

Ohio State University
Specifications for Library Binding for Period of 2007-2009
Section A: Ohio State University Libraries

REQUEST FOR QUOTATION NOT AN ORDER

The Ohio State University Libraries, which includes the Ackerman (formerly Main) Library and its departmental libraries; the Health Sciences libraries (including Children's Hospital and OSU East Hospital); and the Law Library, all on the Columbus campus. Also included are the Regional Campus libraries at Lima, Newark, Marion, and Mansfield; and, in Wooster, the Agricultural Technical Institute (ATI) and Ohio Agricultural Research & Development Center (OARDC) libraries of the Ohio State University. **All pick-up and delivery sites are on the Columbus, Ohio, campus.**

Following is a request for quotation (RFQ) to supply the **binding of books and periodicals as required by the Ohio State University**. This document is divided into two (2) parts:

- 1) **Section A** concerns the binding requirements of The Ohio State University Libraries, which includes the Ackerman Library and departmental libraries; Health Sciences libraries; Law Library; and the Regional Campus, ATI, and OARDC libraries of the Ohio State University.
- 2) **Section B** is for the miscellaneous Custom Binding as required by various university departments and individuals affiliated with Ohio State University.

Vendors are encouraged to quote both Section A and Section B.

The term of the contract will be from the day following award decision but not before July 1, 2007, and through June 30, 2009. By mutual agreement of the Libraries and the vendor, this contract may be extended annually for three (3) additional one-year periods.

GENERAL INSTRUCTIONS: The right is reserved to reject any or all bids. The contract will be awarded on the basis of low bid, but the Ohio State University may take into consideration the service quality, skill, facilities, capacity, experience, ability, responsibility, previous work, financial standing of the bidder, necessity for prompt and efficient completion of the work herein specified, and the amount of other work being carried on by the bidder.

Price quotations for Section A may be entered on **Appendix A: Proposal Schedule** following the Specifications for Section A binding, which reflect binding and rebinding of books and periodicals as selected by the Ohio State University Libraries according to height, style and type of binding as indicated on the attached Library Binding Contract Specifications. Estimated quantities of each of the primary binding styles are listed in Section 1.1 of the Specifications. The **Proposal Schedule** is attached and made a part hereof. Bidders: **Please enter prices for Section A binding on the Proposal Schedule following the Specifications.**

Price quotations for Section B may be entered on the **Proposal Schedule** following the Specifications for Section B binding of miscellaneous custom binding (departmental and individual) for the University. Please note the handling and delivery requirements for work done in Section B.

Any binding errors made by the Contractor shall be rectified to the satisfaction of, and without additional expense to, the Ohio State University. All costs resulting from such errors shall be paid by the Contractor. The contractor will be required to furnish all labor and materials to complete binding or rebinding of such books and periodicals as are received by him from the Libraries.

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SECTION A:
The Ohio State University Libraries

**LIBRARY BINDING CONTRACT
SPECIFICATIONS**

1. General Information

1. **Scope**

- 1.1 Binding styles and quantities:** This contract applies to books and periodicals bound for the Ohio State University Libraries, herein referred to as the "Libraries" or "Library", for the services listed in the attached proposal schedule, for the period of twenty-four (24) months.

It is estimated that there will be the following **annual quantities** of materials in the following binding styles:

- 22,500 standard serial/periodical volumes (primarily double-fan adhesive and sew-through-fold leaf attachments; with many fewer oversew leaf attachments);
- 7,300 standard monographs (double-fan adhesive, new-case only);
- 700 economy paperback (in lightweight C-1 cloth as double-fan adhesive or new-case only);
- 10,000 polyester- (sometimes referred to as "Mylar®" or "Flex-M®") hardcover (double-fan adhesive; new-case only);
- 1,700 pamphlet volumes (primarily sew-through-fold; some side-sew);
- 500 thesis volumes (double-fan adhesive);
- 100 music pocket cases and, including
- 1,000 volumes are designated "rush" (standard serial / periodical and monograph volumes counted in the above numbers).

- 1.2 Pick-up and delivery locations:** The Ohio State University Libraries includes the Ackerman (formerly Main) Library and fifteen (15) departmental libraries, with pick-up and delivery locations at the Ackerman Library, 600 Ackerman Road; Science & Engineering Library, 175 W. 18th Ave.; Business Library, 250 W. Woodruff; and Biological Sciences-Pharmacy Library, 496 W. 12th Ave.; the Prior Health Sciences Library, 376 W. 10th Ave.; and the Law Library, 55 W. 12th Ave. The Regional Campus libraries -- at Lima, Newark, Marion, and Mansfield; and, in Wooster, the Agricultural Technical Institute (ATI) and Ohio Agricultural Research & Development Center (OARDC) -- of the Ohio State University -- all have pick-up and delivery sites at the Ackerman Library site in Columbus, Ohio.

- 1.3 Contract period:** This contract applies to books and periodicals bound for the Libraries for the services listed in the attached proposal schedule, for the period of twenty-four (24) months.
- 1.3.1 Start date for the contract will be approximately July 1, 2007, with an end date of June 30, 2009. The expected first pick-up of binding under this agreement will be during the first week of July 2007.
- 1.3.2 The Libraries, with the consent of the contractor (herein referred to as the Binder), may extend this contract

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annually for an additional three (3) twelve-month (12-month) periods beyond the indicated expiration dates.

