
UNIT 10 DIFFERENT TYPES OF BINDING FOR LIBRARY DOCUMENTS

Structure

- 10.0 Objectives
- 10.1 Introduction
- 10.2 Binding
- 10.3 Classification of Binding
 - 10.3.1 Classified by Stitching Process Used
 - 10.3.2 Classified by Type of Covering
- 10.4 Material Used Casing and Binding
 - 10.4.1 Casing
 - 10.4.2 Binding
 - 10.4.3 Casing and Binding Compared
- 10.5 Binding of Different 'Types of Library Materials'
 - 10.5.1 Pamphlet Binding
 - 10.5.2 Book Binding
 - 10.5.3 Binding of Journals, Periodicals and Serials
 - 10.5.4 Binding of Manuscripts
 - 10.5.5 Binding of Maps
- 10.6 Summary
- 10.7 Answers to Self Check Exercises
- 10.8 Key Words
- 10.9 References and Further Reading

10.0 OBJECTIVES

After reading this Unit, you will be able to:

- discuss different steps involved in binding;
- classify different types of binding process;
- differentiate between casing and binding; and
- elaborate the binding process of different types of library materials.

10.1 INTRODUCTION

Bookbinding is the process of collecting printed pages of a book together in correct sequence, and putting them between covers. Binding holds the pages together, protects them from wear and tear and makes their use easy. A tastefully designed cover makes the book attractive too.

“Binding of Library Books” and “Library Binding” are two terms having different connotations.

“Binding of Library Books” comprises different types of binding used for different types of materials having different physical forms and intrinsic value. But, “Library Binding” is a specific type of binding which adopts typical binding process, using materials of specified standard.

At this stage one more point requires clarification: Of the various types of materials which are acquired by the Library, the Journals, Periodicals and some such materials come in a form which requires binding in the true sense of the term, according to requirements. But in all other cases, the publications come with a binding/covering given to them by their respective publishers. In such cases the Librarian is concerned, not with binding as such, but with, what may be called ‘rebinding’ or ‘reinforced binding’.

10.2 BINDING

The first step of any binding process involves *folding*, *gathering* and *sewing*. Printing is done on large sheets of paper, several pages of the book printed on both sides of each sheet. After printing, the sheets are folded (*folding*). Each folded sheet comprising, usually 8 or 16 pages of the book (see terms viz., *folio*, *quarto*, *octavo* in the Key Words at the end of the Unit) is called a ‘forme’ or a ‘section’. For the convenience of binder in arranging these sections in the correct sequence, the first page of each section is marked at the bottom left corner with consecutive numbers or letters of the alphabet, known as ‘signatures’. These forme, or sections or signature are then arranged (*gathering*), ready for stitching (*sewing*), and after stitching, provided with appropriate covering.

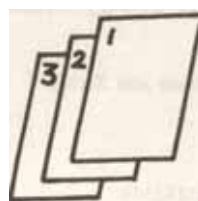


Fig. 10.1: Signatures

Self Check Exercise

- 1) Discuss the different steps of binding.

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

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

.....

.....

.....

.....

.....

10.3 CLASSIFICATION OF BINDING

The form of binding in which publications come to the library ranges from wire-stitched pamphlets having soft paper cover to elaborate leather binding (even with elaborate decorations). The different types of binding can be broadly categorised as follows:

10.3.1 Classified by Stitching Process Used

The pamphlet-type publications are generally released by their publishers in wire-stitched form, with a paper cover. If the number of pages are small, the printing is so done as to allow centre stitching with staple to attach the pages to the outer cover. But in case of pamphlets having more number of pages, comprising several sections, side-stitching becomes necessary.

