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# UNIT 13 STANDARDS FOR LIBRARY BINDING

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## 13.0 OBJECTIVES

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After reading this Unit you will be able to:

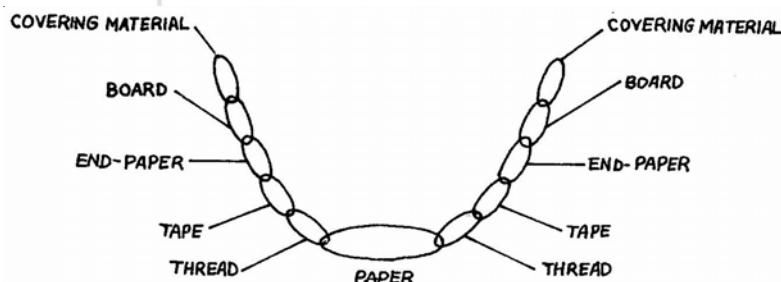
- know the standards for binding for different types of library items and to get an idea about the material quality and workmanship;
- give suggestions and recommend some guidelines in the selection of the right kind of binding materials; and
- describe the various elements in the process of book-binding.

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## 13.1 INTRODUCTION

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Dr. S.R. Ranganathan in his book “Social Bibliography or Physical Bibliography for Librarians” viewed book-binding as a chain of eleven links, represented diagrammatically as follows:



**Fig.13.1 : Ranganathan's Representation of Book-Binding as a Chain of Eleven Links.**  
(Source: Indian Standards IS 3050-1965)

It is a symmetrical link; the collection of the printed pages which constitutes the book lies at the centre of the link.

The strength of the weakest element of the chain determines the total strength of the binding. For example, if all the elements of the chain, except the stitching thread, are pretty strong, the binding will still be weak and will break when the weak thread gives way. Likewise, same situation will arise when anyone of the other elements of the chain is weak.

There is, therefore, hardly any justification to make any element or elements of the chain disproportionately stronger than the others. There should be a balance of compatibility.

Again, the quality of each of the elements of the chain should be commensurate with the inherent durability of the central link, that is, the paper which constitutes the book. If the paper itself is very weak in texture or of a poor quality otherwise, even the best quality of all binding material used will eventually turn in fruituous. Where the librarian may have some say in matters concerning selection of the right kind of binding materials subject, of course, to their availability, he/ she has very little control over the quality of paper used for the book by its publishers. He can at best put forward his suggestions and recommend some guidelines in this respect, but the publishers may not be willing to accept them on purely commercial considerations. .

If, therefore, the librarian has to consider rebinding of a book, the paper of which is of poor quality and texture, he will be left with two alternatives:

- i) If the book is worth long-term preservation, suitable reinforcement methods to strengthen the paper before rebinding has to be adopted. Proper reinforcement will, no doubt, be expensive.
- ii) On the other hand, if the content of the book does not justify expenses on reinforcement, the book should be given a cheaper binding (other than standard library binding),

Unfortunately, binding materials, such as, leather, buckram, cardboard, tapes and cards, of right strength and quality are not always available in the market. To recommend standards for these items for library binding is one thing, but to make these available for actual use is another. The Librarian is, more often than not, constrained to accept leather of inferior variety, straw boards of weak texture, calico or cloth of indifferent quality and so on. This is, not only always because of the library's financial constraints, but also, and mote often, of the non-availability of materials of the desirable quality.

Of late, a variety of new synthetic materials, of which mention has been made in the earlier Unit (Unit 11), have started coming in the market and are being used by be binders. Cost-wise, most of these are cheaper than the materials, which are being traditionally used by our binders. But the suitability of their use in reinforced library binding is yet to be conclusively established and their quality yet to be standardised in India.

What has been stated above constitutes a general background, which has to be kept in view' while studying the paragraphs that follow.

