

UBC Library
Technical Services – Periodicals & Binding

Monographic Binding Handbook

October 2001

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ITEM SELECTION

a. Retrieving

Any Library monograph (book), pamphlet item, or bound journal volume may be in need of some repair or restoration. It is the role of mono binding to provide these identified items with the proper treatment to preserve them as part of the collection. There is no need to go looking for these items, they will come to you. Items in the most urgent need of repair will come from:

Circulation Desk

Library items needing repairs or rebinding may be noticed either on their way in or out of the library. These items should be flagged and given to mono binding staff before circulating again.

The Library uses a pink and yellow “fragile” book flag to indicate these items to staff and users.

Reserve and Reference

Materials housed in a branch reserve or reference collection will most likely be highly used items. High use makes them more susceptible to damage and in need of repair. Watch for items in these two areas.

Encounter

Items needing repair or rebinding may also be found simply on an encounter basis during re-shelving or handling of materials for any number of purposes.

b. Damaged Status

All items selected for rebinding or repair must have their item status changed to **Damaged (DA)** in the DRA Circulation Module).

Working in DRA Circle module follow the Status Change instructions provided in the manual *UBC Library Item Maintenance Procedures – Rev. 1998*.

Items must be discharged (i.e. Available) before the status of DA is applied. If the item is still charged to a patron and the status is changed to DA, they will be automatically fined. Changing the item status to Damaged indicates to users and staff that the item is in the queue for repair and can be located in the mono binding processing area.

NOTE: Do not forget to remove Damaged Status – each branch is responsible for removing the damaged status for their own items. Some branches prefer to remove damage status before items are sent to the bindery others after they return. Due to different workflows and staffing arrangements throughout the library the choice is up to each branch. Just don't forget!

c. Decision for Treatment

Once collected, items for potential rebind should be given to a branch Collections Librarian for a collections decision to be made. Most often, after an initial overview, the Librarian will request that some titles be searched for multiple copy holdings. The Librarian will then conduct a more detailed examination of the items and will make one of 5 potential decisions for treatment besides returning items to the stacks as is. The decision made for each item should be flagged with a colour-coded slip of paper and/or note and the items returned to monographic binding staff for appropriate processing.

Example

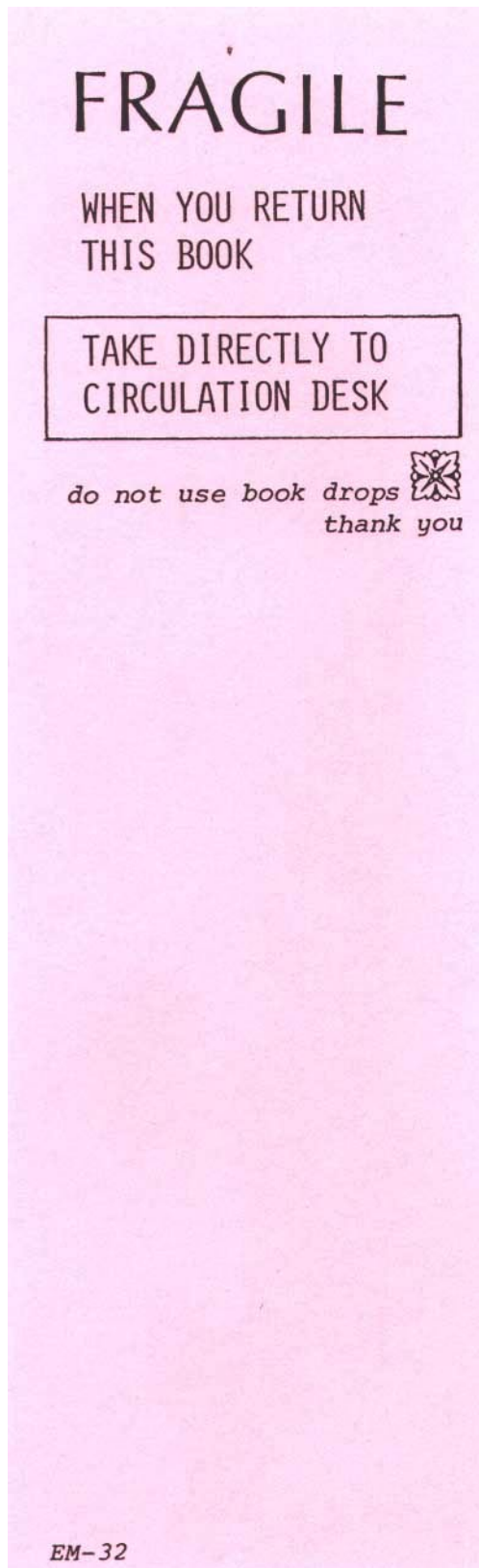
The 5 collection decisions are:

- | | |
|------------------|------------------------|
| 1. Rebind | no flag |
| 2. Mendery | white flag with a note |
| 3. Re-order | green flag |
| 4. Pamphlet-bind | white flag with a note |
| 5. Storage | white flag with a note |
| 6. Withdraw | pink flag |

d. Keeping Statistics

For collections purposes and balancing of shelving and spacing needs it is important to keep track of the work done for Monographic binding. In the past statistics have been gathered on items sent to Mendery, items sent to Storage, items Withdrawn, etc. Please see the attached example of a monthly statistic sheet that has been used in Koerner Library. Keeping monthly statistics is recommended so that numbers can fit into any timeframe requested. You may be asked, for monthly, yearly, or fiscal year statistics. If you have any questions or comments regarding keeping monographic statistics please contact the Technical Services Librarian for Periodicals & Binding.

Item Selection - samples



Item Selection - samples

Koerner Library*Monthly Statistics 2001*January
JulyFebruary
AugustMarch
SeptemberApril
OctoberMay
NovemberJune
December

Entirely photocopied

Pages Photocopied

Brittle, withdrawn

Mendery, tipping

Mendery, other

Minor repair

Pambind

Damage reorder

Damage storage

wrapped

Main monograph binding volume

Main soft cover binding volume

Main other binding volume

Fine Arts monograph binding volume

Fine Arts soft cover binding volume

Fine Arts other binding volume

Total

REBIND PROCESSES

A. Bindery Prep

Bindery Prep is the preparation of monographic and journal rebind items to be sent to the commercial bindery. Each Library branch is given a fiscal year quota (or number of volumes) of mono binding they can send for commercial rebinding.

Branch Librarians and mono binding staff are given the quota and shipment dates in the early spring for their branch. It is important to follow these shipment dates to maintain workflow to the commercial binder and to control the binding budget. If you are unable to meet quota amounts or dates please contact the Technical Services Librarian for Periodical & Binding so other arrangements can be made.

Preparation of Physical Items

Begin by checking the overall condition of the item. Check each item for:

- missing pages and the sequence of the page numbers and follow Section 3. *Missing Pages* of this handbook if necessary;
- folded corners of pages (i.e. dog ears) and unfold it if necessary; and
- major pencil markings – erase when possible use only white erasers (e.g. Staedtler Mars Plastic erasers)

Use your best judgement for any damage that may need minor repairs which can be done in-house before being sent to the commercial binders.

The maximum thickness of book cannot exceed 2.5 inches. If a volume is thicker it should be divided into two or more volumes if necessary, no smaller than 1 inch.

Branch mono binding staff may repair minor damages or tears to pages. Items with more extensive damage may be sent to the Library Mending (see 2. *Rebind Processes b. Mending*).

Preparation of Item Records

At this point some branches may choose to remove the damaged status. Remember the choice of when is up to you but it must be done before returning items to the stacks.

Working in **DRA Circle** module follow the Status Change instructions provided in the manual *UBC Library Item Maintenance Procedures – Rev. 1998*.

Using the **DRA Circle** module, items being sent to the binder should be signed out to **Bindery**. To circulate items follow regular circulation procedures using Bindery and the appropriate Lot number and date for shipment.

Example

| UBC Library | | Borrower Selection | Fri 10/08/2001 |
|-----------------------------|----------------|--------------------------|----------------|
| Name | Current ID | Address | |
| 1.BINDERY KOERNER LIBRARY | 29424002383577 | KOERNER PROCESSING BINDI | |
| 2.BINDERY MONOGRAPH LOT 01 | 29424000624675 | MARCH 23 2001 RED | |
| 3.BINDERY MONOGRAPH LOT 02 | 29424000624683 | MARCH 30 2001 BLACK | |
| 4.BINDERY MONOGRAPH LOT 03 | 29424000624691 | APRIL 6 2001 GREEN | |
| 5.BINDERY MONOGRAPH LOT 04 | 29424000635408 | APRIL 13 2001 BROWN | |
| 6.BINDERY MONOGRAPH LOT 05 | 29424000625052 | APRIL 20 2001 GREY | |
| 7.BINDERY MONOGRAPH LOT 06 | 29424000610161 | APRIL 27 2001 NAVY | |
| 8.BINDERY MONOGRAPH LOT 07 | 29424000610179 | MAY 4 2001 BLUE | |
| 9.BINDERY MONOGRAPH LOT 08 | 29424000610187 | MAY 11 2001 MAROON | |
| 10.BINDERY MONOGRAPH LOT 09 | 29424000610195 | MAY 18 2001 RED | |
| 11.BINDERY MONOGRAPH LOT 10 | 29424000625029 | MAY 25 2001 BLACK | |
| 12.BINDERY MONOGRAPH LOT 11 | 29424000625011 | JUNE 1 2001 GREEN | |
| 13.BINDERY MONOGRAPH LOT 12 | 29424000625003 | JUNE 8 2001 BROWN | |
| 14.BINDERY MONOGRAPH LOT 13 | 29424000624998 | JUNE 15 2001 GREY | |
| 15.BINDERY MONOGRAPH LOT 14 | 29424001590792 | JUNE 22 2001 NAVY | |