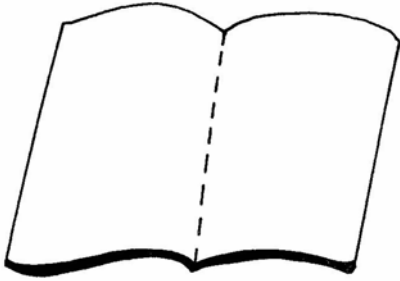


Fig.10.2 A: Centre-stitched (wire) Pamphlet

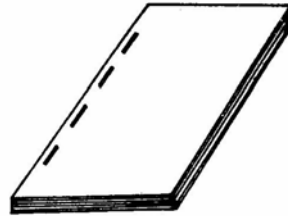


Fig. 10.2 B: Side-stitched (wire) Pamphlet

The staples/wires generally used, are galvanised or copper-plated, steel wires. Though this is a convenient, less expensive and fast process, it is an ill-conceived method of securing the sections. Wire-stitched books, unless centre-stitched, do not open easily; the staple-wires rust in due course, causing paper to disintegrate. This necessitates rebinding the volume sooner or later in a proper way.

Adhesive Applied Binding

In this process the backs of all the folded sheets (the sections) are cut, converting each page as a single leaf. A flexible adhesive is then applied to the freshly cut edges of the sheets. Each, single sheet is thus secured and the pages have the freedom of movement in opening and closing.

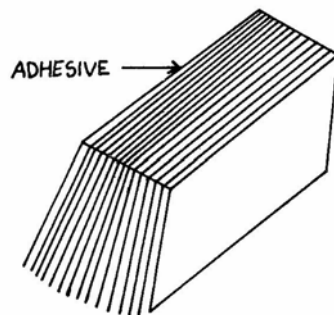


Fig. 10.3: Adhesive Applied Spine

Adhesive bound books using stable polymer glues are published these days in a very large number. These comprise not only fictions, or pocket-book editions, but also non-fiction books of long lasting value. This process has no doubt made mass-production of books cheap and rapid, but it is considered as a necessary evil. The pages of the books so bound come apart after a very little use, requiring re-binding for long-term use and preservation. In spite of this drawback, curiously enough this type of binding is known as *perfect* binding, which is far from being perfect.

Section-stitched Binding

In this process, also called “signature stitching”, the folded signatures are gathered together in correct sequence. These are subsequently sewn with thread and needle, the stitches fastening one signature to the other.

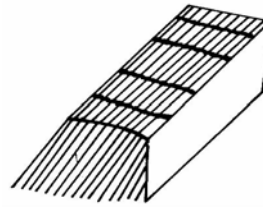


Fig.10.4: Section-stitched Book

If the publication is to be given a soft or a hard-cover casing (see 'casing' below) the sewn sections are pasted down with hinges and endpapers with the cover. But if stronger binding with hard-cover is required, the sewn signatures are also sewn on to pieces of cord or strips of white linen fixed or pasted across the spine. The projected parts of the cord or the tape in their turn are pasted down or laced into the covering boards later in the process. This process of stitching is a part of "binding" in the real sense of the term, as opposed to wire-stitching or adhesive binding discussed above. This will be further discussed in Unit 12.

Self Check Exercise

2) Classify different types of binding on the basis of their stitching.

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

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

.....
.....
.....
.....
.....
.....

10.3.2 Classified by the Type of Covering Material Used

Soft-cover Binding

Pamphlets are generally published with soft covers made of thick paper or thin card sheets. The cover is stapled on to the folded sections.



Fig.10.5: Soft-cover Binding

Now-a-days more and more publications in soft covers are released by the publishers. These include pamphlets, fictions and even non-fiction books, pocket-book editions and student editions of standard books for being sold at affordable price. In this process single card-sheet are printed and cut to size to cover both the sides of the book. It is then

creased to accommodate the spine of the volume. The spine is guarded with thick paper and a strip of white linen, all of which are then sewn together with the sections of the book. The whole is then pasted on to the card-sheet cover with the help of end-papers. The linen reinforcement is also pasted down.

Books with this type of soft-cover binding are weak in physical get-up and require regular binding in due course, if long term use and preservation is required.

Hard-cover Binding

Hard-bound editions of books use heavy boards, such as:

Straw boards: a cheaper quality card-board made of straw. These are generally used for smaller and cheaper books;

Mill boards: made of jute, hemp or rags, properly calendered to make them tough;

Grey boards: medium quality boards, compact and strong;

Split boards: made by gluing thin black mill-boards. These are used for reinforced library binding.