- 1.4 Bid prices and extra charges.** Prices quoted shall be net, including all pickup, transportation, shipping cartons, binding tickets, computer binding records system, insurance, and delivery charges fully prepaid by the Binder.
- 1.4.1 Escalation clause.** Prices are to be subject to renegotiation on an annual basis during the period of any contract. Proof of any increase in costs are to be submitted in writing to the University Purchasing Department sixty (60) days prior to the end of the twelve-month period and must be based on a general increase in the industry. Any increase allowed is to be amended by the University Purchasing Department in writing and in the event that any increase cannot be mutually agreed upon, the contract is subject to cancellation by either party. During the period of any contract the University is to benefit from any decrease in price. Price decreases will become effective immediately on the date specified in the Binder's written notice of change. The Binder shall bill the University at the reduced prices on all deliveries made on and after the date of the price reduction. The Binder shall also promptly provide the University Purchasing Department with written notification of the reduction for distribution to Libraries and/or campus departments. No more than one price increase shall be allowed during each year of the contract.
- 1.4.2 Taxes.** Materials and services furnished to the Libraries are not subject to Federal Excise Tax, Federal Transportation Tax, or Ohio State Sales Tax, and such taxes shall not be included in bid prices.
- 1.4.3 Standard library binding charges.** Unless otherwise spelled out in these Specifications, the flat price bids are to include all standard charges and all sizes up to 16 inches in height and 3 inches in thickness. For Standard Periodical Library Binding they will include any and all traditional "extra charges" necessary to bind volumes to standard, such as extra lines of lettering (title, volume, month, part, year, author, title, etc.), vertical lettering, call number, extra thickness, and size up to sixteen (16) inches. Bid should include standard binding with tail of text block flush to the bottom of the case (i.e., no tail square) for all periodicals, monographs, economy paperback, polyester (sometimes referred to as "Flex-M" / "Mylar"), music, and thesis binding.
- 1.4.4 Special volumes or charges.**
- 1.4.4.1 Charges for additional costs such as pockets, stubbing, oversize, etc. are to be quoted separately. The Bindery will establish flat rates for each category of special binding.
 - 1.4.4.2 For books above standard sizes (16 inches for periodicals), quotes must be given in increments of one (1) inch. All material over thirty (30) inches may be subject to a special quote.
- 1.4.5** In the event that service or quality of work is not satisfactory, the Ohio State University Purchasing Department is to provide a written, detailed complaint for

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the vendor. Corrections of any complaint are to be made at once or the contract is subject to termination thirty (30) days after the date of such complaint.

1.5 Compliance with specifications

- 1.5.1 All work is to be done for the Library according to the attached Specifications. These specifications apply to the binding of serials (periodicals), books (monographs), pamphlets, music materials, and theses. These specifications are to be adhered to by the Binder unless instructions from the Library direct otherwise.
- 1.5.2 Unless otherwise specified, the minimum standards for all work and materials for the binding of library materials shall be those specified in the *American National Standards Institute (ANSI) / National Information Standards Organization (NISO) / Library Binding Institute (LBI) Standard for Library Binding: An American National Standard, ANSI/NISO/LBI Z39.78-2000*, hereafter referred to as the Standard. Should the Standard be revised during the life of this contract, the Bindery shall meet the relevant specifications of that revision.
- 1.5.3 Any improvements in traditional methods and/or materials used by the Binder shall be acceptable to the Library within the terms of this contract under the following conditions: the methods and/or materials must undergo extensive, documented testing that measures their strength, permanence, durability and functional qualities (e.g., openability). Tests must clearly indicate that the innovation(s) provides equal or better protection and equal or greater longevity of the text block. Adoption of any technical innovation must be approved in writing by the Library prior to implementation.
- 1.5.4 The Library reserves the right to specify binding styles and methods of treatment for any and all items should this decision-making be deemed necessary for any reason. The style (i.e., method of leaf attachment) or category (e.g., standard monograph, economy paperback) specified for each item by the Library shall not be changed by the Binder without prior consent of the Library. If an item cannot be bound in the manner specified by the Library, the binder shall communicate with the Library by electronic mail or telephone to resolve the problem.
- 1.5.5 The Binder shall establish the qualifications of the Bindery by submitting the following evidence. Failure to supply the following materials and/or information may be just cause for the bidder's quotation not to be considered.
- .1 Samples of work for examination by the Library Preservation Officer, including text blocks which have been ...:
- ... double-fan adhesive bound,
 - ... fitted with a new case only (original sewing structure retained),
 - ... oversewn,
 - ... bound flush with the tail of the case,
 - ... sewn through the fold by machine and by hand,

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- ... economy paperback bound;
- ... Polyester-bound (sometimes referred to as "Mylar" or "Flex-M"), a covered monograph, with original paperback cover sandwiched between Mylar and case.
- ... Pamphlet bound, sewn-through-fold leaf attachment, and
- ... Music-bound (both with and without parts).

Additionally, the sample packet should include ...

- ... bindings with pockets (may be one of the above-mentioned samples)
- ... a monograph with reproduced endsheets (may be one of the above-mentioned samples)
- ... monograph in a graphic cover with a reproduced original cover.
- ... one sample of each type of endsheet used in the Bindery. These should be marked to indicate the style(s) of binding for which each is appropriate.

Samples shall be clearly labeled, with those representing more than one of the above-mentioned requirements clearly labeled indicating which samples they represent.

Samples shall be addressed as follows referencing the RFP number on the outside of the package to:

Mr. John Maloney
Senior Buyer
The Ohio State University
Purchasing, Receiving, Stores and Mail Services
2650 Kenny Road
Columbus OH 43210
(614) 292-1405
FAX (614) 292-6913

Failure to supply full samples adequately identified by the specified time for the delivery of proposals may be cause for rejection of the proposal, at the sole discretion of the University.

- .2 A list of at least three (3) active accounts over \$150,000 annually, and persons to contact for service verification. These active accounts are preferably from like university accounts.
- .3 A statement of the approximate gross sales completed in the last two (2) full years of operation.
- .4 Statistics regarding plant resources, including the number of:
 - square feet of plant space
 - full-time regular employees
 - machines for through-fold sewing (state name or manufacturer)
 - adhesive binding machines (state name of manufacturer and model), and

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- case printing/stamping machinery in use, and
 - oversewing machines
 - other relevant binding machinery and
 - current percent capacity of plant operation & percent increase that would result from this contract.
- .5 Demonstration of a proven automated bindery preparation and records of a proven system - such as LARS or ABLE systems -- accompanied by a sample of written operating instructions and/or manual. The Binder shall also provide samples of binding tickets and printed reports produced by the automated system.
- .6 The Binder shall provide the names of three (3) references who have utilized its automated system.
- 1.5.6 Leaf attachment decision tree. Please submit the Bindery's decision tree for leaf attachment methods. If necessary, include descriptions.
- 1.5.7 Prior to the contract award and at any time during the contract period, the Binder shall permit representatives from the Library or OSU Purchasing Department to inspect the Bindery during its normal working hours.
- 1.5.8 Library Binding Institute (LBI) membership. Binder shall show evidence of Bindery's current certification by the Library Binding Institute (LBI). The Binder shall also provide evidence of re-certification during the term of any resulting contract.
- 1.6 Subcontracting.** All Section A (Libraries') binding shall be done on the premises of the Binder unless written permission to do otherwise is granted by Ohio State University Purchasing Department. No subcontracting will be permitted without the express written approval of the Ohio State University Purchasing Department.
- 1.7 Insurance and Security**
- 1.7.1 The Binder shall insure, at no extra charge to the Library, all materials against loss or damage from any cause, from the time they leave the Library until they are returned. Each binding shipment is to be insured for not less than \$250,000. The limit of liability for an item lost or destroyed shall be a sum which covers the cost to the Library of reordering, processing, and binding the item. As proof of compliance with this requirement, the Binder shall furnish a certificate of insurance to the Ohio State University Purchasing Department.
- 1.7.2 If the Binder has accidentally damaged or lost a book while at the Bindery or in transit, and can replace that damaged copy with another one, he shall do so within 60 days. This book shall be packed separately and addressed to the Bindery Preparation Division supervisor in the returning order. If the Binder is unable to replace a volume, he will inform the Library and the Library will arrange for a replacement copy to be ordered. The Binder will send the Ohio State University Libraries a check for the amount of the damaged

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or lost material and the processing cost. The Bindery Preparation Division will determine the amount after consultation with the OSU Libraries' Assistant Director for Collections.

