

The HF Group, LLC

Customer Profile

The HF Group, LLC requires this profile be completed and returned to our Customer Service Department BEFORE a shipment is received from your institution. If you have questions regarding this profile, please contact your customer service representative for assistance.

Institution Name: _____

Library Name: _____

Ship to Address: _____

City: _____ State: _____ Zip: _____

Bill to Address (If different than Ship to): _____

City: _____ State: _____ Zip: _____

Business Hours: _____

Binding Contact & Title: _____

Phone: _____ Fax: _____

Email Address: _____

Contract/Sales Contact & Title: _____

Phone: _____ Fax: _____

Email Address: _____

Invoice Contact & Title: _____

Phone: _____ Fax: _____

Email Address: _____

GENERAL INSTRUCTIONS FOR BINDING

The following are general instructions which will apply to all product types.

HF Group Decision

It is our goal at The HF Group to return complete, quality shipments to you in a timely manner. In order to better achieve this goal, we have established a policy for volumes that arrive with incomplete information or an inappropriate selection such as product type or leaf attachment. The HF Group Standard is for us to make the decision based on the current ANSI/NISO/LBI Standard for Library Binding and the volume.

Material that is brittle or needs Conservation Treatment

When material received is too brittle to bind or needs special handling that cannot be performed on our regular line, it should be:

- Return Unbound. No Conservation
 - Sent to Preservation Photocopy for a facsimile
 - Make an KASEBox enclosure for the original
 - Sent to Conservation for restoration.
 - OK to restore if cost is under \$100 per volume
 - OK to restore if cost is under \$200 per volume
 - OK to restore is cost is under \$500 per volume
 - Quote restoration only
 - Sent to Conservation for enclosure
-

Pocket Material

If pocket material is included with the volume and pocket has not been requested, pocket material will be returned as is.

Tattle Tape

- The HF Group Supplied
- Library Supplied

Mark product types that receive tattle tape:

| | | | |
|-------|--------------|-------|------------------|
| _____ | Periodicals | _____ | Portfolios |
| _____ | Theses | _____ | Hinge Box |
| _____ | Custom Books | _____ | Phase Box |
| _____ | Music Books | _____ | Case with Pocket |
| _____ | DigiCovers | | |
| _____ | Other: _____ | | |

Ticket Preparation

Please select the form of ticket preparation your library has been using for each product:

| Periodicals: | Monographs: | Theses: |
|----------------------------|--------------------|----------------|
| _____ LARS | _____ LARS | _____ LARS |
| _____ ABLE | _____ ABLE | _____ ABLE |
| _____ Manual (pre-printed) | _____ Manual | _____ Manual |

The HF Group
Trim Guidelines

Because of our preservation principles, The HF Group will **NOT** routinely trim the edges of volumes being bound. This is the surest way to insure we do not damage information. However, since we recognize that some customers do want to have trimmed volumes, we will provide trimming when requested except for the following circumstances.

Exception: **All thesis submitted for binding WILL BE trimmed.**

The HF Group will never purposely trim into text, but if a library requests us to trim a volume they accept the responsibility for damage to text that may occur. When a library requests us to trim their volume, we will trim all sides that will accommodate trimming.

No-trimming requires extra care and handling in the production process, but we will not pass these costs onto our customers.

The HF Group will use the following guide to determine when a volume **will not** be trimmed:

- Any edge where print will be trimmed into; this includes text on covers, handwritten notes, illustrations with text and call labels on periodicals.
- Folded pages and flaps that are too close to the edge of the text block.
- When the issues of a journal volume are not all the same size and filler has to be used.
- Not enough margin on the biggest issue to allow a trim on the narrowest or shortest issue.
- Text block that has a height or width less than 4 ¼”.
- Text block thickness that is over 3 ¾”
- Recase volumes, unless specially requested (such as recase volumes where the pages were never trimmed open during the original binding process).

- Text block requiring gum fillers (strips of filler paper put in the spine area to bulk it up. This is used when the volume has several fold outs or plates that make the center of the text block thicker than the edges).
- Pocket volumes that require stubbing on the spine to make space in the cover for the pocket material.
- Pocket volumes with pocket material that is not at least ½” shorter and/or 1” narrower than the text block.
- Volumes that have media pockets and the text block is not at least ¼” wider than the media case.
- DigiCovers using a reproduction of the dust jacket for the new cover.
- Text block that has plates, slides or foreign objects (ex.: detection strips too close to an edge, staples, promo items, etc.)

Printing Information

-The HF Group uses record gothic condensed type in sizes 18 and 14. Text will be printed horizontally when possible. If a vertical format must be used, the text will read from the top down.

