

Agenda

Commercial Library Binding Workshop

May 12, 2006

9:30am: Registration

10:00am: Introduction & Pre-workshop Evaluations

10:15-10:40am: Fusing together preventative preservation within a commercial library binding program.

Cathy Aster (Stanford University Libraries)

10:40-10:50am: Questions

11:00-12:15: Successful Library Binding is a result of a collaborative process between an experienced Library Binder and a knowledgeable Library Staff. This presentation will take you through the basic steps in the production processes used in modern library binderies and include a discussion of the key decisions libraries should consider in selecting appropriate bindings for various materials. A question and answer period will follow.

Jay Fairfield (HF Group) and David Martinelli (University of California)

12:15-12:30pm: Questions

12:30 - 1:30pm: *Lunch*

1:30-2:15pm: Breakout session: Participants will be divided into groups and identify leaf attachments from bound volumes and select leaf attachment options from unbound items.

Cathy, Jay, David and Laura will be assigned to each table and be available for questions.

2:15-2:10pm: *Break (return to seats)*

2:10-2:30pm: Questions on Breakout sessions

2:30-3:15pm: Quality Control: Setting in place a program for quality control depending staffing resources and quantity of material bound. Also included will be scenarios when a more rigorous quality control program should be in place.

Laura Cameron (Stanford University Libraries)

3:15-4:05pm: Communicating with your commercial binder: Common terms used by customer service representatives and importance of establishing a relationship with your binder to insure clear communication.

Liz Weatherup (Heckman/ICI)

4:05-4:20pm: Ending comments & Post-workshop and General Workshop evaluations.