1.7.3 In the event that an irreplaceable item is damaged or destroyed, the Library reserves the right to secure, at the Binder's expense, an independent appraisal of the damage or loss sustained. The Binder shall reimburse the Library in full for damage to, or fair market value of the item.

1.8 Communication

1.8.1 The Binder shall be willing to accept collect telephone calls or shall provide a toll-free number when such calls are warranted because of problems, changes in schedules, etc. The Binder shall also be available for regularized consultation and communication via electronic mail.

1.8.2 A representative from the Bindery shall be available for consultation upon request. The representative shall be thoroughly familiar with the terms of this contract; and shall have in-depth knowledge of the technical aspects of library binding and the operations of the Bindery he represents, and an understanding of the relationship between library binding and the preservation of library materials.

1.8.3 The Binder shall be prepared to provide, at the Library and/or at the Bindery, in-service training for Library staff members involved in bindery preparation activities. Training shall focus on helping the staff to better understand library binding technology and its application.

1.9 Packing, Pickup, and Delivery

1.9.1 The Library will sort all materials by category (i.e., as periodicals, standard monographs, economy paperback, "rush", etc.) and will pack them for pick-up the Bindery. The Binder shall make regularly scheduled pickups and deliveries no less frequently than every fourteen (14) calendar days, unless a different rate of frequency is mutually agreed upon by the Library and the Binder. Materials returned to the Library shall be packed in cartons with lot number, category of contents, and specific destination legibly marked. A carton returning from the Binder shall contain only one category of material.

1.9.2 All materials shall be bound and returned within fourteen (14) calendar days from the date of pickup. Exceptions to this schedule may be arranged when the Library and Binder agree upon a different schedule for return of specific items or shipments.

1.9.3 The Binder shall use his/her own vehicle and driver representative for pick-up and delivery to the Library and will assume all transportation charges for all Library material sent to and from the Library. All pickups and deliveries shall be made indoors at locations specified by the Library. Pick-ups and deliveries shall be made at the following locations: Main (Thompson) Library; Science-Engineering Library; Business Library; Biological Sciences-Pharmacy Library; Prior Health Sciences Library; and Moritz

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Law Library.

- 1.9.4 All materials shall be bound and returned to the Library within fourteen (14) days after pick-up from the Library. Materials designated as "rush" by the Library must be returned in boxes clearly marked "rush".
- 1.9.5 The Binder must be able to retrieve an individual item from any regular shipment in order to "rush" bind and "rush" return it at the Library's request. The Library will keep this type of retrieval to a minimum, and will pay transportation costs for those items that must be returned to the Library by some means more expedient than the Binder's trucking service.
- 1.9.6 Shipping cartons, preprinted address labels, and binding tickets shall be provided by the Binder at no additional charge.
- 1.9.7 The Library will unpack returned shipments.

1.10 Errors and Delays

- 1.10.1 Any errors made by the Binder shall be corrected (provided corrections do not damage the text block) without additional charge to the Library, and returned within fourteen (14) days of the Binder's having received the items for correction. Any extra transportation costs resulting from such errors shall be paid for by the Binder. Errors which require the skills of a conservator to correct, or which cannot be corrected, shall be subject to Section 1.7, Insurance and Security, of this contract.
- 1.10.2 The Binder shall pay a liquidated damages charge of one dollar per calendar week, or any part thereof, for each overdue item "held to follow". No fine shall be applied in cases where the Library has been notified that the return of specific item(s) will be delayed due to the need for special treatment.
- 1.10.3 When books are withheld from a return shipment for reason of further work, or any other reason, the return consignment must have documentation with it explaining what specific items are withheld and reason for such action.

1.11 Specifications for the Online (Computerized) Binding Records System

- 1.11.1 The Binder shall furnish with his bid a detailed description of the computer system he proposes to use, including specifications for the hardware, operating system, applications software, and backup system required for the database. The Binder shall also provide a detailed description of the procedures required for the Library staff to operate the system so that internal Library costs can be taken into consideration when bid prices are compared.
- 1.11.2 The Binder shall furnish the library binding software

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necessary to prepare library materials for binding by the Binder, and for interface between Bindery Preparation in the Library and the Bindery. Hardware for use of the system in the Library will be provided by the Library.

- 1.11.3 The Library will provide access to its records of binding titles and colors, but the staff costs required to establish the Library's binding database (periodicals, other serials, monographs, etc.), and to set up the new system in the Library shall be borne by the Binder.
- 1.11.4 The Binder shall have completed all data entry necessary to create the Library's binding database within thirty (30) days after access to its records is provided by the Library.
- 1.11.5 The Binder shall be responsible for providing adequate training for Library personnel. The Binder or his/her representative must be willing to visit the Library prior to installation of the system to demonstrate use of the database, to train the Library's bindery preparation staff thoroughly in the use of the database, and to answer questions from Information Technology and other Library staff.
- 1.11.6 The Library agrees that binding forms, lists, etc. created through the use of this system shall be used only to prepare binding, coordinate shipments, etc. for binding to be done by the Binder. The Library agrees not to supply copies of the disks, program, or system information to any commercial vendor.
- 1.11.7 Any significant alteration of the Binder's computerized system or services during the life of the contract must be approved by the Library in writing before implementation.

1.12 Additional details of the online (computerized) binding records system. The Binder shall provide a computer system capable of storing the entire binding database, including but not limited to the following (minimally required) features, applications and capabilities. The system shall be able to match the binding pattern, placement of lettering on the spine, and color of stamping foil and cloth on already-bound volumes of the Library's serial titles. To support this, Binder shall, at no extra cost to the Library, provide a computer-based bindery control system by which uniformity can be achieved, and shall convert the bindery records for serials and set titles. (The Library records are now in machine-readable form as part of the LARS program.) This system and associated data files must be completed within thirty (30) days of the effective beginning date of this contract, and before the initial shipment pickup is made.

