

Binding Policy

Brooks Library at Central Washington University binds selections of its print holdings for the purpose of making the materials available in the original format for as long as needed at the lowest possible cost. Items selected for binding are determined by the relevant Library Unit Head, in consultation with Serials & Electronic Resources Librarian and bindery staff and the within the Serials Dept.

All library materials received in paper format, such as serials, monographs, and government publications will be bound if appropriate. Materials are bound when the print format is the only form of ownership (i.e., content is not licensed with secure online perpetual access or held in microform) or the print format has longstanding research value to our students, faculty and staff.

The Serials Unit is responsible for maintaining proper records of the materials sent to a commercial bindery. Of those serials holdings retained in print format, completed volumes are pulled and sent to the bindery based on the individual characteristics of each title, and following the library's binding procedures for these items. Normally, serials will be pulled when the first issue of the new volume arrives in the library, but some exceptions may apply. Incomplete volumes of serials are bound only after all efforts to claim or locate the missing issue(s) have been unsuccessful, after two years. All damaged materials will be repaired in-house if possible. If a book, serial or government publication cannot be repaired in-house, then the respective Library Unit Head will determine, in consultation with the CWU Bindery staff, if an item should be sent to the commercial bindery based on the following criteria:

- Condition of the material is appropriate for successful binding. The pages should all be present. The pages should be in good condition and should not be brittle. The margin at the gutter should be wide enough to allow for the necessary rimming.
- The item is not a candidate for weeding under the Brooks Library Deselection Policy.

If materials routed to the Serials Unit are ineligible for binding, Serials staff will work with the respective Library Unit Head or staff to find a solution.

Some types of materials will not be bound due to certain conditions:

- Items and materials from the Archives and Special Collections that are fragile or require conservation, and or preservation treatment.
- Materials that may become damaged as a result of the binding process.
- Materials that will lose necessary information as a result of library binding.
- Items that will be regularly replaced or superseded by a more current, complete, or timely version.

Bindery shipments are prepared and sent out every month throughout the year. There is a one month turnaround time for materials once they are shipped offsite to the commercial bindery. Rush ordering may be utilized to meet user needs as necessary and feasible.

CWU Masters Theses Binding

The Brooks Library Serials Unit processes commercial bindery orders of theses written by Central Washington University graduate students towards completion of their degree requirements. Works designated by the author's academic department's committee as projects are not bound or held in Brooks Library. The Office of Graduate Studies and Research provides guidelines for thesis formatting and is responsible for all payments and fees regarding thesis binding. Serials staff processing an order is not responsible for reviewing formatting or completeness before sending to the bindery. Brooks Library receives two copies of a bound thesis. One copy is placed in Stacks and a second copy is held in Special Collections. A record of the title is placed in the library catalog.

CWU Science Honors Research Program Thesis

The Brooks Library Serials Unit processes commercial bindery orders of theses written by Central Washington University undergraduate submitted in partial fulfillment of their participation in the Science Honors Research Program. The College of the Sciences provides guidelines for thesis formatting and is responsible for all payments and fees for binding. Serials staff processing an order is not responsible for reviewing formatting or completeness before sending to the bindery. Brooks Library receives two copies of a bound thesis. One copy placed in Stacks and a second copy is held in Special Collections. A record of the title is placed in the library catalog.

CWU Units Binding

If any CWU department has binding needs, they are invited to contact the Brooks Library Serials Unit Head to discuss our processing of a commercial bindery order for them. The requesting department is responsible for all payments and fees regarding binding of these materials. CWU and Brooks Library are not responsible for damage or loss to materials that may occur during the binding process.

Faculty and Staff Personal Copy Binding

If CWU a faculty member or staff member is interested in binding of personal materials, the Serials Unit will provide information on the commercial binding services used by the library. Arrangements to have personal copies bound should be negotiated between the individual and the Brooks Library Serials Unit Head. Serials staff will help in identifying an appropriate material for binding, and may allow personal copies to be picked up and delivered with the Library's regular monthly shipments. CWU and Brooks Library are not responsible for any payments or fees of personal copies, or of damage or loss to personal materials that may occur.

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