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## **13.2 STANDARDS FOR LIBRARY BINDING**

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The standards for library binding have two aspects:

- i) Quality of materials used; and
- ii) The workmanship

There are a number of prescribed standards covering various aspects of binding. Some of these standards are:

- a) *American Standards*: Durable hardcover binding for books; prepared by the American National Standards Institute (ANSI) and National Information Standards Organisation (NISO). This set of Standards (1992) incorporates those prescribed earlier by the Joint Committee of the American Library Association and the Library Binding Institute. ANSI/NISO Z39.78-2000 by National Information Standards Organisation and the Library Binding Institute.
- b) *British Standards*: Created by the British Standards Institute (BSI), 1980 with amendment (2002). These Standards take note of the various recommendations made in Brown's Manual of Library Economy and other standard British books on Library binding.
- c) *Indian Standards*: Code of practice for reinforced binding of library books and periodicals IS 3050 (1965) with amendment of February 1968. This incorporates the recommendations made by S.R. Ranganathan in his book: "Social Bibliography or Physical Bibliography for Librarians". This was further reaffirmed in 2003.

The following paragraphs are, in fact, a synthesis of the various prescriptions mentioned in the above standards, laying special emphasis on the Indian Standards (IS), which have been incorporated at the end of this Unit as an Appendix.

Synthesising several sets of prescriptions has not posed any difficulty because of the fact that these are basically akin, having no *inter se* contradictions. These in fact compliment each other.

We may now discuss the prescribed standards according to job-sequence.

### 13.2.1 Assembling

The procedure should follow the following steps:

- a) All books should be carefully assembled (collated) to detect any missing or damaged leaves or any peculiarities of paper or constructions that might make rebinding inadvisable. Whether the book will stand rebinding should be determined before actually sending it out to the binder.
- b) In case of periodicals or books published in installments, all the issues of a volume and the sections making up the title, contents pages and indexes should also be collated and assembled' in the proper sequence.
- c) Cover and advertisement sheets in periodicals should be removed unless these are included in the pagination of the text and/or these are required to be retained on other consideration.
- d) As far as possible, assembling into volumes more than 7 cm. in thickness should be avoided.

### 13.2.2 Reinforcing

The process of reinforcement is as follows:

- a) The first and the last sections of all books should be suitably guarded at the back by pasting linen or muslin strips.
- b) All sections, broken at the back, should be strengthened by providing lining inside and outside along the, fold with strips of rag, tissue paper, or unsized muslin or linen strips. The strips so pasted should preferably be serrated, The width and the weight of a strip of linen or muslin, if used for fold mending, will be governed by the nature of the repair. The warp should be paralled to the binding edge.

- c) All torn pages should be joined with tissue paper or similar material such as Japanese tissue (which is not easily available in India) or onion-skin bond (which is quite expensive). Whatever material is chosen; it should ensure that after it has been pasted, the readability of the text is not affected.  
All tears in the margins should also be repaired with bond paper of suitable weight.
- d) When the paper of the volume is soft, spongy or brittle, the pages should be reinforced by pasting transparent tissue paper or similar material, which does not affect readability.
- e) All folded plates, maps, plans and other extended sheets, not forming part of a normal section should be mounted on guards of linen or muslin or tough paper. Pasting of leaves larger than the format of the volume should not be done. All extended sheets should be reinforced at the folds.
- f) The art-plates, if any in the volume, should be guarded by inserting a sheet of transparent tissue paper or similar material between the text and the front side of each plate.

### 13.2.3 Affixing Pockets, End-papers and Tapes

*Pockets:* Sometimes there are maps, charts or such other material which accompanies a volume, but cannot be bound with it because of their format. A separate pocket should be secured at the end of the volume for such material in such a way that the overall shape of the volume is as near to the normal as possible.

*Endpapers:* There shall be endpapers, one at each end. Each end-paper shall consist of a section giving four leaves.

*The machine direction of endpapers* should be parallel to the binding edge. These should be provided with strong linen or cloth joints.

Endpapers should be made of good, thick, strong paper with high *folding strength*, but their *stretch and contraction* characteristics should not differ greatly from those of adjacent papers.

The construction of endpapers should be such that the sewing will go through the reinforcing fabric the same way as through the section of the book; and each of the endpapers should be sewn on as a section.

The endpapers should preferably be coloured, marbled or printed paper with at least one white leaf before and after the printed matter. The endpapers should match the text in colour.

*Tapes:* Tapes made of unbleached linen or cotton should be used. The width of the tapes should be 2 cm. There should be two kettle-stitches each at a distance of 2.5 cm. from the head and tail of the volume.

### 13.2.4 Sewing

The method of sewing will depend on the style of binding. Nevertheless, the following basic points should always be taken into account:

- a) the need for the greatest possible strength;
- b) the thickness of the chosen thread;
- c) thickness, bulk or swelling of spine;

d) the ease with which the volume will open.