Be sure to charge all items being sent to the commercial bindery through DRA Circle as this is the Library's official record of what has been sent should we need to track down an item. It also indicates to staff and users the location of the damaged items.

Monographic Binding Slip

A **Monographic Binding Slip** is prepared for every item that is sent to the bindery. This slip indicates to the binder the proper treatment for the item. These slips should be filled in completely and clearly. The binder will not second-guess the information found on the slip. If information is missing they will not process/bind the item. Please print as clearly as possible or type binding slips.

Filling in the binding slip

Branch

Be sure to indicate the branch name on the top of the binding slip.

Donor

Check for a donor's plate at the back or the front cover and circle "donor" on the binding slip. Circle the option donor and make a "turn over arrow" on the binding slip and write the donor's name on back of the binding slip.

Bind Everything

See *Monographic Binding Types - Soft Cover Binds* section below.

Include Front Cover

See *Monographic Binding Types - Soft Cover Binds* section below.

Pocket

If the book requires a pocket, circle "pocket" on the binding slip. A pocket is a type of envelope attached to the back cover of an item. They are often used to hold accompanying monograph material such as a map. The item intended for the pocket must be enclosed or the binder will not make a pocket. The binder is unable to guess what size of pocket may be required.

Folded material

Check for any folded material in the book and circle or highlight “folded material” on the binding slips. An example of folded material would be a large diagram sheet that would fold out from the book in accordion style. The “folds” would be on the open side of the book not the spine. If the binder is unaware of folded materials inside a text they will be sliced in the binding process.

No trim

The binder will always cut 1/8 of an inch off the margin of the book. Marking “No trim” will alert the binder that there is very little margin available to be cut. Be sure to check margin space on all four sides of the pages.

Colour

Names of colours can be found in the **DRA Bindery** circulation records for each lot. Colours are brown, gray, navy, blue, maroon, red, black and green. These colours are pre-set with the binding lots. Having entire lots bound in one colour keeps binding production costs down and therefore the prices lower. Colour options can be selected only for bound journals or series that have an established colour.

Chinese Arrangement

Some material may require the book to be arranged according to Chinese Arrangement. If this is the case please indicate this requirement on the binding slip.

Title & Author

All title and author information is based on the inside title page not the cover. If you have any doubt about the author and title, check the bibliographic record and/or ask a librarian.

Write in block capital letters the author's last name only. No first name or initial is needed. If no author is provided, look for the editor. If there are two or more editors, choose the editor only if the first letter of the last name of the editor appears on the second line of the call number of the book. If no author can be found, leave the author's name empty. After the author, put two slashes behind it before you start to write the title. If there is no author, there is no need to put two slashes before the title.

Write the title in large block capital letters; only the short title is needed. (i.e. do not include subtitle or series title information). If the title is too long or the book spine is too narrow for binder to write the title, make three dots at the end of the incomplete title. Be sure you account for enough space for the call number label on the spine. No article is needed in front of the title.

NOTE: *For proceedings and symposiums use the name of the society as the author and the name and date of the conference is used as the title.*

Piggyback Barcodes

For each item a new barcode must be assigned. Follow the procedures on how to relabel item (change barcode) in the manual *UBC Library Item Maintenance Procedures – Rev. 1998*.

Relabelling the item is necessary because the original barcode will be thrown away at the bindery.

Piggyback barcodes can be used by attaching them to the top of the Monographic Binding slip. When the items are returned from the commercial bindery, the new barcode is peeled from the slip and put onto the new cover.

Types of Monographic Binds

There are 4 types of Monographic Binding. The selection of each type will depend on the item material type and/or by request of the Collections librarian. Selection of a particular type of bind other than monograph bind must be indicated in some way on the shipment. For example soft cover binds can be put in a box marked "Soft Covers".