The process is like this:

Two pieces of board, one for the front and the other for the back of the volume, are cut to size. These will be so cut as to overhang the pages of the volume at head (top) foot (bottom) and fore-edges (sides) and are laced on by the cord or tape-ends.

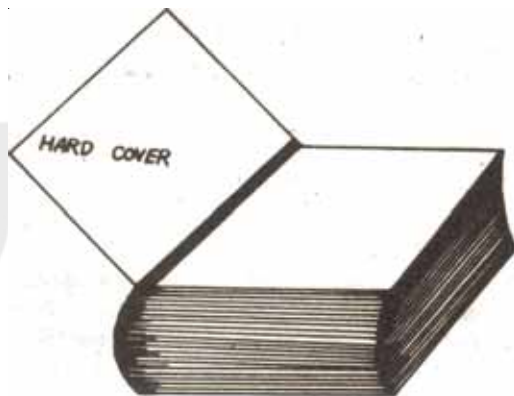


Fig. 10.6: Hard-cover Binding

After the boards have been laced to the book, these are covered with leather, cloth, rexine, leather like plastic, or paper, from which the following nomenclatures of the styles of binding are derived:

Full leather Or Half-leather binding

Full cloth or Full rexine binding

Half and quarter cloth binding.

and so on.

The terms full, half and quarter are used according to the width of the covering material.

10.4 CASING AND BINDING

10.4.1 Casing

It is also known as 'publishers' binding' or 'case binding' or 'edition binding', as distinct from hand binding or 'extra binding' or 'simply binding'.

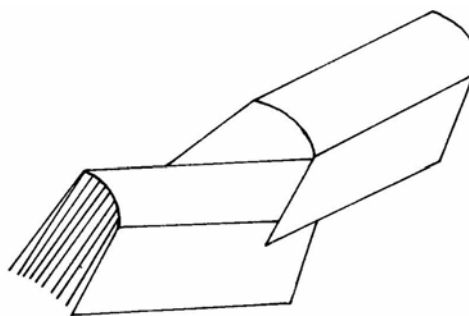


Fig. 10.7: Casing-in

In the casing process the covers or ‘cases’ are made as separate units and to them the sewn signatures (sections) are joined, usually without tapes or cords, by pasting down hinges and papers. It is a cheap, mass production process, and is called ‘publishers’ binding’ because with the help of machinery or even without much of it, a large number of identical volumes are produced by the publishers at a very low production cost.

Casing, however, lacks durability. After some use the case gets separated from the book, and require rebinding.

10.4.2 Binding

As distinct from ‘casing’, ‘binding’ is the process in which the cover is woven with the book as its integral part, not just separately prepared and pasted on with endpapers. In binding, the cover-boards are laced in with the book. ‘The term ‘binding’ in the real sense of the term applies to this process only, and it will be discussed in detail in Unit 12 of this course. It will, however, be in order to compare ‘casing’ with ‘binding’ at this stage.

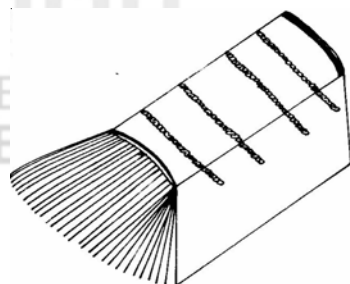


Fig. 10.8 A: Free Cord Ends to be Laced in with the Board

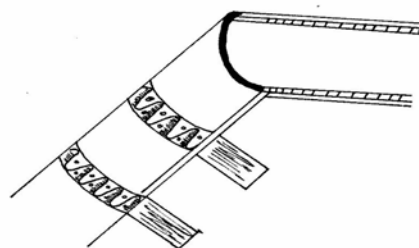


Fig. 10.8 B: Free Tape-ends to be Laced in with the Board

10.4.3 Casing and Binding Compared

Casing

- i) The cover is simply pasted on to the book, and is not an integral part of it.
- ii) The cover gets separated from the book after some use, requiring rebinding.
- iii) Useful for rapid mass-production at less cost with the help of machines, or without even much of it.
- iv) Commonly known as ‘publishers’ binding’ or ‘edition binding’ applied to the

Binding

- i) The cover is an integral part of the book to which it is laced in.
- ii) The cover does not easily get separated and is long lasting.
- iii) Hand process, much costlier than casing.
- iv) Known as ‘binding’ in the true sense. Each book has to be treated separately.

production of a large number of similar volumes of the same book. Exact similarity of all the volumes of the same book is difficult to achieve.

v) Appropriate for publications which are not for long term use and preservation. v) Appropriate for publications which are for long term use and preservation.