Whichever the method used, the tension of the sewing should be kept even. In rebinding the existing sewing holes should be used, if possible. (BSI Standards).

Sewing should be all along one section at a time, except where thickness of paper makes it necessary to sew two sections on. Sewing should be done with thread of suitable thickness. The thread should be strong and durable and should be of linen or unbleached cotton. It should be soft enough, preferably waxed (BSI Standard), so that it does not injure the paper. (For quality of thread see Unit 11: Binding Material, paragraph 11.2)

Sewing should be so done that when the volume is opened, the pages of its two halves i.e., flat on a flat surface.

### 13.2.5 Boards

Varieties of boards used by binders have been described in Unit 11. Split boards, though costlier than other varieties, is the most suitable variety for reinforced archival binding of thick volumes. While using split boards, the thinner layer of the board should be closer to the book.

Split board of standard quality is in very short supply in India. Moreover, it should be used in very special types of binding. For normal good quality library binding, the binders in India and abroad generally use mill boards.

The mill board used should be of appropriate thickness in conformity with the size and weight of the book. It should be of good quality and finish, single ply, hard rolled variety and acid free (PH between 5.0 and 9.0 according to BSI Standard). This kind of board is commonly known as “binders’ board”.

### 13.2.6 Forwarding

#### Cutting Edges:

A volume, after stitching, should be trimmed as slightly as possible. Its edges should be cut accurately leaving margins, as wide as possible. Cutting should never affect the printed portion.

*A Deckle-edge Book:* should not be trimmed at the fore-edge and tail-edge. The top-edge should, however, be trimmed.

Edges may be sprinkled, stained or left plain, as per choice.

#### Rounding, Gluing, Backing and Lining:

Rounding and backing are used together to help keep the volume in shape.

The spine of the volume should be well-rounded: The rounding should be proportionate to the thickness of the spine. For thinner volumes the rounding should be kept very low and should be increased proportionately for thicker volumes.

Volumes made up of very thin paper should be better rounded and backed, and volumes made up of very thick paper should better be left flat, Left not rounded and backed.

The rounded spine should be glued and lined with muslin extending to within 5 mm of head and tail of the volume. The lining should cover a considerable portion of each end-paper.

The glue used should be mixed with insecticide conforming to Indian Standard IS 562; 1962, reaffirmed in 1987.

#### **Attaching Board:**

In attaching the boards French Joints should be used. French joint enables the boards to swing back more freely than *if* they were fixed closely to the spine. French joint gives greater area of the covering material to stand the strain of closing and opening of the volume.

If split board is used, each slip of tape should be firmly inserted in between the plies of the board. The outermost end-paper at each end should be cut to the necessary width and inserted into the split board; or otherwise, simply pasted firmly on the inner side of the board at each end. The outermost end-paper at each end should then be pasted on the board (Paste-down).

#### **13.2.7 Covering and Fixing Headband**

*covering:* .If leather is used as covering material its specification should conform to Indian Standards IS 2960, 1964, reaffirmed in 1990. “Specification for book binding leather”.

The leather should not be pared too thin; this will affect its strength. It should not be attached too tightly. This is necessary to allow required flexibility within the French joint.

The covering material, whether it is leather, or cloth, or rexine, should be attached directly to the spine of the volume. This will make the pages of the two halves of the open volume to lie flat.

The covering material fixed to the spine should extend over the boards to various widths depending on the desired style of binding but in any case it should not be less than one-third of the width of the volume.

The covering material should be neatly folded, and not *mitred* (see Key words) on the comers of the board which are slightly rounded for better protection.

*Headband:* Headbands, generally made of strong cotton or coloured silk cords should be affixed .at the top and bottom of the spine, or pieces of strong strings may be inserted into the turning of the leather (or ‘other covering material used) at the head and tail in the place of headbands. The strength of the headband should be commensurate with the weight of the volume. (The need for fixing headbands has been discussed in Unit 12).

#### **13.2.8 Finishing**

##### *Lettering*

- i) The lettering should be *durable*, in fast colour of gold or silver, as desired.
- ii) It should be easily *readable*: the title of the volume normally 25 mm below the head, the author’s name on the upper half of the spine at least 25 mm below the title, and the bottom line of the call number on the spine normally 25 mm above the tail. Lettering done along the spine should be such that it is directly readable when the book is lying flat, front cover up.
- iii) About the size of the letters, the Bureau of Indian Standards is silent. The Librarian has to apply his judgment, keeping in view the legibility and elegance factors.