- 1.12.1 The system must be capable of storing binding data and binding history for each periodical title bound by the Library, including each title's call number, variable information and other information printed on the volume's spine. The Library's database of periodicals is now approximately 40,000 titles. The "binding history" must allow for at three (3) years of each

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title.

- 1.12.2 The system must allow the Library to maintain additions, deletions, and changes to the database on a current basis and to insert notes for the Bindery and for its own internal use concerning individual titles or divisions of titles.
- 1.12.3 The system must be capable of operating on a Library-based server with a capability of up to fifteen (15) simultaneous users. The Main Library server handles Ackerman Library, Science & Engineering Library, Business Library, and Biological Sciences-Pharmacy Library. Law and Health Sciences libraries rely upon separate servers.
- 1.12.4 System must be capable of supporting laser and line printers for the production of binding tickets.
- 1.12.5 The Binder must maintain a duplicate version of the system and database at the Binder's facility. Transmission of shipment and update data from the Library to the Binder shall be via discrete digital format packages, preferably through file transfer protocol (FTP) via the Internet.
- 1.12.6 Computer Services/Support: The binder shall make available, at no extra cost, a computer-based system for bindery preparation and record-keeping including, but not limited to, features, applications, and capabilities for the following, minimum, requirements.
 - 1.12.6.1 Bindery Preparation: preparation of records for all materials for binding shipment; binding ticket production.
 - 1.12.6.2 Serial title files: Search access to titles via title and call number; 3-year binding history accessible from bindery preparation mode and main menu; data-base maintenance. The Library current has over 32,000 serial titles in its LARS database.
 - 1.12.6.3 Shipment control: binding cycle status tracking; 3-to 6-month total shipment retention.
 - 1.12.6.4 System administration: system and production files backup; shipment and maintenance report production in various formats.
 - 1.12.6.5 Interface of the library binding records software with the Library's online catalog (OSCAR), through search points such as author, title, call number, LCCN, ISBN, through the catalog's Z39.50 interface.
 - 1.12.6.6 Duplicate version of system and database maintained at the Bindery; a method for performing system maintenance offsite from the bindery; and a method for performing

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system back-ups at the Library.

- 1.12.6.7 Hardware needed to operate the computerized binding records system in the Library setting is the responsibility of the Library.
- 1.12.6.8 Transmission of data from the Library to the Binder: Preference is for data transmission via file transfer protocol (FTP). Alternate methods of data transmission may be developed by mutual agreement of both parties.

1.13 Pre-printed binding tickets for one or more of the Regional campus, ATI and OARDC libraries. For non-Columbus-campus libraries (Regional Campus, ATI and OARDC libraries) the Binder shall provide upon request the system described above and/or other computer-produced services, which shall include, but not be limited to the following:

- 1.13.1 A computerized system for producing preprinted tickets for serials binding. The Binder shall be able to provide, within thirty (30) days of receipt of records supplied by the Library, a multiple-part binding ticket for each volume of each serials title to be bound during the contract year. Thenceforth, the Binder must be able to produce a complete file of tickets in advance of each contract year.
- 1.13.2 An alphabetized list of all titles for which binding tickets have been generated, to be printed upon request. A separate alphabetized list shall be furnished for each participating Library. The list must include the following information: (a) name of Library; (b) title number; (c) binding category; (d) cloth color; (e) title, worded precisely as it will be stamped on the spine of the volume; and (f) variable information profiles in correct sequence.

1.14 Invoices: The Binder shall provide a detailed invoice of in duplicate for each bi-weekly shipment reflecting that delivered amount. Invoices shall be issued by the Binder as follows: One itemized invoice for the Health Sciences Library; One itemized invoice for the Law Library. One itemized invoice for the Main Library units, with sub-categories for the Main Library, the Science & Engineering Library, the Business Library, and the Biological Sciences-Pharmacy Library. And, an itemized invoices for each of the regional campus, ATI or OARDC libraries. The Binder shall provide invoices within five (5) days of delivery of the shipment to the Library. The invoice shall reflect the price structure delineated in the bid proposal. Each type or style of binding shall be listed separately, and include the number of items so bound, the charge per item, and the total charge for that style. A sample invoice should be submitted with the bid / RFP response.

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II. SPECIFICATIONS FOR MATERIALS

All specifications refer to sections of the *American National Standards Institute (ANSI) / National Information Standards Organization (NISO) / Library Binding Institute (LBI) **Standard for Library Binding.Z39.78-2000***. Hereafter referred to as "the Standard."

- 2.1. Thread: Thread used for all sewing shall conform to sections 20.0-20.3 of the Standard.
- 2.2. Paper: All paper used in conjunction with the Library's materials (e.g., for end papers, stubs, pockets, inlays) shall conform to section 15.0-15.3 of the Standard).
- 2.3. End paper construction: End papers for all styles of binding shall conform to sections 15.1 the Standard.
- 2.4. Adhesives: Adhesives used for all processes shall conform to sections 19.0-19.5 of the Standard.
- 2.5. Spine-lining material: Spine-lining materials shall conform to section 17.2 of the Standard.
- 2.6. Board: Board shall conform to section 16.1-16.2.1 of the Standard. Board thickness shall be appropriate for the size and weight of the volume to be bound, as indicated in section 12.3 of the Standard.
- 2.7. Covering material: Covering materials for bound volumes and boxes shall conform to section 18.1 and 18.1.1 of the Standard unless a different type of material is requested by the Library for specific items or a specific class of items. Choice of colors for monographs is left to the Binder. The Library retains the option to specify cloth color to match sets.
- 2.8. Inlays: Inlays shall conform to section 15.3 of the Standard.
- 2.9. Lettering foil: Lettering (stamping) foil shall conform to section 22 of the Standard, and shall be white unless otherwise specified. NOTE: Only theses shall be stamped with gold foil.

