

BINDING POLICY

Preamble:

There is a shortage of funding to provide comprehensive binding of all library materials. It has been estimated that over \$250,000 would be required to bind only the unbound periodicals. This figure does not include government publications or monographs. In 1992-93 in a 10 month period \$4,338 was spend to bind 609 English language monographs, \$18,148 for 4,045 French language monographs, \$3,202 for 305 Government Documents, \$210 for 21 Theses and \$7,380 for 687 periodicals volumes.

With the recent budget cutbacks and the projected cutbacks binding will have to be restricted to priority items for both the French and English Language budgets.

Binding Budget Allocation

The binding budget will be divided between Periodicals, Monographs (English and French), and Government Publications by the Director on a yearly basis. Funds may be re-distributed during a fiscal year based on an overwhelming need in any of the areas by the Director, but in general will remain the same during a fiscal year, and will be adjusted in the following fiscal year.

Binding Priorities for Periodicals

Binding Priorities for Government Publications

Binding Priorities for Monographs

To the extent that funding is provided the following materials will be sent for binding:

Priority 1 New materials

1. Uncut books.
2. Books that are spiral bound.
3. Materials that are stapled only.
4. Books with glue or other bindings that will not stand normal use.

Priority 1 Existing Collection Materials

1. Any of the conditions listed under Priority 1 for new materials.
2. Any other monograph that is judged to be worth repairing.

Decision for Binding

The decision shall be based on the cost of binding, the availability and cost of purchasing a new replacement copy, and the value of the book to the collection or to the user community. The decision to bind new books will be made by Technical Services Staff in conjunction with the collection librarian responsible for a particular discipline.

Circulation staff will most likely be the first employees to identify existing monographs that are in need of repair and should forward the items to Technical Services where they will be placed on a booktruck awaiting a decision of the appropriate collection librarian.

Procedures for Binding

A booktruck will be set aside in Technical Services for collection librarians to preview prior to deciding what materials are to be sent for binding. Once the items have been selected for either re-purchase or binding the materials will be sent to the bindery or to the order unit subject to available funds.