The types of monographic binds include:

Monographic Bind

Monographic binding includes the trimming and realignment of pages, complete replacement of the cover and title & author information added to the spine. This is the most common type of monographic rebinding process.

Soft Covers

Soft cover binds are most often applied to items originally bound in a soft cover format and are often smaller report type material, children's books, etc. The thickness of the book cannot be greater than 1/2 inch.

Most importantly, the front and back covers will be removed from these items before binding. Therefore you should verify that no relevant text or information would be lost. It may be necessary to photocopy any relevant information from front and back covers. (Be sure to include all relevant information for items with paper window covers.) The binder glues the original front cover to the new bound outside cover and no author and title information will be added to the spine.

If the front cover is needed, one option is to select **Include front cover** on the monograph binding slip. A photocopy of the cover will be needed to glue to the front bound cover. A second option is to select **Bind Everything** on the monograph binding slip. For this option the binder will include the entire cover in the bind but the front cover should be photocopied so it can be glued to the outside front cover

Hard cover books can only be bound as soft covers if their cover pages are Xeroxed and the original cover is removed.

Lie-flats

The Lie Flat bind option is a binding technique for items that must easily lie open for use. The Lie flat bind option is provided for UBC Library Music material.

Re-case

If only the cover of an item is damaged beyond repair but the pages of the book are in good condition and still attached to a binding cloth a re-case may be done. For a re-case the commercial Binder does no trimming and simply provides a new cover for the item.

REBIND PROCESSES - Samples**a. Bindery Prep**

Return book to EDUCATION

Cir. Lot #22

Ser. Lib. use TAPE

UNIVERSITY OF B.C. LIBRARY

3 9424 03056 5169

Donor

Bind Everything

Include front cover

Pocket

Folded material

No trim

Colour

LB
3051
.E75
1979

UBC LIBRARY
CR-2(4/93)

TITLE

EXAMS FOR B.C. SECOND LEVEL
STUDENTS

no author & title

Return book to SCIENCE & ENGINEERING

Cir. Lot #5

Ser. Lib. use TAPE

UNIVERSITY OF B.C. LIBRARY

3 9424 03056 5284

Donor

Bind Everything

Include front cover

Pocket

Folded material

No trim

Colour

TK
9178
P75
1996

UBC LIBRARY
CR-2(4/93)

TITLE

OECD // WORKSHOP ON CURE MONITORING
OCTOBER 1996

proceedings

REBIND PROCESSES - Samples**a. Bindery Prep**

Return book to MACMILLAN

Cir. Lot #11 Ser. TAPE Lib. use

UNIVERSITY OF B.C. LIBRARY
3 9424 03056 5268

Donor

Bind Everything

Include front cover

Pocket

Folded material

No trim

Colour

OK
475
525
1997

UBC LIBRARY
CR-2(4/93)

TITLE
SMITH // REALLY BIG TREES

author & title

Return book to MUSIC

Cir. Lot #7 Ser. TAPE Lib. use

UNIVERSITY OF B.C. LIBRARY
3 9424 03056 5276

Donor

Bind Everything

Include front cover

Pocket

Folded material

No trim

Colour

MP
595
R47
1983

UBC LIBRARY
CR-2(4/93)

TITLE
ROGERS // SLOW SONG FAST SONGS

editor appearing in call # & title

UBC Library monograph binding slip

| | | | |
|------------------------|-----------------|---------------------------|---------------------------|
| UBC information | Location: | Binder information | Tattletape |
| | Lot number: | | Include front cover |
| | Shipment date: | | Pocket |
| | Operator: | | Folded material |
| | DBCN: | | Minimal trim |
| | Spine call no.: | | Re-case |
| | | | Chinese arrangement |
| | | | Colour: |
| | Bind everything | | |
| | Super rush | | |
| | | | Mono spine author: |
| | | | Mono spine title: |
| | Circ code: | | |
| | Donor: | | |

UBC Library monograph binding slip

| | | | |
|------------------------|-----------------|---------------------------|---------------------------|
| UBC information | Location: | Binder information | Tattletape |
| | Lot number: | | Include front cover |
| | Shipment date: | | Pocket |
| | Operator: | | Folded material |
| | DBCN: | | Minimal trim |
| | Spine call no.: | | Re-case |
| | | | Chinese arrangement |
| | | | Colour: |
| | Bind everything | | |
| | Super rush | | |
| | | | Mono spine author: |
| | | | Mono spine title: |
| | Circ code: | | |
| | Donor: | | |

REBIND PROCESSES

B. Mendery

A UBC Library Mendery is located in the Main Library building and is available for repair and restoration of certain types of materials and specific types of repairs. Jirina Hatina is the Mendery technician who is trained to work with these items for the Library. Contact Jirina at (jhatina@interchange.ubc.ca)

Criteria for sending Item to Mendery

If damaged items fall into any of the below scenarios they should be sent to the library bindery for repair.

