

# GLOSSARY

## *Definitions of words & terms used in the bindery:*

**ABLE:** (Advanced Bindery Library Exchange) Software provided by the bindery to the library to prepare individual volumes and their binding tickets for shipment to the bindery. ABLE also allows the customer to maintain records of each volume and approximate configuration of the spine lettering. ABLE communicates directly with the bindery via FTP transfer of binding information.

**ADHESIVE:** Refers to the glue or glues used in the bindery to perform a number of different operations including page attachment case-making and casing-in of the text block.

**ADHESIVE BINDING:** See Double Fan Adhesive binding.

**BINDING TICKET:** Most volumes are sent to the bindery from the library with a binding ticket. This is a ½ sheet form used by the library to communicate to the bindery instructions and spine information specific to each volume. These may be hand written, typed or computer generated from ABLE or LARS software.

**BINDING MARGIN:** Usually referred to as inner margin. The distance between the binding edge and the printed text.

**BINDERS BOARD:** Usually referred to as board or boards. A cardboard type of material used to make the covers of the finished book. Processed from recycled paper and rags; very strong and durable.

**BUCKRAM:** This is the type of material used most of the time in the bindery. It is the most expensive material used in the construction of the book. Buckram is made from a heavy cotton/polyester blend and dyed to one of 20 standard colors. It is then coated with a water based acrylic coating.

**CASE:** This is the term used to describe the cover of the finished book. It consists of binders board, the inlay or back strip, adhesives and buckram or other type of cloth or paper cover material

**CLOTH:** This is a generic term used to describe the material that covers the boards and is the colored material that becomes the final cover. Cloth may be buckram, C-cloth, laminated paper, or some other material.

**C-CLOTH:** A lighter weight of covering material, made from cotton, dyed and clear coated much like buckram. Generally used on smaller, lighter weight books including paperbacks.

**CODE STICKER:** This is a key item of identification that classifies each volume in the bindery. Every volume going through the bindery is identified with this code sticker. It identifies the lot color and sort, number of pieces and sequence number, date processed, product type, and customer account # and ID. The code sticker that remains in the volume identifies the binder and binding date.

**COLLATION:** Some volumes such as Medical Journals have a high density of grouped and scattered ads that binders are often required to remove. The process of collation is to remove all of the specified ads per customer instruction, move Tables of Content and Title pages to the front of the volume and indexes to the rear. The collation process is rarely used in other than medical journals. It is labor intensive and more costly than bind as sent.

**CORRECTIONS:** Any bound item that must be returned to the bindery for correction of color, lettering, erroneous sequence, damage or any issue that renders the volume unsatisfactory. Adding an additional issue to an already bound volume is NOT a correction- it is a new bind.

**COVER MATERIAL:** Any material used to cover the boards which becomes the outer surface of the finished book. This material may be of varying weights. Buckram is the cover material of choice for most periodicals and monographs. Other materials include mylar lamination of paper as well as special text cloths.

**DOUBLE FAN ADHESIVE:** Also called fan binding and DFA. This is one of the most common means of page attachment. The pages are fanned first in one direction and then back across a roller covered with glue. The thickness for a successful bound volume is approximately 2” and the weight should range under 5 lbs.

**ENDSHEET:** The cream colored paper found at the beginning and end of each bound volume. These end sheets are used to attach the text block to the case.

**FLANNEL:** This is a cotton material used to reinforce the spine of the book or text block. Sometimes called spine lining.

**FLAT BACK:** An alternate style of binding in which the spine is left flat and square as opposed to a Rounded & Backed volume. Allows for greater openability and copying .

**FOIL:** The tape-like lettering material that is transferred to the buckram cover via heat and pressure. Foil colors most commonly used are White, Black and Gold.

**FORE EDGE:** The front edge of the book or edge opposite the spine.

**FORMAT:** The process by which the specific information for each individual book is fitted onto the spine of the volume. Different sized fonts are used to accommodate the varying sizes of the books being bound. A general practice is to use the largest font that will fit, based on the measured width of the spine.

**HEAD:** This term refers to the top edge of the book, and/or the top edge of the leaves of a book.

**HINGE:** The opening and closing point of a cover. This may also be referred to as the joint. Actually, the grooves which run from the top to the bottom of the cover or case on the front and back boards.

**HYPHENATE:** Often a title will have a word that is too long for the width of the spine and must be split or hyphenated to accommodate the

measured width. A manual is provided to the typesetters with pre-determined hyphenation of the majority of all words we might encounter in a title situation.

**INLAY STRIP:** A piece of flexible paper board strip that is used to give the spine of the cover additional strength and rigidity.

**INSPECTION:** There are two major inspection points in the bindery. In cover-proofing, the stamped covers are inspected for accuracy and quality of lettering. The final inspection takes place with the finished volume and it is examined for accuracy, cleanliness, technical accuracy (has it been bound correctly) and completeness.

