

Rebinding Library Books

Rebinding is an inexpensive (between \$5.00 and \$10.00) way to repair a book rather than replace. I usually remove the cover if I have one and trim to fit the book when I get it back. As with textbooks the spine is cut off so they came back a bit smaller. They can also make a paperback into a hardcover and a color copy of a colorful book that you would like rebound but for the original cover to stay the same. The descriptions for all of the formats at <http://www.hfgbinding.com/library-binding/>

I also bind some periodicals. You need the complete year. They need to be in order (oldest to current) with a bind slip. I have added a sample bind slip for a periodical. They are the most expensive and require the most information. I have done my National Geographic back to 1964 and then I get the indexes from National Geographic. I don't suggest that anymore but I am currently maintaining the collection. I have had some art magazines and cooking magazines that I have bound.

Steps to preparing materials for rebind:

1. Determine desired rebind process and create bind slip for each title getting rebound. Form is on the Purchasing website or follow this link for Standard Binding Slip http://www.canyonsdistrict.org/index.php?option=com_docman&Itemid=225
2. After filling out the bind slip (usually title, author and binding style checked. Put bind slip inside book with a portion sticking out like a bookmark.
3. Create a list of titles and barcodes being sent. The barcodes will need to be reprinted or replaced.
4. Box by category and put the appropriate label on the box.
5. Check with school designated textbook person and give them the list of boxes with the number of books and move boxes to the school designated area.

Purchasing (Stacey Banks Phone: 801-826-5391 FAX: 801-826-5382 Email: Stacey.banks@canyonsdistrict.org

6.) schedules a pickup through the designated textbook person at your school. She needs a count of boxes usually by the middle of May. The pickup is scheduled by the company and is usually the first part of June. I get my books back in the fall.
7. I label my boxes as: (BR=Library Books ; FS=Pbks. Flex S ; FM=Pbks. Flex M ; XL=periodical ; CC=color copy ; DU - dusties.

Canyons School District
Jordan High School

Number of books in box _____

L - BR

Box _____ of _____

School or Library Name	slot	Spine Lettering	Call #
			Enter only if imprinting desired. \$.35 extra chg. per vol.
		National Geographic	900 National
Check off binding style desired		Volume 222	Enter cover & print color choice ON for custom bks, periodicals & newspaper
<input type="checkbox"/> Standard Book - no color choice		2006	
<input type="checkbox"/> Custom Book - choice of cover color			Cover Color Enter 3 digit code or Navy a basic color
<input type="checkbox"/> Flex S - no color choice available			Print Color Choice of gold, white, black White
<input type="checkbox"/> Flex M* *Cover/dust jkt. must be in good condition.			Important! Please Read Below <i>One completed form should be inserted in the front of each volume. We suggest making an add'l copy for your records.</i>
<input type="checkbox"/> Dustie* If unsure, fill out bindslip in case needed.			
<input checked="" type="checkbox"/> Periodical			
<input type="checkbox"/> Newspaper Tabloid			
<input type="checkbox"/> Newspaper Full Size			
Special Requests- check off if applicable			
<input type="checkbox"/> Mount Front Cover on Flex S			
<input type="checkbox"/> Mount Back Cover on Flex S			
<input type="checkbox"/> Caution- volume has fold-outs			
<input checked="" type="checkbox"/> Make pocket for maps			
Note other requests or info below			
		For Books, Flex S, Dustie*, Flex M* Enter Title & Author's last name For Periodicals & Newspapers: Enter Title & Variables (vol, mos. yr, etc.) BINDING SLIP	

School or Library Name	slot	Spine Lettering	Call #
Jordan High School			Enter only if imprinting desired. \$.35 extra chg. per vol.
		National Geographic	900 National
Check off binding style desired		Volume 223	Enter cover & print color choice ON for custom bks, periodicals & newspaper
<input type="checkbox"/> Standard Book - no color choice		2013	
<input type="checkbox"/> Custom Book - choice of cover color			Cover Color Enter 3 digit code or Navy a basic color
<input type="checkbox"/> Flex S - no color choice available			Print Color Choice of gold, white, black White
<input type="checkbox"/> Flex M* *Cover/dust jkt. must be in good condition.			Important! Please Read Below <i>One completed form should be inserted in the front of each volume. We suggest making an add'l copy for your records.</i>
<input type="checkbox"/> Dustie* If unsure, fill out bindslip in case needed.			
<input checked="" type="checkbox"/> Periodical			
<input type="checkbox"/> Newspaper Tabloid			
<input type="checkbox"/> Newspaper Full Size			
Special Requests- check off if applicable			
<input type="checkbox"/> Mount Front Cover on Flex S			
<input type="checkbox"/> Mount Back Cover on Flex S			
<input type="checkbox"/> Caution- volume has fold-outs			
<input checked="" type="checkbox"/> Make pocket for maps			
Note other requests or info below			
		For Books, Flex S, Dustie*, Flex M* Enter Title & Author's last name For Periodicals & Newspapers: Enter Title & Variables (vol, mos. yr, etc.) BINDING SLIP	