- A. Require a very quick turnaround
 - an item coded for Reference use (needing minor repair)
 - an item otherwise in high demand
- B. Have one or more of the following ***special needs*** or attributes:
 - uniqueness (the particular copy is itself important)
 - a significant association copy
 - an autographed copy
 - an annotated copy
 - other high value as an artifact
 - a first edition
 - an early edition (e.g. in author's lifetime)
 - a limited edition
 - a private press edition
 - aesthetic value
 - an illuminated book
 - a book with fore-edge painting
 - a book printed on vellum
 - a book with significant illustrations, such as colour prints or maps
 - a book with fine leather or vellum binding
 - a miniature book
 - historical value
 - a book printed before 1825
 - a book printed in Canada before 1900

- special vulnerability
 - a very fragile copy of an edition which is out of print
 - a copy in original binding but with margins too narrow for oversewing

C. Require simple paper and binding treatments:

- repair torn pages
- replacing missing pages (see section on missing pages)
- tipping in loose plates, etc.
- tightening the hinges and reattaching spines.

Preparation of Item Records

Using the **DRA Circle** module, items being sent to the Mendery should be signed out to **Mendery**. Each branch should have its own individual Mendery circulation record to keep track of the branch items they have sent.

Example

| UBC Library | | Borrower Selection | Fri 10/08/2001 |
|----------------------------|----------------|--------------------------|----------------|
| Name | Current ID | Address | |
| 1.MENDERY KOERNER LIBRARY | 29424002383528 | KOERNER PROCESSING BINDI | |
| 2.MENDERY MUSIC LIBRARY | 29424000624717 | LESLIE MUSIC LIBRARY | |
| 3.MENDERY WOODWARD LIBRARY | 29424000624725 | WOODWARD LIBRARY DAMAGED | |

Preparation of Physical Items

Once charged, box items **carefully** and send to:

Mendery - Main Library
Attention: Jirina Hatina

Returned Items

When items have been repaired they will be returned to your branch. Do not forget to **Discharge** them from Mending and **remove** the **Damaged Status** before returning them to the stacks.

For instructions on Status Changes see *UBC Library Item Maintenance Procedures – Rev. 1998*.

Mending Tips

- If you are unsure about the treatment for an item it is better to send it to the Mending first. If the Mending is unable to repair it or if the item would be better dealt with through another process it will be returned.
- Take time to participate during in-house preservation and mending training opportunities. This training will help you to understand Mending work and give you a better overall understanding of the importance of preservation work.

REBIND PROCESSES

C. Re-Orders

Sometimes the cost of ordering a new copy of a title may be more economically viable than having it repaired or rebound. This is a collection decision that should be made by a Collections Librarian.

Preparation of Item Records

If a decision is made to reorder a particular item, the regular book ordering processes for your branch should be followed. It may be necessary for order staff to see the title in question to place the order correctly.

If the item is still in print order staff will place an order using the item's existing catalogue record. If an item is no longer available order staff will order an appropriate replacement. The status of orders can be seen in Infogate. Infogate will display **On Order** or **Order Received**.

Preparation of Physical Items

Physical items, which have been re-ordered, should be housed in an accessible location until the order replacement arrives. Items may still be requested by users and should be available.

Returned Items

Once new orders arrive and are catalogued they will be sent to the appropriate branch with a **Replacement Flag** which will indicate which item the copy is replacing and that the old copy may now be withdrawn from the collection. (see section 2. *Rebind Processes f. Withdraws*).

REBIND PROCESSES - Samples**C. Re-Orders**

To: CATALOGUE DIV.

| | |
|---|--------------------------|
| Reference | <input type="checkbox"/> |
| Replace worn/damaged Call # _____ <small>(CAT/BOOK PREP: Leave flag in book for CIRC)</small> | <input type="checkbox"/> |
| Bibliographically Challenged | <input type="checkbox"/> |
| Added Volume Continuation / Serial | <input type="checkbox"/> |
| Added Copy | <input type="checkbox"/> |
| <hr/> | |
| Mono series Classed together Call # _____ | <input type="checkbox"/> |
| Dup O.K. (Incl. Repl.) | <input type="checkbox"/> |
| Notes: | |

REBIND PROCESSES

D. Pamphlet bind

Pambinding is an in house preservation option that is provided to deal with library materials that often do not quite fit the description of traditional monographs. Often they are thin report or pamphlet type items of various heights that required the addition of a heavy cover to provide strength for shelving as well as protection.

