per volume, based on leaf attachment

Ultrabind.....	\$6.10 to \$6.75
Retain original sewing.....	\$6.65 to \$7.25
Oversew.....	\$8.45 to \$9.45

Factors affecting price

- volume is over 12" in height
- volume requires page repair
- original cover cannot be saved and must be remanufactured
- volume needs to be fan bound by hand

4. REBINDS and MONOGRAPHS, CASE BOUND ("Buckram")

Volumes previously bound are rebound using either C-1 grade acrylic coated cotton fabric or Group F Buckram and top quality Davey Blue Label Binder's board. Sewn-through-the fold structures are maintained whenever practical. Volumes over 3/4" thick are rounded and backed. Security strips are inserted when provided by the Library.

Average price per volume, based on leaf attachment

Ultrabind.....	\$ 9.75 to 10.65
Oversew.....	\$11.95 to 12.95
Sew through fold.....	\$13.50 to 14.75

Factors affecting price

- volume is over 12" in height
- volume is more than 2" thick
- # of lines of spine lettering and call numbers
- has brittle paper

5. THESES/DISSERTATIONS - CASE BOUND ("Buckram")

Covers are constructed of acrylic coated C-1 cloth or Group F Buckram and top quality Davey Blue Label binder's board. Volumes over 3/4" thick are rounded and backed for optimal text block stability and durability. The bindery scans all margins to insure they are sufficient for the binding process. Refolded pages are stubbed where appropriate.

Average price per volume, based on leaf attachment

Ultrabind.....	\$11.90 to \$12.90
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Oversew.....\$14.25 to \$15.25

Factors affecting price

- volume is over 2" thick
- # of lines of spine lettering and call numbers
- volume requires special handling due to mounted photographs or refolded pages

6. THESES/DISSERTATIONS - LIMITED CIRCULATION ("LC")

Covers are manufactured using high density board which is embossed and acrylic coated with Group F Buckram on the spine. All volumes are square back. Boards are trimmed flush to the text block. The bindery scans all margins to insure they are sufficient for binding processes. Refolded pages are stubbed where appropriate.

Average price per volume, based on leaf attachment

Ultrabind.....\$7.85 to \$ 8.70

Oversew.....\$9.95 to \$10.95

Factors affecting price

- volume is over 2" thick
- # of lines of spine lettering and call numbers
- volume requires special handling due to mounted photographs or refolded pages

7. ARCHIVAL PAMPHLET BINDS ("PB's")

Material up to 1/2" thick and up to 14" in height is stitched into a pre-fabricated archival pamphlet binder. Pamphlet binders are constructed of .050 high density pamphlet board and a clear front cover for ease of identification. A spine wrap of C-1 cloth covers the stitching. The result is a very durable and attractive pamphlet enclosure. Security strips are inserted when provided by the Library.

Average price per volume

Standard.....\$4.45 to \$6.75

Music.....\$6.55 to \$8.75

Factors affecting price

- height of pamphlet (over 14" requires custom product)
- pamphlet requires a pocket
- pamphlet requires repairs

8. SURCHARGES FOR SPECIALTY WORK

Pockets (Tyvek).....\$ 6.50
Pockets (cloth).....\$10.00 to 12.00
Inserts.....\$ 5.00

Hand trim photocopies for insertion.....\$.50/page

Prices are based on lots of 50 or more volumes of the same style of binding. Prices *may* vary for mixed or smaller job lots.

9. CUSTOM BINDING AND SERVICES:

Additional products and services are available from the Library Binderies upon request. Custom products include: binding in maps and refold; pamphlet bindings over 14" in height; New Case Only rebinding; preservation photocopying of brittle books; custom sized phase boxes, cloth covered boxes, and portfolios for enclosing special materials; silk lined diploma cases.

For questions or customized quotes contact:

UNIVERSITY OF CALIFORNIA LIBRARY BINDERY
6701 SAN PABLO AVE. ROOM 280
OAKLAND, CA. 94608

David Martinelli, Manager
phone: (510) 642-7587
dmartinucb@aol.com
fax: (510) 642-8849

or

UNIVERSITY OF CALIFORNIA LIBRARY BINDERY
8921 LINDBLADE ST.
CULVER CITY, CA. 90230

Louis Saiz, Manager
phone: (310) 558-1896
lsaiz@ucla.edu
fax: (310)842-8458

" QUALITY IS NEVER AN ACCIDENT"

Profile of Non-collate Preparation Volumes

All materials are bound in the condition and order received

Profile of material best suited for non-collate preparation:

- All issues of a volume should be of the same size. A slight size variance (up to 1/16") is acceptable.
- Material has a minimum of 1/4 inch margins on foreedge, top and bottom.
- Material has a minimum of 1/2 inch binding margin.
- Volumes should not exceed 2 inches in thickness.
- No refolded pages that fold "up and down" or top to bottom (this type of material should be sent as a full prep volume so that it can be stubbed).
- No full page spreads (where print goes through the center of the signature, as this print will be lost in the binding process).
- No material which requires a pocket.
- No signatures over 1/8 inch thick.

In preparing this material for shipment to the bindery, the library will take the following steps:

- Be sure there are no missing issues.
- All issues must be in the proper order.
- Repair all dog eared and torn pages.
- Remove all wire stitches (staples).
- Folded plates must be refolded so that the fold is a minimum of 1/2 inch from the foreedge of the volume.
- Remove all stiff or glossy covers that need not be saved.
- Where glossy covers must be saved, scuff touching covers a minimum of 3/8 inch along the binding margin.

Profile of Limited Preparation Volumes

All volumes are bound in the condition and order received.

Features of material best suited for limited prep:

- All issues of a volume should be of the same size. A slight size variance (up to 1/16") is acceptable.
- No volumes with excessive swell caused by mailing labels, inserts, etc.
- For volumes requiring wire stitching removal there should be no more than 12 issues per bound volume.
- No full page spreads.
- No refolded pages that fold top to bottom.
- No material which requires a pocket.

In preparing this material for shipment to the bindery, the library will take the following steps:

- Be sure there are no missing issues.
- All issues must be in the order they are to be bound, including title pages, tables of contents, and indices.
- Flag volumes with reply cards.
- Flag all volumes which have refolds where the fold comes within 1/2 " of the front of the volume.
- Flag volumes with wire stitches.
- Flag volumes with loose errata.
- Proofread the binding slip and compare it to the volume to insure accuracy.