10.5 BINDING OF DIFFERENT TYPES OF LIBRARY MATERIALS

10.5.1 Pamphlet Binding

As has been stated above, pamphlets are very thin volumes. These are generally issued by their publishers with paper covers, centre-stitched or side-stitched with staples, attaching the pages and the covers together. Those pamphlets which are considered worthy of preservation can be sewn after guarding the spine with two sheets of white cover and a strip of white linen. All these are then sewn together by strong thread and needle through the fold of a single section (Section stitching). The cover is separately made by using light boards and are joined by pasting quarter cloth along the spine end. The pamphlet is then placed in this cover-case and the end papers and reinforcements pasted down. The original paper cover is cut and pasted on the board, giving the same outer look as that of the original pamphlet.

10.5.2 Book Binding

Except for a selected few reference publications, books are by and large issued by publishers, either with soft covers or with hard-cover casings. Some are stitched in the conventional way. But most of the publishers, especially the foreign ones, issue their publications with adhesive pasting of the spine. All these types of publishers' binding disintegrate after some use and the Librarian has to get such volumes rebound in the proper manner. This involves section stitching, (or stitching of a few pages together as a section in the case of adhesive-pasted books), using cords or tapes affixed to the spine, which are in turn laced into the hard-board covers. There upon the boards are given appropriate coverings, using leather, cloth, rexine or even paper (full, half or quarter) depending on the intrinsic value of the book. The process will be discussed in detail in Unit 12.

10.5.3 Binding of Journals, Periodicals and Serials

As has been seen above, books are got rebound by the Librarian; but the journals/periodicals and serials are got bound in the correct sense of the term. In doing so, he/she has to apply his/her discretion judiciously to avoid wasteful expenditure. Some of the salient guidelines are given below:

<i>Type of Journal Material</i>	<i>Stitching</i>	<i>Covering</i>
i) Materials. likely to be sparingly used; having less intrinsic value. Single issue of a volume, if borrowing of journal is allowed for individual use or for inter-library loan.	Section Stitching in all cases <i>Stabstitching</i> (i.e., stitching from the sides of the spine) should be avoided.	Moderately thick board, 1/2 cotton or linen, buckram or strong paper pasted on sides.

Binding

- | | | |
|--|---|--|
| ii) Volumes moderately used | ” | Moderately heavy board; full cloth or linen, or buckram cover. |
| iii) Heavily used volumes; volumes for long term preservation. | ” | Heavy board 1/2 leather or full rexine cover |
| iv) Immensely valuable, and heavy volumes | ” | Heavy boards, Full leather covering. |

Binding of journals/periodicals: should be such that the pages of the volume open fully and can lie flat for photocopying purposes. The binding should be strong enough to bear the continuous strain in use. If all the issues of a volume, collected together, turn out to be it volume thicker than 4" or so, it would be wiser to split the volume into parts so as to make each part easy to handle, and thus reduce the extent of strain *on it on* use. Other aspects, such as gold lettering of the spine and decoration of the binding will be discussed in Unit 12.

10.5.4 Binding of Manuscripts

The essential prerequisite of binding manuscripts is strengthening. This falls within the purview of the Archivist. Earlier, the process consisted of fastening piece of fine silk-net over the surface by means of carefully prepared chemical-free paste made of corn-flour. But now-a-days this process of strengthening of manuscripts has been totally replaced by the lamination process, using cellulose acetate film.

After strengthening, the edges of the manuscripts are guarded by putting strips of fine cloth; on which stitching is done. Thereafter the manuscripts are provided with laced-on paper-board covers and the boards given a suitable covering, as in the case of reinforced binding of books and journals.