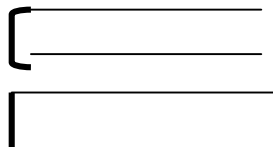
The following do not Pambind their material:

- Fine Arts
- Special Collections
- Music
- Woodward Rare Books
- Map Library

Preparation of Physical Items

Items for pambinding should be sorted according to size and type of pambinding. There are two types of pambinding:

Saddleback - maximum 150 pages



Squareback - maximum 75 pages



The density of paper should be taken into consideration as glossy type papers are heavy and therefore fewer pages can be pambound.

Some branch libraries are currently equipped to pambind their own materials – branch staff members involved should contact the Marking Supervisor located in Technical Services Marking & Cataloguing (Library Processing Center) for training and/or instructions.

Other branches may send items to Marking for Pambinding. Using the DRA Circle module, items being sent for Pambinding should be signed out to Pambinding. Each branch should have its own individual Pambinding circulation record to keep track of the branch items it has sent.

Example

| UBC Library | | Borrower Selection | Fri 10/08/2001 |
|---|--|----------------------|----------------|
| AAS-6543 Entered: 12/06/2001 | | Modified: 12/06/2001 | |
| Koerner Pambinding | | | |
| Curtis, Donna | | | |
| Card #: 29424002394046 | | Student ID #: | |
| Address: Koerner Library, VANCOUVER, BC | | | |
| Registration Qualifier: U Class: LB Has Now: 13 Status: | | | |

Once charged, box items and send to:

Marking – Library Processing Center

Attention: Pambinding

Returned Items

When items have been pambound they will be returned to your branch. Do not forget to **Discharge** them from Pambinding and **remove** the **Damaged Status** before returning them to the stacks.

For instructions on Status Changes see *UBC Library Item Maintenance Procedures – Rev. 1998*.

REBIND PROCESSES

E. Storage

Sometimes repair or rebind may not be possible for a given item. This may be due to damage which is so extensive that repair is not possible. Or it may be the nature of the item itself, such as very brittle paper that cannot withstand commercial binding. A Collections librarian may make the decision to have these items placed in storage to help preserve them while still making them accessible to users through request.

Preparation of Physical Items

****UBC Library Storage Process currently under review****

Various branches have limited storage spaces available locally in their branch. Most branches however, need to send storage items to a central location. At this time storage options are extremely limited and the storage process is under review. Please speak with your collections librarian or branch librarian if storage is required.

Storage shelf assignments are required prior to sending items to storage.
Storage call number labels are required with proper storage shelf location.
Storage wrapping may be necessary.

Preparation of Item Records

****UBC Library Storage Process currently under review****

Item record must be updated to reflect new storage location information. For instructions on Storage see *UBC Library Item Maintenance Procedures – Rev. 1998*.

****Please watch for an updated replacement handout for this section Rebind Processes E. Storage.****

REBIND PROCESSES

F. Withdrawn

If the Collection librarian has made the decision to withdraw an item, the item will actually be physically removed from UBC Library so it is important not to skip any steps in its treatment.

Preparation of Item Records

Using the **DRA Circle** Module follow the instructions for Withdrawing Items in the manual *UBC Library Item Maintenance Procedures – Rev. 1998*.

Preparation of Physical Item

Using a black felt tip marker cross out the call number label from the spine or front of the volume. Make a large visible “X”.

Use a “UBC Library Discard” stamp inside the front and back covers.

Be sure to keep statistics of all withdrawn items (see Koerner Withdraw Sheet as an example) to keep an accurate count of the number of items you withdraw. These statistics may be requested on an annual, fiscal or monthly basis.

Package items securely in boxes and send RUSH to:

