

- I. Inspecting the unopened volume
  - A. Spine Stamping: Is spine lettering correct?
    1. Bindery Errors
      - a. Correct position.
      - b. Crooked lettering.
      - c. Text wrapped around front/back boards of case.
      - d. Lettering pressed evenly.
    2. Library Errors
      - a. Spine information incomplete.
      - b. Spine information incorrect.
  - B. Covering Material
    1. Clean and free from dust and glue.
    2. Free from nicks, knots and scars.
    3. Smooth (no air pockets) and adhered evenly over boards.
    4. The correct color specified.
  - C. Joint (grooves on either side of spine)
    1. Joints parallel to the spine.
    2. Uniform.
  - D. Squares
    1. Squares extended beyond the text block at the head, tail, and fore edge.
    2. If no-trim was requested the squares may be irregular.
    3. If a flush binding was requested, there should be very little or no square at the tail of the bound volume.
  - E. Edges of the text block
    1. Edges should be free from adhesive so the pages can fan easily.
    2. If trimming was requested, it should be smooth - it should not have scratches and gouges.
    3. Text should not be trimmed away.
    4. Was no-trim request followed.
- II. Inspecting the opened volume
  - A. Open to approximately the center of the book

1. Bound according to the LBI Standard.
- B. Open the front cover, back cover and review the inside surface of each board.
  1. Endpapers
    - a. Should be smooth and adhered completely to boards.
    - b. Edges should be smooth and cut straight.
  2. Turn-ins: Margins of cloth that wrap from the front of the boards onto the insides.
    - a. Uniform.
    - b. Smooth and cut straight.
- C. Text block inspection: Checking against instructions given.
  1. Special Instructions
    - a. Leaf attachment options.
    - b. Pocket material.
  2. Endpapers
    - a. Endpapers appropriate for the method of leaf attachment.
  3. Binding margin
    - a. Check endpapers at the first/last leaves.
  4. Text block
    - a. Is position of text block correct? Right-side up.
    - b. Leaves should be securely attached.
    - c. Text near the margin should not be obscured by binding method.
      1. Unless it has been notated to the commercial binder to "bind as is".
    - d. Text, folds or folded leaves should not be trimmed
      1. Unless it was requested.
- D. How well a volume opens.
  1. The goal is to have most volumes open well and lie flat.
    - a. Stiff paper and covers will impair his function.
    - b. If there are a decent amount of books not meeting this criterion, then a reevaluation of leaf attachment selection should be made.