



# Product Guide

## HF Group, LLC Manufacturing Standards

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In keeping with our mission statement to “provide products and services using sound preservation principles,” HF Group, LLC adheres to the following principles and standards when making binding or treatment decisions:

**Preservation of Information:** HF Group, LLC will not knowingly perform any binding or conservation treatment that will damage text or make it more difficult to access the information in the volume. Preservation of text is our primary function and we will not compromise on this standard. For example, we will not trim or shave all the edges of a volume if we feel there is a risk of trimming into text. We will not over-sew a volume if the sewing will damage text or obscure its being read. We also offer, on request, reproduction services to insure no information is lost from the original cover or endpapers as a result of rebinding.

**Preservation of Structure:** When possible, HF Group, LLC strives to preserve the original sewing and signature structure of volumes sent for binding. We encourage customers to request that the original sewing be saved when possible on monographs being sent for rebinding. When HF Group, LLC must remove a previous leaf attachment method prior to rebinding we remove the smallest amount of inner margin possible.

**Preservation of Aesthetics:** HF Group, LLC recognizes the historic and artistic value of many printed volumes, and when appropriate, we strive to preserve the aesthetic values of the original binding. To this end, we offer professional conservation and restoration services, and we provide a wide range of binding options that allow us to preserve original covers by incorporating them into the new binding. This includes providing digital reproductions of covers when requested. WE also strive to make all of our preservation facsimiles as complete and accurate as possible thus preserving the aesthetic as well as the informational components of the brittle original. For this reason, we produce original covers and endpapers in color when they contain artistic or other design information.

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## HF Group, LLC Trim Guidelines For Accounts Desiring Trimming

Because of our preservation principles, HF Group, LLC 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.

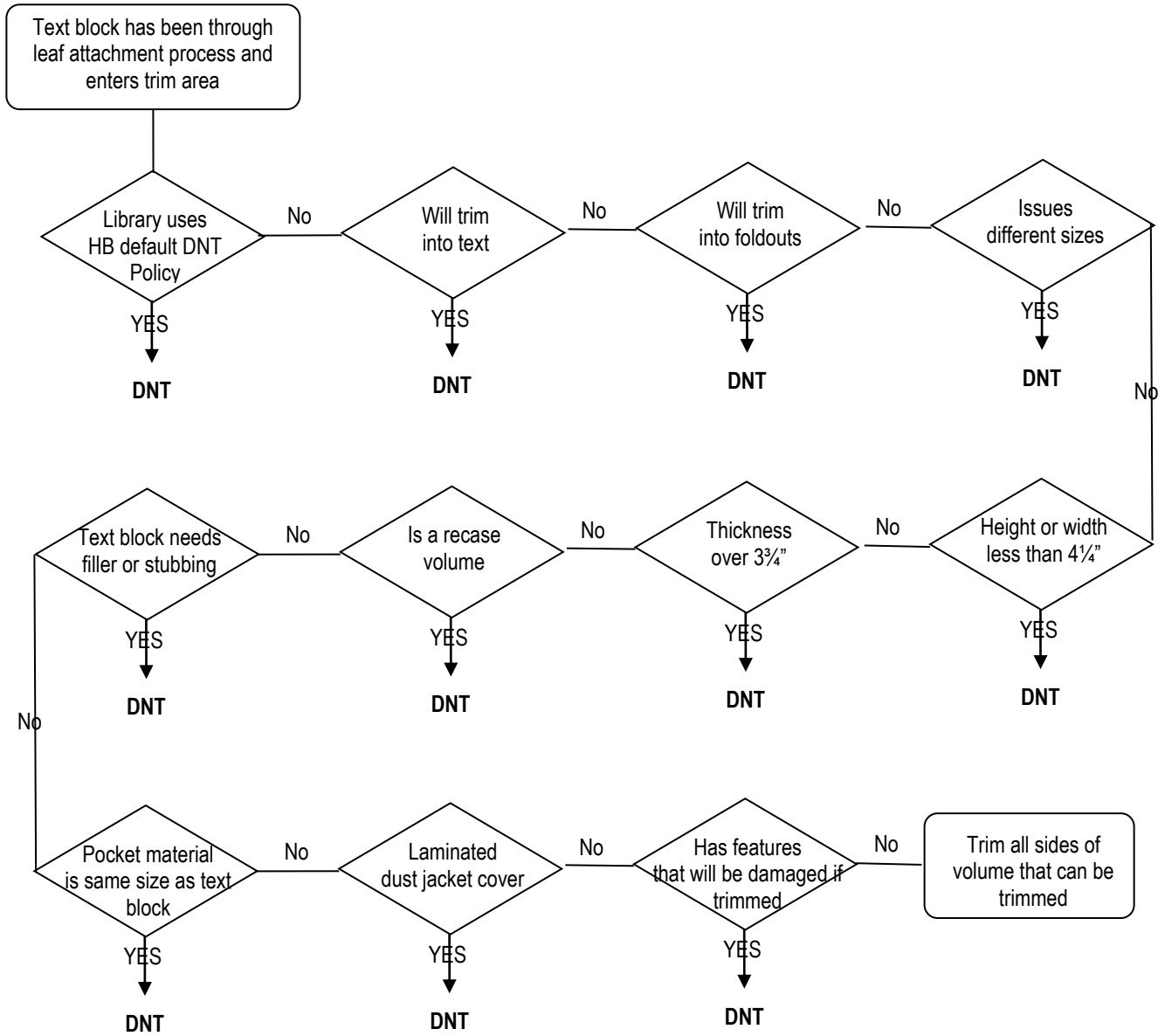
HF Group, LLC will never purposely trim into text, but if a library requests us to trim a volume, they accept the responsibility for damage to text that may occur. When a library requests us to trim their volume, we will trim all sides that will accommodate trimming.

