

2008-09

BA #16

Date Issued 8/08

TO: ALL PRINCIPALS, DIRECTORS, and LIBRARY MEDIA SPECIALISTS

**FROM: Mark Shepard, 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, 2008, THROUGH
AUGUST 31, 2009**

I. PURPOSE

Rebinding a book will increase its attractiveness and add years to its life. The bindery vendor for 2008-09 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 \$11.50 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, \$9.50 each (used for nine or less titles)
 - b. Textbooks with full color reproduction covers (code T4C), all sizes, \$9.50 each (used for ten or more titles)
 - c. Library books with plain covers and spine stamping, all sizes, \$10.05 each
 - d. Library books with picture covers (Colors 4 Ever), all sizes, \$11.55 each
 - e. Magazine bindings, \$12.95 each
 - f. Paperback (plain), \$7.50 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). [The form is located online. Go to the LPS home page. Type "forms" in the box titled "Go to Keyword," then click "Go." In the "Numb" box type in PR0001 and click on "Search."] 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). [These forms are available in DocuShare:
<http://docushare.lps.org/docushare/dsweb/View/Collection-2910>]
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.