Print size is selected in the following order:

- Horizontal in type size 18
- Horizontal in type size 14
- Vertical in type size 18 with the title on one line
- Vertical in type size 14 with the title on one line
- Vertical in type size 14 with the title on multiple lines
- Vertical in type size 14 with the title truncated

-Lettering on volumes is done in upper case with the exception of call numbers. Printing will be done in all one type size and one foil color.

-Print order will be as follows:

Periodicals: title, subtitle, variables, call number and imprint
 Theses: title and author
 Monographs: title, author, variables (if applicable) and call number

-Variables will be printed approximately mid-spine and will follow these specifications:

The following abbreviated prefixes will be used when printing:

| | | | |
|----------|-------------|-------------|---------------|
| Numbers: | NO. | New Series: | N.S. |
| Pages: | PGS. | Index: | IND. |
| Part: | PT. | Supplement: | SUPPL. |
| Series: | SER. | Abstracts: | ABST. |

-A space will be used between the period and number when printing NO., PGS., PT., etc. *Example:* NO. 1-4

-A space will be used in letter/number combinations when the letter is in upper case. *Example:* A 10 or 12 B. A

-A space will not be used if the letter is in lower case. *Example:* 16a or b23

-No spacing will be used between letter and number combinations; however, the binding ticket will be followed for spacing in document call numbers.

-Variables included in the call number will be printed following the specifications above.

-Seasons and a single month will be spelled out. When multiple months or a month is used in combination with a day and or year they will be printed as follows:

| | | | | | |
|------|------|-------|-------|------|------|
| JAN. | FEB. | MAR. | APRIL | MAY | JUNE |
| JULY | AUG. | SEPT. | OCT. | NOV. | DEC. |

-The second '19' or '20' will not be used when multiple years are printed. *Example:* 1991-92 or 2000-01.

-A hyphen, without spaces (before or after), will be used between:

- Volumes
- Month-month
- Month, year-month, year
- Month date, year-month date, year
- Where seasons are used in place of months
- Numbers
- Years

-A space will be used before and after a hyphen that is used to separate hyphenated numbers.

Example: 75-100 - 85-000.

-A colon will be printed without a space before, but with a space after. *Example:* 312: 7022-7034

-Call numbers will be centered on the spine, printed to end one inch from the bottom unless an imprint is used.

-The binding ticket will be followed for upper and lower case.

-Imprints will be printed to end, one inch from the bottom of the spine in type size 14. If the spine is too narrow to accommodate the imprint it will be omitted.

Slot Setup

The HF Group has an established standard for the placement of information on the spine.

| Measurement | Title | Author | Variables | Call* | Imprint | Spine Samples |
|---------------|-------|---------------------|-----------|---------------|---------------|---------------|
| 5.00 – 5.49 | 12 | 2 slots after title | 9 | End in Slot 3 | End in Slot 3 | |
| 5.50 – 5.74 | 13 | 2 slots after title | 9 | End in Slot 3 | End in Slot 3 | |
| 5.75 – 5.99 | 14 | 2 slots after title | 9 | End in Slot 3 | End in Slot 3 | |
| 6.00 – 6.99 | 15 | 2 slots after title | 9 | End in Slot 3 | End in Slot 3 | |
| 7.00 – 7.99 | 17 | 2 slots after title | 9 | End in Slot 3 | End in Slot 3 | |
| 8.00 – 8.99 | 20 | 2 slots after title | 11 | End in Slot 3 | End in Slot 3 | |
| 9.00 – 9.99 | 22 | 2 slots after title | 13 | End in Slot 3 | End in Slot 3 | |
| 10.00 – 11.49 | 24 | 2 slots after title | 13 | End in Slot 3 | End in Slot 3 | |
| 11.50 – 12.99 | 28 | 2 slots after title | 15 | End in Slot 3 | End in Slot 3 | |
| 13.00 – 14.49 | 31 | 2 slots after title | 16 | End in Slot 3 | End in Slot 3 | |
| 14.50 + | 36 | 2 slots after title | 18 | End in Slot 3 | End in Slot 3 | |

*If imprint is requested, call will end 2 slots above imprint.

Library Preference:

_____ LIBRARY WILL ASSIGN SLOTS FOR EACH TITLE

- Should a binding ticket arrive without slot information, The HF Group Standard will be used.
- If you are currently using LARS or ABLE Bindery Prep software copies of your Database have been provided to us. The binding styles and formats currently established will not be altered.