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III. SPECIFICATIONS FOR THE BINDING OF LIBRARY MATERIALS

3.1. Examination and Collation:

- 3.1.1. **All volumes:** All volumes shall be examined to detect damaged leaves and peculiarities of paper or construction which might make first-time binding or rebinding inadvisable as outlined in section 6 of the Standard.
- 3.1.2. **Serials:** The Library will send serials to the Binder assembled for binding in sequence. For serials, this order will be title page, table of contents, text in order as issued by the publisher, and index. Supplements, appendices, etc., will be arranged by the Library in order indicated by the publisher. The Library will be responsible for the correct arrangement of the material. Covers, advertisements, and similar materials shall be retained in place. At the discretion of the Binder serials with adequate outside margins may be trimmed. (See also section 4.3 below.)
- 3.1.3. **Monographs:** The Library will collate monographs to insure completeness and correct sequence of pages before shipment to the Binder.
- 3.1.4. The Library assumes the responsibility for accurate collation. If, however, the Bindery discovers an incomplete or imperfect volume not so acknowledged on the binding ticket, the Binder should communicate with the Library for instructions or return of the item to the Library unbound with an explanation of the reason for its rejection.
- 3.1.5. **Mending:** When done by the Binder, papers tears shall be mended using strong, alkaline Japanese paper and an alkaline, water reversible adhesive which has good aging characteristics; or archival quality heat-set tissue; or "archival quality" paper-based pressure-sensitive tape. All adhesives, papers and other materials used for mending shall be approved by the Library. The Library shall have the option of establishing a no-mend policy, in which case tears shall not be mended at the Bindery, but shall be brought to the attention of the Library by some simple means, e.g., flagging. When a no-mend policy is in effect, items which cannot be bound before paper repairs are made shall be returned to the Library unbound.

3.2 Binding Slips: Binding slips or pressure-sensitive labels shall be attached to the front or back of the text-block in a non-damaging fashion.

3.3 Inspection: All bound volumes shall be inspected to conform with section 14 of the Standard. They shall be carefully and critically inspected for defects in all aspects of construction and lettering, and if necessary shall be wiped clean before packing.

4.0 SERIALS AND STANDARD MONOGRAPHS

4.0.1 Definition: Serials (or Periodicals)
For the purposes of this contract, a serial publication is defined as in

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section 5.2 of the Standard. It is a single piece of graphic material bound separately, or a series of two or more serially-numbered graphic units bound together, for which the cloth color must be selected, and the cover stamped with information so as to match other publications in the same set or series. The Binder assumes responsibility for this uniformity, based on information initially supplied by the Library and any subsequent changes made by the Library.

4.0.2 Definition: Monographs (or Books)

For the purpose of this contract, a monograph is defined as in section 5.1 of the Standard. A monograph is one piece of graphic material submitted for binding or rebinding as a single unit without reference to another unit, or with no demand placed on the Binder to match the unit to another. Although some items in this category may be bibliographically classed as serials or may be part of a set, the Library assumes responsibility for uniformity of cloth color and cover stamping.

4.1 Spine preparation.

- 4.1.1 Where a volume consists of a mixture of folded signatures and square- (flat-) backed issues, the folded-signature issues will be slit with a knife, rather than being sanded or trimmed (guillotined) off in preparation for leaf attachment. The square-backed issues shall have a maximum of only 1/8-inch removed in preparation for double-fan adhesive binding.
- 4.1.2 Staples shall be removed from all saddle-stitched issues prior to their being sewn through the fold. All staples must be pulled from side-stitched text blocks to provide an inner margin of maximum width. No text blocks shall have staples removed by trimming or milling.
- 4.1.3 Whenever necessary, the Binder shall set out (with strips of alkaline paper or cloth of an appropriate weight) all double leaves, maps, and inserts in order to preserve printed matter which would otherwise be destroyed by trimming and/or sewing along the spine edge.
- 4.1.4 For text blocks which must have the spine edge trimmed or milled away in preparation for oversewing or double-fan-adhesive binding, as little as possible (and not more than 1/8 inch) of the edge shall be removed, in order to preserve as much as possible of the inner margin.
- 4.1.5 For double fan adhesive binding, the binder may choose to notch the spine to ensure greater durability. The notches shall not exceed 16-inch depth.
- 4.1.6 Rounded-and-backed text blocks which must be rebound, and for which it is not possible to preserve the original sewing structure, shall have boards removed and the old rounding and backing taken out by nipping, before the spine edge is trimmed or milled.
- 4.1.7 Where margins of adhesive-bound text blocks are extremely narrow, the pages shall be pulled away from the original adhesive if this can be done easily (which is sometimes the case when the original adhesive is a hot melt type), and left untrimmed.

4.2. Leaf Attachment

4.2.1 New Case Only:

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This method shall be used for all text blocks, either monographic or serial, which will be bound as a single unit (i.e., not with other pieces) and which are already sewn using an adequate number of stitches and sturdy thread. This method shall conform to section 7.1-7.1.2.1 of the Standard. The sewing structure must be in good condition. The original hard cover or paper cover shall be removed and the old back lining and glue lifted from the spine in a manner that does not disturb the original sewing. Paperback volumes that are published in signature format shall be bound by casing the sewn text block into a new hard case, if the original sewing is intact. (Paperbacks not published in signatures shall be double-fan-adhesive-bound.)

4.2.2. Sewing-through-the-fold

This method shall conform to sections 7.2-7.2.2.2 of the Standard. It shall be used for the following materials: all serials issued in single, saddle-stitched signatures; and monographs which can be bound in no other way without destroying printed matter in the inner margin, and which have special value. Preparation of monographs for hand sewing through the fold shall not include the sawing of slots at the spine edge. Extremely thick or heavy text blocks and those requiring hand sewing shall be sewn on highest quality linen or cotton tapes of suitable width, spaced no more than 2 inches apart.

4.2.3. Double-Fan Adhesive Binding

This method shall conform to sections 7.3-7.3.4 of the Standard. It shall be used for the following materials: monographs and serials which are not suitable for new casing only or sewing through the fold, are less than 2-1/2 inches thick, and are not printed on glossy, stiff, or other types of paper unsuitable for the process.

4.2.3.1 Adhesives used by the Bindery shall be guaranteed for the life of the book and shall meet those criteria in section 19-19.5 in the Standard.

4.2.3.2 Any adhesive binding (bound by the Binder) that has lost its adherence, regardless of when it was bound, can be returned to the Binder to be redone free of charge (e.g., loose pages, text block coming out of its covers due to lack of adherence of the adhesive).

4.2.4. Oversewing

This method shall conform to section 7.4-7.4.3. of the Standard. Oversewing shall be used in those few instances and only upon instructions from the Library for heavily-used volumes on thick or coated paper with an inner margin of at least 5/8-inch after milling. It is essential that the Bindery preserve the maximum inner margin for ease of opening, reading, and/or copying.