**JOINT:** See Hinge.

**LARS:** Automated software program for binding preparation. User friendly and Windows compatible. This program is also provided by the bindery to the library to prepare individual volumes and their binding tickets for shipment to the bindery. FTP transfer of binding information is fast and efficient.

**LIBRARY BINDING:** This term refers to the industry or field of Library Binding. It is also the generic term for the final product which implies that certain methods and materials were used to produce the bound volume. Guidelines and standards for Library Binding are established by the *Library Binding Institute*.

**LAMINATE:** The lamination process is one in which the original cover of a paperback, the dust jacket of a monograph, or a color copy of a graphic design cover is covered with a clear

mylar covering backed by a white poly paper to form the new covering material for the book. This process allow the bindery to retain as much of the original visual appeal and interest of the original cover as possible.

**LEAF:** A single sheet of paper which is the page of a book or magazine.

Counting the leaves of a book is different than identifying the number of pages. One leaf is 2 pages.

**LEAF ATTACHMENT:** Often referred to as Page affixing. The method used to hold the leaves or pages of a bound volume together. Common methods of leaf attachment are DFA, STF and Oversew.

**LETTERING:** The process of placing the title, author, variable and call # on the spine of the bound volume. It is most generally done on the buckram prior to the casing- in process of preparing the cover.

**LOT:** An order or group of work that travels through the bindery together. "LOT" is also used to describe a specific bindery job in ABLE and LARS.

**MEASURING:** A bindery process wherein the text block is measured for the height, width, and thickness to determine the cloth size and to guide typesetting in the appropriate formatting of the spine information.

**NO TRIM:** This term is used in the bindery to indicate volumes that **must not** be trimmed. No-Trim materials will often appear to have dirty and/or uneven pages. Volumes are designated "no-trim" for 2 reasons: 1) customer request, and 2) not enough margin between the

page edge and the text to allow safe trimming, on some or all edges. While aesthetically not as appealing as a

freshly trimmed volume, preservation of text is a critical concern in the bindery.

**OVERSEWING:** A method of sewing thin sections (approximately the thickness of a nickel) of pages, one to

another in succession, to create a sewn volume of text block. This method of page attachment is very strong, but requires more inner margin than other methods and is most often used for glossy clay-coated papers that do not fan well.

**POCKET:** Many books and magazines are published with extra materials which could include maps, disks, tapes or other miscellaneous items. A paper or cloth pocket is required to be added to the back, inside cover to hold these materials.

**RECASE / RECASING:** The process of saving the original sewing on a book. A recased book will have new end sheets added and a new cover is made. A recased item is not normally trimmed.

**REBIND:** Original hard cover and paperback books that are sent to the bindery to be bound are actually being rebound.

**ROUNDING & BACKING:** The process of rounding the spine of a book, and forming a folded and scored edge on either side to accommodate the board thickness. This folded edge is the back and sometimes referred to as the shoulder.

**SEWING:** Any number of different methods used to hold the pages or leaves together. Thread may be linen, nylon, cotton, or a combination of these.

**SEWING THROUGH THE FOLD:** Sometimes referred to as STF sewing, this process is normally used in library binding on magazines that are published in folded signature or pages. The original pages are stapled through the

spine. The STF process involves removing the staples and sewing through the folded spine of each issue with thread in a manner that forms a lock stitch between the issues to complete a volume. This process allows the magazine to lay very flat and it retains all of the inner margin.

**SHIPPING:** The point in the bindery where completed orders are gathered by: Customer, and sorted by truck run, freight or UPS delivery methods.

**SIGNATURE:** Sometimes referred to as a section or gathering. A signature consists of two or more sheets of paper stacked and folded as a group. Also see; Sewing through the fold.

**SPINE:** The spine is the binding edge of a book and usually faces outward when a book sits on a shelf. Title, author and other applicable information is stamped on the spine.

**SPINE LINING:** See Flannel and Flanneling above.

**SQUARES:** Squares are the edges of the cover or case that extend beyond the

## Page 5

text block and serve to protect the volume. Squares are usually 1/8" deep.

**STAMPING:** This is the process of lettering the information on the spine for each individual volume. Modern binderies generally use a System II or System III automated method of stamping that is computer generated. Currently System III units are considered state of the art equipment within the binding industry.

**TEXTBLOCK:** The leaves or pages of a book after they have been sewn or glued together. The text block, once page affixed and attached to the case, serves to form the finished product.

**TRIMMING:** Part of the production process when the three outer edges ( top, bottom and fore edge) are trimmed in a large trimming machine. This process also makes the volume square, allowing for better construction and quality binding.

**TURN-IN:** That part of the covering material that is turned over the outer edges of the boards and inlay , and onto their inner surfaces in the process of making a case.

**VARIABLE INFORMATION:** This usually refers to the volume number, months and year to be stamped on the spine of a bound magazine to identify the specific issues within that bound group of issues.