

## LIBRARY BINDING PRICE LIST FOR LIBRARIES

Effective July 1, 2024

<b>CUSTOM PERIODICAL</b>	<b>\$32.75</b>
Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors. Removal of scattered ads is an extra charge item.	
<b>STANDARD PERIODICAL</b>	<b>\$20.65</b>
Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.	
<b>THESIS</b>	<b>\$23.75</b>
Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.	
<b>BOOK/MONOGRAPH (Includes Paperbacks)</b>	<b>\$18.65</b>
Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors. Paper covers can be bound into the volume by request.	
<b>DIGICOVER</b>	<b>\$19.75</b>
Same as Book/Monograph. Original paperback cover is removed and scanned to produce a graphic reproduction. Can be used for dust jacket, spiral bound, and hardbound volumes with graphic covers. Extras such as pockets less than 1/4" thick can be requested.	
<b>PAMPHLET</b>	<b>\$17.90</b>
Single signature and thin square spine material. Bound as received and no mending. Covered using gray/white archival board with black poly-cotton cloth on the spine. Front covers can be grey/white archival board or clear acrylic. Front spine covering can be foil stamped. Pamphlets larger than 13" x 18" can be quoted upon request.	
<b>MUSIC BOOK</b>	<b>\$18.65</b>
Bound as received. All NISO approved leaf attachment methods (some extra charges may apply), flat back, Library Summit cover material, and choice of cover and print colors.	
<b>NEWSPAPERS</b>	
Bound as received. Includes Library Summit cover material, choice of cover and print colors. Maximum thickness is 4".	
Up to 14" High	<b>\$77.85</b>
Tabloid Format (Over 14"-18")	<b>\$137.75</b>
Standard Format (over 18")	<b>\$242.50</b>
<b>LEGAL BRIEFS/FINANCIAL REPORTS</b>	<b>\$97.50</b>
Bound as received. All NISO approved leaf attachment methods, flat back, Library Summit cover material, all lettering, choice of cover and print colors. Price does not include extra charges listed below.	

**Extra Charges**

Bind in paper covers – Digicover	\$2.75		
Call or Shelf Number (per line)	\$1.65	Panel Lines (per volume)	\$10.00
Case in Flush Bottom (per volume)	\$4.25	Parts Bound in Paper (per part)	\$9.45
Die Stamping	\$12.00	Photocopy – black & white	\$2.60
Dis-binding (per quarter hour)	\$18.75	Photocopy – color	\$3.25
Extra Height over 14” (per volume)	\$6.60	Pocket - Box	\$21.35
Extra Thickness over 3” (per volume)	\$6.60	Pocket – Cloth	\$15.65
Front Cover Stamping (per volume)	\$7.25	Pocket – Paper	\$9.15
Hand Sewing (per quarter hour)	\$18.75	Re-case - Adhesive	\$7.80
Hand Stamped Imprints and/or Characters	\$12.00	Re-case – STF	\$10.55
Hand Trim (per volume)	\$2.15	Remove Scattered Ads (per quarter hour)	\$18.75
Headbands (per volume)	\$4.00	Round and Back	\$2.60
Hourly Charge (per quarter hour)	\$18.75	Rush Charge for 1-week service (per volume)	\$32.40
Imitation Leather	\$37.65	Rush Charge for 2-week service (per volume)	\$15.00
Tattle Tape	\$1.25	Separation Sheet (each)	\$2.15
Label (each)	\$15.00	Shelf Help (per volume)	\$1.15
Machine Sew thru Fold (per volume)	\$6.15	Special Print (per volume)	\$30.00
Media Case	\$16.85	Stubbing (per volume)	\$6.10
Mount Covers (per volume)	\$4.35	Tab (each)	\$5.00
Oversew (per volume)	\$10.00	Unbound Handling Charge (per volume)	\$2.50
Packing Boxes at Library (per box)	\$44.25	Volumes without Tickets (Box and Bind)	\$10.00

**Pickup and Delivery**

**HF Group Truck Pick-up within our Distribution Area:** 75 volumes or a \$750 minimum order is required for pickup and delivery. To request a pickup or determine if the library is in our distribution area, please contact HF Group’s customer service department at 800-334-3628 or hfgroup.com.

**\*A transportation and handling fee will be added to each invoice for accounts using our truck service.**

**Mail and Common Carrier Service** should be used for libraries outside our distribution area.

**\*Less than 125 Volumes:** The customer is responsible for all shipping expenses. Return shipping source deemed best by HF Group.

**\*125 Volumes & over:** The customer will be responsible for the shipping expenses to the bindery and HF Group will be responsible for the cost of return shipping. Return shipping source deemed best by HF Group.

**Insurance**

All regular material is insured while in our possession. We are not responsible for replacement of individual volumes over \$300 unless prior arrangements have been made.

**Terms**

Payment terms are net 30, any outstanding amounts not paid after 30 days may be assessed a late fee of 10%.

A 3% convenience fee will be added to all Credit Card Payments. ACH payments or Direct Deposit payments are accepted at no additional fee.

**ALL PRICES** listed are for ordinary library materials received in normal condition. Volumes which do not fit any of the price list categories, such as oversized (over 24” high or 4” thick) or brittle volumes, must be quoted individually. Any volume requiring special preparation, i.e., excessive mending or an operation not listed on our extra charge list, will be subject to the hourly rate.

A **PRODUCT GUIDE** and **CONSERVATION PRICE LIST** are available upon request.

**Minimum Invoice Charge of \$150.00**