

**2007-08**

**BA #16**

Date Issued 8/07

**TO: ALL PRINCIPALS, DIRECTORS, and LIBRARY MEDIA SPECIALISTS**

**FROM: Dennis Van Horn, Associate Superintendent for Business Affairs  
Mary Reiman, Director of Library Media Services  
Dwayne Odvody, Director of Purchasing  
Alisa High, Buyer**

**SUBJECT: REBINDING PROCEDURES FOR SEPTEMBER 1, 2007, THROUGH  
AUGUST 31, 2008**

**I. PURPOSE**

Rebinding a book will increase its attractiveness and add years to its life. The bindery vendor for 2007-08 will be Houchen Bindery (Utica, Nebraska).

**II. SELECTION OF CRITERIA**

Consider the following points before making a decision to rebind a book.

**A. Condition**

1. Pages clean; paper in good condition
2. No pages missing
3. Inside margins wide enough for resewing
4. General appearance – print and illustrations good

**B. Value**

1. Frequency of use
2. Out-of-print and irreplaceable

**C. Cost of Rebinding**

1. **ALL rebinding orders will now have a \$11.00 per purchase order for handling fees.**
2. The rebinding charges should not exceed current replacement cost.
  - a. Textbooks with plain cover and spine stamping only, all sizes, \$9.05 each (used for nine or less titles)
  - b. Textbooks with full color reproduction covers (code T4C), all sizes, \$9.05 each (used for ten or more titles)
  - c. Library books with plain covers and spine stamping, all sizes, \$9.75 each
  - d. Library books with picture covers (Colors 4 Ever), all sizes, \$10.75 each
  - e. Magazine bindings, \$12.75 each
  - f. Paperback (plain), \$6.75 each
  - g. Paperback (picture on mylar), \$6.75 each

### III. QUALITY

Rebinding of materials shall meet standards and specifications of the Library Binding Institute of Wayzata, Minnesota, and approved by the American Library Association as standard for library binding.

### IV. PROCEDURES

- A. Prepare books for pick up. Use a standard size box from the Distribution Center item #605315 or #605317. Boxes should not weigh more than 50 pounds. **NOTE: IF OVER 50 POUNDS, THE DISTRIBUTION CENTER MAY NOT PICK UP THE BOOKS.**
- B. Complete a Non-Stock Requisition form (PR0001). List the number of books and total cost.
- C. Send the requisition to Purchasing.
- D. Purchasing will send back your copy of the purchase order.
- E. Upon receipt of your copy of the purchase order, complete Bindery Invoice form #521977 and Materials Transfer Request form (DC0001). **List titles and quantities of each separately on the bindery invoice.**
- F. Send one copy of the Materials Transfer Request form to the Distribution Center. Put three copies of the Bindery Invoice in each box to be sent. **NOTE: DISTRIBUTION CENTER WILL NOT PICK UP BOOKS UNLESS A MATERIALS TRANSFER REQUEST FORM HAS BEEN COMPLETED.**
- G. On the prepared boxes, mark "For Bindery" and the "Purchase Order Number". Place the boxes in the mail pick-up area.
- H. The Distribution Center will pick up the books if:
  - a. All boxes are properly marked "For Bindery" and "P. O. Number".
  - b. All boxes weigh less than 50 pounds.
  - c. A Materials Transfer Request form and Bindery Invoice have been sent to Distribution Center.