10.5.5 Binding of Maps

In the real sense, maps are not bound; these are rather mounted and protected. Mounting is done by the use of linen or strong muslin, and often laminated with cellulose acetate film or simply varnished. Large, mounted map sheets, for convenient consultation are often folded and pasted on to a board cover cut into a convenient size.

Self Check Exercise

3) Discuss the binding process for manuscripts.

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

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

.....

.....

.....

.....

.....

10.6 SUMMARY

This Unit has discussed in detail the different types of binding processes used in the libraries. Binding processes has been classified on the basis of the stitching processes and the types of covering materials used. A clear-cut distinction has been made between the casing and binding process. Finally, an in-depth analysis has been made on different types of Library materials and their binding processes.

10.7 ANSWERS TO SELF CHECK EXERCISES

- 1) The major steps of any binding process involve folding, gathering and sewing. After printing is done on large sheets of paper, they are folded. Each folded sheet comprises eight or sixteen pages and these are known as forms or sections. All the sections are then gathered and made ready for stitching (sewing) and after stitching provided with appropriate covering.
- 2) Binding can be classified on the basis of their stitching into following types:
 - i) Wire stitched binding
 - ii) Adhesive applied binding
 - iii) Section-stitched binding
- 3) The process of binding of manuscripts— includes strengthening of the manuscript through lamination using cellulose acetate film. After strengthening the edges of the manuscripts are guarded by pasting strips of fine cloth, on which stitching is done. Then the manuscripts are provided with laced-on paper board covers and the boards given a suitable covering.

10.8 KEY WORDS

- Binder's Board** : A general term for pulped materials pressed into stiff, flat, smooth sheets of various thicknesses, used for the cover of a book, under the cloth, leather or any other material. Also called: *Book board*, or simply *Board*.
- Book Jacket** : A detachable protective wrapper for a book, also called *book wrapper*, *dust jacket*, or *dust wrapper*.
- Buckram** : Coarse linen or cloth stiffened with paste etc.
- Case** : A book cover that is made completely before it is affixed to a book. Pasting a book into its cover is expressed as '*casing-in*'.
- Edition Binding** : The binding of an edition or a number of copies of the same book in identical style, usually by mass production methods and in relatively large quantities, as opposed to *hand-binding* or *utility binding*.
- End Paper** : A folded sheet of paper of which one half is attached to a board of the book and the other forms a *fly-leaf*. (See '*fly-leaf*')
- Fly-leaf** : A blank leaf at the beginning or end of a book, specially the free half of the end-paper (See '*end paper*').

Binding

Folio	:	A full sheet of paper folded once to give four pages. (See also <i>Quarto</i> , <i>Octavo</i> ,).
Fore-edge	:	The edge of a book opposite the spine (See also <i>spine</i>).
Hinge	:	The flexible part of the binding material (leather, cloth, rexine or paper) on which the book opens. Also called ' <i>Joints</i> '.
Mull	:	See <i>Super</i> .
Octavo	:	A full sheet of paper folded three times to give 16 pages.
Paste-down	:	The half of the fly leaf or end paper which is pasted down to the cover board.
Quarto	:	A full sheet of paper folded twice to give 8 pages.
Rexine	:	It is made of a strong, unbleached cloth into which a water resistant coating is applied. It is then calendered to give proper grainings.
Section	:	A sheet of paper consisting generally of 4, 8 or 16 leaves folded and ready to be incorporated in the main body of the book, also called ' <i>signature</i> ' or <i>forme</i> (See text).
Spine	:	The edge of a book along with the sections are secured together in binding; also called <i>back</i> .
Square	:	Portion of binding cover that projects beyond leaves.
Super	:	A thin, loosely woven, open-meshed, starched cotton fabric used specially for reinforcing books; also called ' <i>mull</i> '.

10.9 REFERENCES AND FURTHER READING

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

Cockerell, Douglas. (1955). *Bookbinding and the Care of Books*. London: Pitman.

Corderoy, John (1967). *Bookbinding for Beginners*. London: Watson-Guptill.

Horton, Carolyn. (1969) *Cleaning and Preserving Binding and Related Materials*. 2nd Ed. Chicago: American Library Association.

Rebsmen, Werner. (1992). *Technically Speaking: Articles on library Binding*. Edina: Library Binding Institute.