*Varnishing:* The cover surface may be varnished with shellac of cellulose acetate, or any other suitable material not harmful to the covering material, for better protection of the binding.

### 13.2.9 Styles and Colour

*Styles:* The Bureau of Indian Standards has prescribed the various styles of book binding and the particular use to which they are put by the librarian. (See Article 3.1 of 183050 in Appendix).

*Colour:* The colour of the covering material should be fast and soothing to the eye. In case of journals, serials and multivolumed books, the colour chosen should be the same for the entire set, to ensure uniformity.

#### Self Check Exercise

- 1) Describe the views expressed by S.R. Ranganathan on book-binding.
- 2) Discuss the process of reinforcement mentioning the quality of materials used in book-binding.
- 3) What is headband? Describe how headbands are fixed in the book-binding.

**Note:** i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

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### 13.3 SUMMARY

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The view expressed by S.R. Ranganathan that book binding as a chain of various links and the strength and quality of each element in the chain determines the total strength of the binding has been discussed in the Unit. Standard for library binding in respect of quality of materials used and the workmanship have been described standards according to the job sequence in book-binding have been enumerated. The procedure involved in the process of assembling; reinforcing, affixing pockets, endpapers, tapes; sewing; bonds; forwarding, covering and fixing hardboard; finishing; and styles and colour has been dealt in detail.

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### 13.4 ANSWERS TO SELF CHECK EXERCISES

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- 1) S.R. Ranganathan viewed book-binding as a chain of eleven links and the reprinted pages which constitutes the book lies at the centre of the link. The strength of each element of the chain determines the total strength of the binding. There is no justification to make any element(s) of the chain disproportionately between them. Further, the quality of each element lies with the durability of the central link i.e., the paper quality of the book.
- 2) The process of reinforcement takes care about the strength of the all sections, pages folded plates and art-plates in the book. The first and the last section of all books

should be guarded by posting lines or muslin strips. Sections broken at the back should be strengthened by providing lining with strip of rag, tissue paper. All torn pages should be joined by Japanese tissue or onion-skein bond, when the pages are soft and brittle, these should be reinforced by pasting transparent tissue paper which does not affect readability. Folded plates, map etc. should be mounted on guards of linen or muslin or tough paper. The art-plates if any should be covered with a sheet of transparent tissue paper. .

- 3) Headbands are strong protection given at the top and bottom of the spine. Headbands are made of strong cotton or silk cords fixed inside the turning of the leather at the top and bottom of the spine. The strength of the headband should be more if the weight of the volume is high. While taking the book out of the tight shelf one puts the finger on the top of spine and try to pull out the book, here only strong headband protect the book-binding.

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### 13.5 KEY WORDS

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<b>Deckle-edge</b>	:	Book released by the publishers with rough uncut edges.
<b>Folding Strength</b>	:	The basic material that create paper is fibre. The length, intrinsic strength and the direction of the fibres relative to the line of folding are the factors which determine the strength of folding of a sheet of paper.
<b>Machine Direction of Paper</b>	:	In the process of manufacturing machine-made paper, the fibres mostly get set along the direction in which the pulp runs. If the machine direction of the finished paper is set parallel to the binding edge the stitching thread which will run across the fibres will ensure better grip.
<b>Mitring</b>	:	A joint at 45 as in the leather or the inside of the boards.
<b>Serrated</b>	:	Of roughened surface having rows of small projections like teeth of saw.
<b>Stretch and Contraction</b>	:	Paper, like any other material, has inherent characteristics like flexibility and tensile strength - however small. These factors determine its stretch and contraction characteristics.
<b>Warp</b>	:	In a piece of fabric there are two sets of thread laid, one across the other, and woven together. The set of threads stretched in loom, called the warp, is to be crossed by the other set, called weft. When the piece of fabric is laid with warp parallel to the binding edge, better strength is achieved.

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### 13.6 REFERENCES AND FURTHER READING

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American National Standards Institution (ANSI) and National Information Standards Organisation (NISO) : ANSI/NISO Z 39.66 - 1992, Durable hardcover binding for books.