WITHDRAWN MATERIAL for Recycling – Main Library
Attention – Richard Moore

REBIND PROCESSES - Samples**F. Withdrawn**

SAMPLE
KOERNER PROCESSING

NETCAT WITHDRAWN VOLUMES

MONTH/YEAR: MARCH 2000 NAME: dgc

| | | | | | | | | | |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | <u>29</u> | 30 |
| 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 |
| 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
| 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 |
| 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 |
| 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 |
| 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 |
| 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
| 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 |
| 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 | 119 | 120 |
| 121 | 122 | 123 | 124 | 125 | 126 | 127 | 128 | 129 | 130 |
| 131 | 132 | 133 | 134 | 135 | 136 | 137 | 138 | 139 | 140 |
| 141 | 142 | 143 | 144 | 145 | 146 | 147 | 148 | 149 | 150 |
| 151 | 152 | 153 | 154 | 155 | 156 | 157 | 158 | 159 | 160 |
| 161 | 162 | 163 | 164 | 165 | 166 | 167 | 168 | 169 | 170 |
| 171 | 172 | 173 | 174 | 175 | 176 | 177 | 178 | 179 | 180 |
| 181 | 182 | 183 | 184 | 185 | 186 | 187 | 188 | 189 | 190 |
| 191 | 192 | 193 | 194 | 195 | 196 | 197 | 198 | 199 | 200 |

29 volumes withdrawn.

REBIND PROCESSES - Samples

F. Withdrawn

COMPLETELY REVISED FOR THIS DECADE—SIXTH EDITION

THE WORLDLY PHILOSOPHERS

THE LIVES, TIMES AND IDEAS
OF THE GREAT ECONOMIC THINKERS

B Y R O B E R T H E I L B R O N E

JOHN MAYNARD KEYNES
KARL MARX
HENRY GEORGE

JOHN STUART MILL
THOMAS ROBERT MALTHUS
JOHN SMITH

"A BRILLIANT ACHIEVEMENT" — JOHN KENNETH GALBRAITH

THE WORLDLY PHILOSOPHERS

Acclaim for *The Worldly Philosophers*

"Robert Heilbroner's *The Worldly Philosophers* is a living classic, both because he makes us see that the ideas of the great economists remain fresh and important for our times, and because his own brilliant writing forces us to reach out into the future."
— Leonard Silk

"*The Worldly Philosophers*, quite simply put, is a classic.... None of us can know where we are coming from unless we know the sources of the great ideas that permeate our thinking. *The Worldly Philosophers* gives us a clear understanding of the economic ideas that influence us whether or not we have read the great economic thinkers."
— Lester Thurow

"Sinclair Lewis's Arrowsmith inspired several readers to become Nobel laureates in biology. Robert Heilbroner's new edition of *The Worldly Philosophers* will inspire a new generation of economists."
— Paul Samuelson

"If ever a book answered a crying need, this one does. Here is all the economic lore most general readers conceivably could want to know, served up with a flourish by a man who writes with immense vigor and skill, who has a rare gift for simplifying complexities."
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Robert L. Heilbroner is Norman Thomas Professor of Economics at The New School for Social Research in New York. He has written for *The New Yorker* and is the author of many books, including *The Future as History: The Nature and Logic of Capitalism*, and (with Lester Thurow) *Economics Explained*.

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REBIND PROCESSES - Samples
F. Withdrawn

**THE
WORLDLY
PHILOSOPHERS**

*The Lives, Times, and Ideas
of the Great Economic Thinkers*

SIXTH EDITION

Robert L. Heilbroner



By Robert L. Heilbroner

THE WORLDLY PHILOSOPHERS

THE ESSENTIAL ADAM SMITH

THE NATURE AND LOGIC OF CAPITALISM

MARXISM, FOR AND AGAINST

AN INQUIRY INTO THE HUMAN PROSPECT

BUSINESS CIVILIZATION IN DECLINE

BEYOND BOOM AND CRASH

BETWEEN CAPITALISM AND SOCIALISM

THE LIMITS OF AMERICAN CAPITALISM

ECONOMICS EXPLAINED

(with Lester C. Thurow)

THE ECONOMIC PROBLEM

(with James K. Galbraith)

A PRIMER ON GOVERNMENT SPENDING

(with Peter L. Bernstein)

THE GREAT ASCENT

THE MAKING OF ECONOMIC SOCIETY

THE FUTURE AS HISTORY

MISSING PAGES

One of the most common damaged item problems is missing pages. Monographic or bound journal items may have portions of text missing which may need to be replaced. For the most part these missing pages can be replaced and the item rebound following the procedures below. However, if a large portion of the text is missing (e.g. more than one chapter from a book) the item should be given to a Collections Librarian for a treatment decision such as re-order or withdraw.

A. UBC Library owned multiple copies

If UBC Library owns more than one copy of the text with missing pages check the other(s) copies to see if they are intact. If the pages are available in another copy make copies for replacement.

NOTE: *a multiple copy must be the **exact same copy** – it must have the same publisher, print date, edition, etc.*

It is important that care is given when making copies for replacement. The copied pages should fit into the item once it is rebound. Whenever possible:

- make two sided copies to reduce bulk in binding;
- align pages with the adjacent pages; and
- be sure to copy the page(s) clearly so that no portions are cut off.

