

Binding of a Volume of Journals

THROUGH the cooperation of the Library Binding Institute, an organization of binderies which specializes in binding publications into volumes, arrangements have been made to give information and assistance to Society members who want to have their JOURNALS bound. This work may be done in accordance with standards of materials and construction required for durability, service and accessibility by college, reference and public libraries. The American Library Association and the Library Binding Institute have cooperated in promulgating "Minimum Specifications for Class A Library Binding" based on research and production and performance experience.

A committee of the American Library Association has certified responsible and reliable library binderies which have proved able to meet these specifications. To obtain standard quality binding, simply request Class A binding at any certified bindery. In obtaining price quotations, state the three dimensions of the volume.

Names and addresses of certified binderies in your area are available from the Library Binding Institute, 501 Fifth Ave., New York 17, N.Y.

Before sending copies to the bindery:

1. Check for missing issues and check each issue for defects, missing pages, etc. Be sure to include the volume index. (Beginning with Vol. 56, No. 6 of the JOURNAL carries a Volume Title Page and Contents.)

2. Tie the six issues together carefully and package so that nothing is crumpled or torn.

3. Write out definite instructions giving your preferences on the following points:

- a. Color of binding (one of the following standard colors should be selected: **dark green**, **dark blue**, **black**, **brown** or **medium red**).

- b. Whether the paper covers are to be bound into the volume.

- c. An exact copy of the text to be lettered in gold on the backbone. A common form is:

Journal — $1\frac{3}{4}$ in. from top

SMPTE (SMPE before 1950) — $2\frac{1}{4}$ in.
from top

Vol. 00 — $4\frac{1}{4}$ in. from bottom

1900 — $3\frac{3}{4}$ in. from bottom

- d. If you have had JOURNALS bound before and want your set to match as closely as possible, send a previous volume as a sample. If you want an approximate match, send a "rubbing" of the lettering on a previous volume and indicate the color.

If satisfactory arrangements cannot be made, or if there is any difficulty, advise the Society office and steps will be taken in cooperation with the Library Binding Institute to assure you proper service.

As Part II of this issue, there is appended a Volume Title Page with Volume Contents to go at the front of the volume when bound, and the Volume Index to go at the back.

A microfilm edition of the JOURNAL may also be obtained by members or subscribers by direct correspondence with University Microfilms, 313 North First St., Ann Arbor, Mich.