British Standards Institution, BS 4971 part 2, 1980 (Amended 2002), Archival Binding: Preparation of Documents for Binding: Methods of Binding Materials.

Bureau of Indian Standards: Indian Standard IS: 3050, -1965 (with amendment of February, 1968; reaffirmed in 2003), Code of Practice for Reinforced Binding of Library Books and Periodicals.

Clough, Eric A. (1957). *Bookbinding for Librarians*. London: Association of Assistant Librarians.

Lock, R.N. (ed.). (1961). *Brown's Manual of Library Economy*. London: Grafton.

Merrill-Oldham, Jan and Parisi, Paul. (1990). *Guide to the Library Binding Institute Standard for Library Binding*. Chicago: American Library Association.

National Information Standards Organization and the Library Binding Institute. ANSI/NISO Z39.78 - 2000 Library Binding. Bethesda: NISO Press, 2000.

Ranganathan, S.R. (1960) (2nd ed.). *Library Manual*. Bombay: Asia Publishing House.

INDIAN STANDARD IS : 3050 - 1965 (Incorporating Amendment N.I February 1968)

### CODE OF PRACTICE FOR REINFORCED BINDING OF LIBRARY BOOKS AND PERIODICALS

(**Note:** This excludes introductory paragraphs, and diagrams. It also excludes the Appendix the content of which has been covered in the Glossary appended to the texts of this and other previous Units)

1. *Scope*
  - 1.1 This code covers terminology, styles, operations and materials employed for reinforced binding of library books and periodicals. .
2. *Terminology*
  - 2.1 For the purpose of this standard, the definitions given in Appendix A shall apply. (See note above)
3. *Styles and Colour*
  - 3.1 Styles - The various styles of book binding and the particular use to which they are put by librarians are given in Table 1.

Sl.	Style	Recommended Use
i)	Full morocco	Rare books and books of permanent value
ii)	Half morocco and linen or art canvas	Periodicals and books in constant use
iii)	Full linen or art canvas	Periodicals and books not in constant use
iv)	Half linen or art calico and marble	Pamphlets and books with weak paper

- 3.2 Colour - the colour of the covering material should be fast and soothing to the eye.
4. *Assembling* .
  - 4.1 Collating - All the sections of the book shall be examined in respect of their sound condition, and collated and secured in proper sequence.
    - 4.1.1 Whether the book will stand rebinding should be determined before the order for rebinding is given.
    - 4.1.2 In the case of a periodical or a book published in installments, all the issues of a volume and the sections making up the title, contents pages and indexes shall also be collated and assembled in the proper sequence.
    - 4.1.3 Cover and advertisement sheets in periodicals shall not be bound unless (a) they are included in the pagination of the text, and (b) they are required to be retained for other reasons.
    - 4.1.4 As far as practicable, assembling into volumes more than 7 cm. in thickness should be avoided.
5. *Preparation for Sewing*
  - 5.1 The first and the last sections of all books shall be enclosed at the back in linen or muslin strips.
  - 5.2 All sections broken at the back shall be lined inside and outside at the fold with strips of rag, tissue paper; or with unsized muslin or linen strips, preferably serrated.
    - 5.2.1 All tom pages shall be joined with transparent tissue paper or similar material without prejudice to readability.
    - 5.2.2 When paper of the volume has deteriorated and brittle, it shall be reinforced with transparent tissue paper or other similar material without prejudice to readability.
  - 5.3 All folded plates, maps, plans and other extended sheets not forming part of a normal section shall be mounted on guards of linen or muslin or tough paper. Pasting of leaves larger than the format of the book shall not be permitted. All extended sheets shall be reinforced at the folds.
  - 5.4 All folded plates, maps, plans and other extended sheets shall be reinforced and, where necessary, be mounted on jaconet or thin linen or muslin of good quality.

5.5 Pockets -To hold maps, charts and other similar materials which cannot be bound with the volume, a separate pocket shall be secured at the end of the volume in such a way that the overall shape of the volume is as near to the normal as possible.

5.6 End-Paper - There shall be end-papers one at each end. Each end-paper shall consist of a section giving four leaves. The end-papers shall be cut across the machine direction from head to tail. The end-papers shall be provided with strong linen or cloth joints.