Items with their binding still intact and with 5 leaves of replacement copies (5 two sided pieces of paper) or less may be sent to the Mender for tipping in. (see section 2. *Rebind Processes b. Mender*)

Items in need of repair and/or which have more than 5 leaves of replacement photocopies should be sent to the commercial bindery with copied pages as Monograph rebinds. (see section 2. *Rebind Processes a. Bindery Prep*)

MISSING PAGES

B. ILL requests

If UBC Library does not own an additional copy of the title with missing pages an Interlibrary Loan (ILL) may be placed for the missing pages.

Interlibrary Loans can be placed through the Library's ILL online order page located at: <http://www.library.ubc.ca/rss/rss.htm> or through the UBC Library online catalogue.

Each branch should have its own Bindery Borrower record so that Interlibrary Loans are returned to the appropriate branch.

Example

| UBC Library | | Borrower Selection | Fri 10/08/2001 |
|-----------------------------|----------------|--------------------------|----------------|
| Name | Current ID | Address | |
| 1.BINDERY KOERNER LIBRARY | 29424002383577 | KOERNER PROCESSING BINDI | |
| 2.BINDERY MONOGRAPH LOT 01 | 29424000624675 | MARCH 23 2001 RED | |
| 3.BINDERY MONOGRAPH LOT 02 | 29424000624683 | MARCH 30 2001 BLACK | |
| 4.BINDERY MONOGRAPH LOT 03 | 29424000624691 | APRIL 6 2001 GREEN | |
| 5.BINDERY MONOGRAPH LOT 04 | 29424000635408 | APRIL 13 2001 BROWN | |
| 6.BINDERY MONOGRAPH LOT 05 | 29424000625052 | APRIL 20 2001 GREY | |
| 7.BINDERY MONOGRAPH LOT 06 | 29424000610161 | APRIL 27 2001 NAVY | |
| 8.BINDERY MONOGRAPH LOT 07 | 29424000610179 | MAY 4 2001 BLUE | |
| 9.BINDERY MONOGRAPH LOT 08 | 29424000610187 | MAY 11 2001 MAROON | |
| 10.BINDERY MONOGRAPH LOT 09 | 29424000610195 | MAY 18 2001 RED | |
| 11.BINDERY MONOGRAPH LOT 10 | 29424000625029 | MAY 25 2001 BLACK | |

Koerner places
ILL requests on
this card.

On the **ILL form** you should indicate that this is a **request for replacement pages**. Often arrangements can be made to ensure that copies have wide margins for ease in rebinding.

Journal articles – include only the author, title and missing pages needed.

Monographs – order the entire book instead of just the pages needed.

Be sure to keep track of all the ILLs you have place. Maintaining a binder with copies of the ILL requests in alphabetical order is a convenient way to file these requests.

As with any item with a status of damaged users may request to see it during the rebind/repair process. While waiting for ILLs to be filled, be sure to shelve these items so they can be located if requested.

Back from Bindery

When items return from the bindery, they will first stop at Technical Services Periodicals & Binding in Koerner Processing. Here the new item ID (i.e. barcodes) will be added to the back cover of the volume and a date stamp to indicate when they were rebound. They will also be checked for title spelling and page order.

Once ready the items will be routed to Marking in the Library Processing Center for call number labeling and book prep.

Finally, the rebound items will be returned to the branches for shelving. ***Always remember to remove **Damaged** status.***

Specialty Services

The wide variety of material held in the UBC Library collection also requires a wide variety of treatments to ensure their proper preservation. If you find that the treatments discussed in this handbook do not fit the needs of the item in hand there may be other options that can be explored.

All requests for special services must be made through the Technical Services Librarian for Periodicals & Binding. Current specialty services include, but are not limited to, hand sewing and boxes. Other options may be available so be sure to contact the Mender and/or the Technical Services Librarian for Periodicals and Binding.

Note: *Alternative options or special services are a great deal more costly than regular binding and should involve the discussion with the appropriate Collections Librarians.*

A. Hand Sewing

Hand sewing is an alternative to commercial glue binding only when it is imperative that the spine not be trimmed. Most often items requiring this treatment will have little if no margin that can be trimmed.

Other items that may require hand sewing may include items that have small sewn signatures that combine to make a larger volume. The trimming of these items for regular binding would mean cutting material along the spine and therefore damaging the item.

B. Boxes

Custom made boxes may be available for items that simply cannot be bound but must be made available to users without limiting access. Boxes are extremely expensive. The cost of one box is equivalent to 4-5 monograph binds or more.