4.2.5 Cleat Lacing and Side Sewing.

These methods of leaf attachment shall not be used on serials and standard monographs.

4.2.6 Libraries shall have the option of allowing the Binder to select the method of leaf attachment in accordance with the Standard.

4.2.7 Items Unsuitable for Binding

Items which are unsuitable candidates for any of the above methods of leaf attachment shall be returned to the Library unbound.

4.2.8. Stubbing and pockets

4.2.8.1 When serial parts of different heights are to be bound

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together, the bottom (not the top) of resulting text block should be flush. Stubbing should be used whenever practical to make up for the size differences. In no case shall one piece be trimmed excessively for the purpose of making it conform to a smaller piece with which it must be bound.

4.2.8.2 Stubbing shall be added to volumes to compensate for thick pockets on back covers, and to correct text blocks which flair out towards the fore-edge.

4.2.8.3 Pockets for Supplementary Materials. Pockets shall be made of alkaline paper, Tyvek®, tear-resistant fabric, or fabric and board, depending on the bulk and weight of the materials they are designed to protect. They shall be constructed so that the materials they contain are firmly supported, and are not easily damaged as they are inserted in or removed from the pocket. The Library shall indicate the need for pocket(s) by flagging these materials.

4.3 Trimming: Although the Library does permit trimming, it is expected that all trimming will be done as slightly as possible. Materials may be trimmed to a maximum of 1/8-inch, with the following additional conditions.

4.3.1 However, standard monographs shall not be trimmed by the Binder unless the head, tail or fore-edge pages are un-cut by the publisher. In order to preserve printed text, illustrations, or margins with gilded or marbled edges, etc., the Library may instruct "no trim" for some materials.

4.3.2 Standard monographs, paperbacks and music books shall not be trimmed by the Binder unless the pages are un-opened (un-cut) by the publisher.

4.3.3 Re-cased materials shall not be trimmed.

4.3.4 At the discretion of the Binder the heads, fore-edges, and tails of text blocks of Serials shall be trimmed as slightly as possible (a maximum of 1/8"), and under no circumstances printed matter be trimmed away. Volumes in which text and/or illustrations bleed to the edges of the pages shall be untrimmed. Volumes with outer margins of 1/8" or less shall be left untrimmed. The Library retains the option to flag certain volumes as "Do not trim". There shall be no upcharge for untrimmed volumes.

4.3.5 The Binder must have the ability to implement a no-trim policy for all serials, and still produce high quality binding, at the request of the Library.

4.4 Spine Shape/Treatment

4.4.1 Volumes, books or serials, may be rounded and/or backed or left flat at the discretion of the Binder. Decisions made on backing of the text block shall be consistent, and generally in accordance with section 10 of the Standard. A three-leaf or two-leaf end leaf shall be used, according to the method chosen.

4.4.2 Back Lining: Backs shall be lined to conform to section 10.0 of the Standard.

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4.5. Application of End papers

- 4.5.1. When text blocks with original sewing structure intact are to be fitted with a new case only, end papers shall conform to sections 7.1.2-7.1.2.1. of the Standard.
- 4.5.2. When text blocks are to be sewn through the fold, application of the end papers shall conform to sections 7.2.2.1-7.2.2.2. of the Standard.
- 4.5.3. When text blocks are to be double fan adhesive bound, the end papers shall conform to sections 7.3.2-7.3.2.1. of the Standard.
- 4.5.4. When text blocks are to be oversewn, application of end-papers shall conform to sections 7.4.2-7.4.2.1 of the Standard. When text blocks have been oversewn previously, the end papers must be whip-stitched on.

4.6. Case Making

- 4.6.1 Making the case shall be done to conform to sections 12-12.6 of the Standard.
- 4.6.2 Volumes will be bound in buckram and lettering will be stamped in white unless otherwise indicated by the Library.

4.7 Lettering

4.7.1 Type Size and Style

Lettering shall be done to conform to section 12.2 of the Standard. Type sizes shall include at least the following options: 20-point horizontal lettering; 16-point horizontal and vertical lettering; and 14-point horizontal and vertical lettering.

4.7.2 Placement of Call Numbers

The order of priority for placement of call numbers on the covers of classified volumes is: (1) in horizontal lines on the spine and, when volumes are too thin, (2) in horizontal lines in the lower lefthand corner of the front cover, as close to the spine as possible, and (3) in vertical lines on the spine.

4.7.3 Placement of Author/Title Information

The order of preference for placement of author/title information on the covers of volumes is: (1) in horizontal lines on the spine, and (2) in vertical lines running down the spine.

4.8. Casing-In

- 4.8.1 Volumes shall be cased-in to conform with section 13.0 of the Standard.
- 4.8.2 The square which projects around the head and fore-edge of the text block shall be proportionate to the size and weight of the text block.
- 4.8.3 Flush-tail binding: All volumes shall be bound flush with the bottom of the case (that is, the case will have no square at the tail). Boards must be custom cut to eliminate the square at the tail of the volume. The square at the head shall be proportionate to the fore-edge square and to the size and weight of the book.

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[... specifications continue ...]

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5.0. ECONOMY PAPERBACK BINDING: C-1 cloth

Binding procedures for economy paperback binding are the same as those for standard double fan adhesive binding except as follows:

- 5.1. Economy paperbacks are defined as those with dimensions of 12 inches or less in height, 10 inches or less in width, and 1-1/2 inches or less in thickness. Economy paperbacks are originally paper-bound publications. Economy paperbacks are new or in a relatively unworn condition.
- 3.2 All paperback volumes consisting of sewn-through-the-fold leaf attachment in the publisher's editions shall be "re-cased" retaining the original sewing structure to conform with section 7.1 of the Standard.
- 5.3 A C-1 grade cloth covering material shall be used, the color chosen by the Binder.
- 5.4. After the spine of the text block is milled and adhesive applied using the double fan method, it shall be lined with stretchable cloth according to procedures used for standard adhesive binding, above section 4.0. While a second lining is applied to books bound in the standard style, it need not be for economy paperback bound volumes.
- 5.5. Volumes shall be cased-in in accordance with procedures used for standard double fan adhesive bound volumes, section 4.0 Rounding and backing are unnecessary.
- 5.6. Brief author and title information, and complete call numbers shall be printed in vertical lines running down the spine of C-grade cloth covers.
- 5.7. No-trim shall be standard for all materials in this category at no extra charge to the Library.