## 6. Sewing

6.1 Books printed on paper of good quality shall be sewn all along one section (except where thinness of paper makes it necessary to sew two sections )with thread of suitable thickness over linen or cotton tapes.

6.2 Each of the end-papers shall be sewn on as a section.

6.3 (As amended in February 1968)

Unbleached linen or cotton tapes shall be used. The width of the tape shall be 2 cm. There shall be two kettle stitches, each at a distance of 2.5 cm. from head and tail of the book. The number of tapes will depend upon the height of the book as shown below:

Height (cm.)	Number of Tapes (Min.)
Below 25	2
25 and above but below 35	3
35 and above but up to 50	4

For books of greater height, the number of tapes shall be increased suitably. The tapes shall be equally spaced between two kettle stitches.

6.4 Straight line machine stitching shall not be used.

6.5 Sewing shall be so done that when the book is opened, the pages of its two halves lie flat on a flat surface.

## 7. Split Board

7.1 The thinner layer of the board shall be closer to the book.

## 8. Forwarding

8.1 Cutting Edges -- The edges of the book shall be cut accurately leaving margins as wide as possible. In no case, the cutting should affect the printed portion.

8.1.1 A deckle-edged book should not be cut at the fore-edge and the tail-edge, but the top edge should be cut.

8.1.2 Edges shall be sprinkled, stained or left plain, as instructed.

8.2 Gluing, Rounding, Backing and Lining - The spine shall be well rounded and backed. For thinner books, the round should be kept very small and increased proportionately for thicker books. In other words, the depth of the joint should be the same as the thickness of the boards.

8.2.1 The spine shall be glued.

8.2.2 The spine shall be lined with muslin extending to within 5 mm of head and tail of the book and well to each end-paper.

8.3 Attaching the Boards.

8.3.1 French joints shall be used in binding.

8.3.2 Each slip of the tape shall be firmly inserted into the split board.

8.3.3 The outermost end-paper at each end shall be cut to the necessary width and inserted into the split board.

8.3.4 The surviving outermost end-paper at each end shall be pasted on the board.

8.4 Covering

8.4.1 Leather used as covering material shall neither be pared too thin nor stretched too tightly; the former for consideration of strength and the latter to allow for play within the French joint.

8.4.2 The covering material shall be attached directly to the spine of the book.

## Binding

8.4.3 The covering material of the spine shall extend over the boards to at least one-third of the width of the book.

8.4.4 The boards shall be slightly rounded at the corners. The covering material shall be neatly folded and not mitred.

8.5 Headbands - Headbands may be worked or pieces of string may be inserted into the turning of the leather at the head and tail in place of headbands.

8.6 Irregularities on the spine shall be smoothened.

### 9. *Finishing*

#### 9.1 Lettering

9.1.1 The lettering shall be durable and easily readable.

9.1.2 The lettering may be in fast colour or gold, as desired.

9.1.3 The title in the lettering shall normally be 35 mm below the head.

9.1.4 The name of the author shall be on the upper half of the spine of the book at least 25 mm below the title.

9.1.5 The lettering done along the spine shall be such that it is directly readable when the book is lying flat, front cover uppermost.

9.1.6 The bottom line of the call number on the spine of the book shall normally be 25 mm above the tail.

9.2 The surface may be varnished with shellac or cellulose acetate or any other material not harmful to the covering material.

### 10. *Materials*

10.1 Board - The board shall be of good quality, single ply, acid-free binder's board with qualities approximating to those of mill board.

10.2 Linen - Unbleached book cloth made of flax.

10.3 End-Paper - Shall be made of good, thick, strong paper with high folding strength.

10.4 Glue - Best quality flexible glue mixed with a suitable insecticide conforming to IS : 562-1962, not harmful to man.

10.5 Paste - Made from best quality starch and mixed with a suitable insecticide conforming to IS: 652-1962, not harmful to man.

10.6 Leather - Only leather from mature animals shall be used. It should be vegetable tanned and not acid tanned. It should not be artificially grained or dyed. Goatskin, also called morocco, is recommended. The leather shall further conform to the requirements prescribed in IS : 2960 - 1964.

10.7 Tape - Shall be of linen or unbleached cotton.

10.8 Thread - Shall be strong and durable and shall be of the linen or unbleached cotton and soft enough not to injure the paper at any time.

**Note:** Wire stitching should not be used.