_____ OKAY FOR BINDERY TO USE INDUSTRY STANDARDS FOR PLACEMENT

PRODUCT SPECIFIC INSTRUCTIONS

Periodicals

Periodicals

- Bind standard (product type 14) unless collating requested (product type 11).
- Cover color will be selected randomly if none given.
- Title and variables will be printed on spine.
- Variables follow HF Group Standard.
- Volumes exceeding maximum thickness for leaf attachment will be divided.

Call Number - If won't fit horizontal or vertical, will be omitted

Foil – If none is given white will be used

Imprint _____

- If won't fit horizontal or vertical, will be omitted

Monographs (includes paperbacks)

Custom Monographs

- Volumes bound as product type 21.
- Title and author will be printed on spine.
- A cover color will be selected randomly if none given and white foil will be used.
- Paper covers and dust jackets will be discarded.

DigiCover

- Volumes will be bound as product type 28.
- Items received that do not meet guidelines for DigiCover books or if the cover is damaged in removal will be bound as economy books, discard covers will be discarded and F Grade Buckram material will be used. Print title and author only.

Please indicate preference:

_____ **Custom Book**

_____ **DigiCover**

Call Number - If won't fit horizontal or vertical, will be omitted

Imprint _____

- If won't fit horizontal or vertical, will be omitted

Should recase be the first leaf attachment choice when possible? YES NO

Music Products

-Music Scores will be bound as a product type 25, to lie flat

-Paper Covers will be discarded

-Process parts as:

- _____ Bind in gray paper
- _____ Bind in gray paper and place in a pocket
- _____ Bind with new case
- _____ Bind with new case and place in a pocket
- _____ Do not bind, place in pocket only

-Spine print:

- **Music Books**

- Author first

- Title

- Call Number - If won't fit horizontal or vertical, will be omitted

- Imprint _____

- If won't fit horizontal or vertical, will be omitted

- **Music parts stamped on strip will be:**

- Author/Title/Call Number

- (Foil for parts – if none given white will be used.)

-Material Color – If none is given color choice will be random.

-Foil – If none is given, white will be used

-Should recase be the first leaf attachment choice when possible? YES NO

Thesis

- Volumes will be bound as product 17.
- Black buckram will be used if no color is given / white foil will be used.
- Title and author will be printed on spine.
- Volumes exceeding maximum thickness will be returned unbound if not marked to divide
- Will be trimmed

Front cover print: YES NO

Information to be printed on front cover: _____

Established pattern

_____ Libraries may provide a 'rub' with this profile from which a pattern will be established. Each rub must be identified with Copy/Department, if more than one pattern is to be established. If a specific material color and foil should be used, they should also be noted with the rub.

Preservation Photocopy

Books sent to Preservation to Photocopy:

- Books will be disbound for copying
- PPC volumes will be bound as custom books

_____ Make a KASEBox enclosure for the original volume

_____ Do not make an KASEBox enclosure for the original volume

_____ Copies should be on white paper

_____ Copies should be on cream paper

Digitization

Books sent for Digitization:

- Digitization volumes will be bound as custom books

_____ OK to dis-bind original volumes for scanning

_____ Do not dis-bind original volumes

_____ Make a KASEBox enclosure for the original volume

_____ Do not make a KASEBox enclosure for the original volume

_____ Copies should be on white paper

_____ Copies should be on cream paper

CONSERVATION PRODUCTS

Portfolios

Material Color – If none is given color will be selected by binder

Foil – If none is given white will be used

Spine print:

- Title/Author/Call Number

Type of closure:

_____ Ties
_____ Velcro

Hinge Box/Clamshell Box

Material Color – If none is given color will be selected by binder

Foil – If none is given white will be used

Spine print:

- Title/Author/Call Number

Phase Box

Foil – If none is given white will be used on grey/white and black on tan boards

Type of closure:

_____ Ties
_____ Velcro

Type of board:

_____ Grey/White
_____ Tan

Spine print:

- Title/Author/Call Number

Case with Pocket

Material Color – If none is given color will be selected by binder

Foil – If none is given white will be used

Spine print:

- Title/Author/Call Number

Restore

Special Instructions: _____

Rebind

Special Instructions: _____

REQUIRED AUTHORIZATION

I understand that all of the information above will be used to establish my customer instructions for The HF Group, LLC.

Some exceptions may be made to these instructions, please contact Customer Service regarding any changes.

I further understand that The HF Group Standard will be used when other instructions have not been noted above.

Name: _____ Title: _____

Signature: _____ Date: _____

Profile should be returned by mail or fax to:

The HF Group

Attn: Customer Service Dept.

1010 N. Sycamore Street

North Manchester, IN 46962

FAX: (260) 982-1130