6.0 POLYESTER-ENCASED HARD-COVER ECONOMY PAPERBACKS

- 6.1 The Library will select the majority of paperbound materials for economy paperback binding in which the complete original cover shall be removed from the text block and laminated with or encased in clear polyester film and re-used as the cover, incorporated into a regular case-style cover. Size conforms to sizes in section 5.0 above.
- 6.2 No title, author's name, or call number shall be printed on spines or covers.
- 6.3 Leaf attachment shall be double-fan adhesive, as outlined above, section 4.2.3.

7.0 MUSIC BOOKS

- 7.1 All music books shall be bound to lie open flat. Multi-signature items will be "new-case-only" if the original sewing is intact. Single section items shall be sewn through the fold. Items originally adhesive bound shall be double-fan adhesive bound. Multi-signature items with broken sewing shall be pulled (disbound) by the Library and sewn through the folds by the Binder. If the Library chooses not to pull sewing the Binder shall

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be allowed an extra-time charge to disbind and re-sew through the folds.

- 7.2 Music books with pockets shall have paper, Tyvek® or cloth pockets attached inside the back board to contain music parts.
- 7.3 Music pocket cases shall be constructed to resemble a regular volume but with nothing sewn in. Instead, pockets shall be attached inside one or both covers.
- 7.4 All of the above shall be constructed with stiff board and Group-F buckram to conform with the Standard.
- 7.5 Each music part that is made up of more than one folio gathering shall be reinforced with a folio end sheet and sewn through the fold. At the discretion of the Binder this end sheet may be reinforced with an additional cloth spine.
- 7.6 No music books or parts shall be trimmed.

8.0 PAMPHLETS

- 8.1 The Library requires pamphlet binding for single-signature materials primarily, with less than 10% of pamphlet bindings being flat-backed materials less than 3/8-inch in thickness.
- 8.2 All single-signature pamphlets shall be sewn through the fold into binders constructed of a stiff (at least .030) back board, a stiff, clear polyester front cover, and a flexible spine of Tyvek®.
- 8.3 Head, fore-edge and tail edges shall be flush with the covers.
- 8.4 All flat-backed pamphlets shall be side-sewn following section 7.5 of the Standard.
- 8.5 Binder shall insert security strips (provided by the Library) for insertion prior to binding.
- 8.6 All materials used shall be acid-free and otherwise in conformance with the Standard. The Binder shall not be required to stamp titles and call numbers on pamphlets.

9.0. THESES

The Library specifies the binding of thesis materials (masters, doctoral, and undergraduate honors). The Library sends these materials unbound in 8-1/2 x 11-inch paper format.

- 9.1 Specifications for materials shall be as in section 2.1-2.9 above.
- 9.2 Covering materials shall be black Group-F buckram for Masters and Doctoral theses; red for Undergraduate Honors.
- 9.3 Theses shall be lettered using gold foil.
- 9.4 Method of leaf attachment for theses shall be double-fan adhesive.
- 9.5 Stubbing, spine-lining, case-making, lettering, casing-in, binding slips, pockets and inspection shall be done as in sections 4.0-4.8 above.

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- 9.5 Theses may be trimmed up to 1/8 inch.
- 9.6 Theses are bound with text block flush at the tail edge (i.e., with no tail square).

10.0 PORTFOLIOS
10.1 Portfolios

- 10.1.1 Portfolios shall be constructed of materials that conform to the materials specifications of this contract. Boards shall be of a weight suitable for the size and weight of the contents they are meant to protect. The grain shall run in the direction of the longest dimension of the portfolio. Ties shall be of high quality dye fast cotton twill or nylon tape, or unbleached linen tape.
- 10.1.2 A portfolio shall have three or four flaps. A portfolio shall not be more than 1/8-inch larger all around than its contents, and must be able to accommodate irregularly shaped materials. The lining shall be of alkaline paper, or the board must be free of lignin and have a pH of higher than 7.5 with an alkaline reserve of no less than 2% calcium or magnesium carbonate (based on oven dry weight).

11.0 Miscellaneous Binding Treatments

Styles of binding other than those specified in this contract may be requested occasionally by the Library. Specifications for services not described in this contract and rates charged for those services shall be included by the Binder in the bid proposal. Any special treatments (or extra labor for standard treatments) for which an hourly rate is to be charged shall not be carried out by the Binder without the express permission of the Library.

12.0 Improvements and Innovations in Methods and Materials

Any improvements in traditional methods and/or materials used by the Binder shall be acceptable to the Library within the terms of this contract under the following conditions: the test methods and/or materials must undergo extensive, documented testing which measures their strength, durability, and functional qualities (e.g., openability of the bound volume); and test must clearly indicate that the innovation(s) will lead to better protection and greater longevity of the text block. Adoption of any technical innovation must be approved in writing by the Library.

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SECTION A: PROPOSAL SCHEDULE WITH UNIT PRICING

<u>Item No.</u>	<u>Description of Commodities and/or services</u>	<u>Unit Price</u>
Pickup sites: Main Library, Science & Engineering Library, Business Library, Biological Sciences Library (proposed), Health Science Library, Law Library (all on Columbus campus)		

1.	Serials: up to and including 13" in height (3 inches thickness or less), bound flush to tail edge: double-fan adhesive leaf attachment:	\$ <u>7.00</u>
2.	Serials: up-charge per inch for over 13" in height (item #1):	\$ <u>1.25</u>
3.	Serials: up-charge per inch for over 3" in thickness (item #1): (Item #1)	\$ <u>N/C</u>
4.	Serials: up-charge per volume for "no-trim" (item #1):	\$ <u>N/C</u>
5.	Serials: up-charge per volume for binding together different-sized (in height) issues (item #1):	\$ <u>N/C</u>
6.	Monographs: up to and including 12-1/2" in height (2-1/2" thickness or less); no trim; leaf attachment double-fan adhesive.	\$ <u>5.95</u>
7.	Monographs: up to and including 12-1/2" in height (2-1/2" thickness or less); no trim; leaf attachment sew-through-fold.	\$ <u>5.95</u>
8.	Monographs: up to and including 12-1/2" in height (2-1/2" thickness or less); no trim; leaf attachment oversewn.	\$ <u>5.95</u>
9.	Monographs: up to and including 12-1/2" in height (2-1/2" thickness or less); no trim; leaf attachment new case only (retention of original sewing structure); glued-on end sheets.	\$ <u>5.95</u>
10.	Monographs: up to and including 12-1/2" in height (2-1/2" thickness or less); no trim; leaf attachment new case only (retention of original sewing structure); sewn-on end sheets.	\$ <u>5.95</u>
11.	Monographs: up-charge per inch for volumes over 12-1/2 in height (item numbers 6-10)	\$ <u>1.25</u>
12.	Monographs: up-charge per inch for volumes over 2-1/2 inches in thickness (item numbers 6-10)	\$ <u>N/C</u>
13.	Monographs: up-charge per volume for hinging covers (original paperback volumes) to text block prior to binding (item number 6-10)	\$ <u>1.20</u>
14.	Economy paperback binding (C-1 cloth case); no trim; not to exceed 12" in height, 10" in width, or 1-1/2" in thickness; double-fan adhesive leaf attachment.	\$ <u>5.00</u>
15.	Economy paperback binding (C-1 cloth case); no trim; not to exceed 12" in height, 10" in width, or 1-1/2" in thickness; new case only (retain original publishers sewn-through fold leaf attachment).	\$ <u>5.00</u>

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16. Economy paperbacks: up-charge per volume for hinging covers (original paperback volumes) to text block prior to binding (item numbers 14 and 15)	\$ __ 1.20 __
17. Economy paperback binding; no trim; not to exceed 12" in height, 10" in width, or 1-1/2" in thickness; double-fan adhesive leaf attachment; laminated or encased in polyester (Mylar) covers.	\$ __ 5.00 __
18. Music books (new-case only, sewn-thru-fold, or adhesive Group F buckram cover; no trim)	\$ __ 5.95 __
19. Music books with pocket (paper/Tyvek or cloth)	\$ __ 8.45 __
20. Music pocket case (nothing bound-in; pocket(s) inside; Group F buckram cover)	\$ __ 21.00 __
21. Music part (multi-folio part, sewn-through-fold with reinforcing end sheet)	\$ __ 4.30 __
22. Pamphlet binding (single-signature sew-through-fold leaf attachment; clear front; no stamping; including insertion of Tattletape™ security strips)	\$ __ 4.30 __
23. Pamphlet binding (side-sew leaf attachment; clear front; no stamping; including insertion of Tattletape™ security strips)	\$ __ 4.30 __
24. Theses stamped on spine only with gold foil; leaf attachment double-fan adhesive; Group F buckram (black or red)	\$ __ 7.00 __
25. Portfolios up to and including 12-1/2" in height	\$ __ 60.00 __
26. Up-charge per inch over 12-1/2" in height portfolios	\$ __ 4.00 __
27. Charge per hour for extra work or special treatments not listed above (hours and type of work to be stated on invoice)	\$ __ 40.00 __
28. Paper (or Tyvek) pockets for maps, etc.	\$ __ 2.50 __
29. Fabric pockets for maps, etc.	\$ __ 4.50 __
30. Stubbing: per stub section-regardless of thickness	\$ __ 1.50 __
31. Hand-sewing first inch of thickness	\$ __ 2.50 __
32. Hand-sewing each additional 1/2 inch	\$ __ N/C __
33. Rebind using old cover (retain original or Publisher's cover provided by Library)	\$ __ 5.00 __
34. CopiCover	\$ __ 6.95 __
35. Periodicals - sewn through the fold up charge	\$ __ 1.00 __
36. Periodicals - oversewn up charge	\$ __ 1.00 __
37. Monographs - selecting buckram color up charge	\$ __ .35 __
38.*The HF Group, LLC may invoice for a <u>fuel surcharge</u> of 1% during a current billing period when on-highway diesel prices exceed \$3.50 per gallon and 1-1/2% during current	

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billing period when on-road diesel prices exceed \$4.00 per gallon and increasing by ½% for each additional \$.050 per gallon above \$4.00. The fuel charge may be invoiced when the previously noted prices are exceeded for two weeks of the current billing period as reported for the Midwest Region for U.S. On-Highway Diesel Fuel Prices at the following US Department of Energy website: <http://tonto.eia.doe.gov/oog/info/qdu/gasdiesel.asp>. No surcharge will be invoiced when on-road diesel pricing is below the previously noted prices during the most current billing period.

39. Phase boxes	\$ __ 23.00 __
40. Extra height	\$ __ 2.50 __
41. Newspapers	\$ __ 34.20 __

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SECTION B:
Ohio State University
Departmental Custom Binding Contract
Specifications

1. Scope

This section applies to the custom binding of books, periodicals, and theses as required by various University departments and individuals not directly associated with the University Libraries. Estimated quantities for custom binding are 700 to 1000 volumes per year.

2. Requirements

Custom binding requirements include, but are not limited to the following:

A. Periodical binding: "Class A"-type library style; rounded and backed structure, choice of cover colors; choice of foil stamping colors (gold, white, black); appropriate leaf attachment technique; collation.

B. Thesis binding: Traditional thesis style including black cover material and gold lettering.

C. Personal binding: Books; magazines; bibles; restoration of original covers; variety of covering materials and colors; choice of foil stamping colors.

D. Legal books and briefs

E. Newspapers

F. Reports

3. Pick up and delivery. Materials shall be picked up by the Binder at the Ackerman Library, Health Sciences Library or Law Library locations. Some materials may be shipped by customers directly to the Binder. Materials shall be returned to the individuals or departments directly, and **not** returned to the Main, Health Sciences or Law libraries.

4. Prices. See Section B: Proposal Schedule, attached

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SECTION B: PROPOSAL (Price) SCHEDULE FOR DEPARTMENTAL AND INDIVIDUAL CUSTOM BINDING

Bidder: Please enter your prices (and attach company brochure, if available) for the following items:

Item Description no.	Unit Price
1. Periodicals	\$__25.00__
2. Books	\$__17.00__
3. Theses	\$__25.00__
4. Paperbacks	\$__17.00__
5. Hand Bibles	\$__85.00__
6. Family Bibles	quote required
7. Legal Books	\$__40.00__
8. Briefs, reports, minutes, etc.	\$__50.00__
9. Author/Title lettering - per line	\$__N/C__
10. Extra lines of lettering - per line	\$___.70__
11. Imprints or other spine lettering - per line	\$__1.25__
12. Front cover lettering - per line	\$__1.20__
13. Decorative lines - per line	\$__1.00__
14. Collation - per volume	\$__5.00__
15. Extra work - per hour	\$__50.00__
16. Rush charge per volume	\$__10.00__

Bidder: Please state detailed proposed pick-up / delivery / shipping arrangements.

NOTE: A centralized pick-up arrangement is available through either the Ackerman Library, Health Sciences Library or Law Library. Materials must be returned to the customer directly through a common carrier such as UPS or FedEx.