- Not trimming requires extra care and handling in the production process, but we will not pass these costs onto our customers.

HF Group, LLC will use the following guide to determine when a volume **WILL NOT** be trimmed:

- Any edge where print will be trimmed into including text on covers, handwritten notes, illustrations with text and call labels on periodicals
- 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
- Volume has media pocket 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.)
- Folded pages and flaps that are too close to the edge of the text block

## Trim Determination Guide



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## HF Group, LLC Standard Quick Reference – General Instructions

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- No Tattle Tape.
- Brittle Volumes will be returned unbound unless otherwise requested.
- Volumes will not be trimmed unless library requests it.
- HF Group, LLC will select the most appropriate leaf attachment.
- Volumes **will not** be checked for completeness and will be bound as received.
- White print will be used if none given.
- HF Group, LLC has an established standard for the placement of information on the spine. We use Record Gothic Condensed type in sizes 18 and 14. Lettering on volumes is done in upper case. The text will be printed horizontally whenever possible. If a vertical format must be used, the text will read from the top down. Print size is selected by 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 14 with the title on one line
  - Vertical in type 14 with the title on multiple lines
  - Vertical in type size 14 with the title truncated
- HF Group, LLC will not round and back unless requested. If rounding and backing is requested extra charges will apply. The following items will not be rounded and backed:
  - Volumes too brittle, Braille, or contains plates.
  - Sew Through the Fold volumes with only two signatures or each signature in the volume is more than 1/4" or less than 1/8" thick.
  - Volume is an Adhesive Recase.
  - Volumes are less than 1" or more than 3 1/2" thick.
  - Volumes are less than 4" wide or more than 15 1/4" in height.
  - Gum filler is used to build up the spine where plates or objects in the volume create a thick area.
  - Stub filler has been added for volumes with a pocket.
- If pocket material, such as large maps and charts, diskettes, CDs, cassettes, etc. are received with a volume they will be placed in a pocket at the back of the volume **ONLY** if a pocket is requested. If a pocket is not requested, the volume will be bound, but the pocket material will be returned as is.

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## HF Group, LLC Product Types and Descriptions

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### 11 - Custom Periodical

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Custom Periodicals are bound per ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding. Scattered ads are bound in place unless the customer requests that they be removed. This will then be done for an extra charge. All leaf attachment methods are available for Custom Periodicals. Periodicals are covered with Library Summit in the color of their choice. HF Group, LLC Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are 13 ½” in height (or width if the volume is oblong) and 3” in thickness. We will still bind volumes exceeding these dimensions as a custom but an extra charge will apply. Volumes over 4” thick will be divided in the most appropriate place and bound into separate volumes. Volumes composed of material with widely varying heights will be aligned at the bottom.

Volumes will not be checked for completeness and will be bound as received.

*HF Group, LLC Standard tells production to bind as custom when collating is requested. Cover color will be random if none is provided. Title and variables will be printed on the spine per the HF Group, LLC high-low chart. Variables will follow HF Group, LLC Standard. Call numbers, imprints and panel lines will not be printed unless requested and can incur an additional charge when requested. Volumes exceeding the maximum thickness for their leaf attachment will be divided.*

### 13 - Special Periodical

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Special Periodicals are Custom Periodicals requiring special handling or treatment. They are bound per ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding using full collation when requested. Scattered ads are bound in place unless the customer requests that they be removed. This will then be done for an extra charge. All leaf attachment methods are available for Custom Periodicals. Periodicals are covered with Library Summit in the color of their choice. HF Group, LLC Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

The binding ticket accompanying Special Periodicals should state what special treatment is required.

Dimensions are 13 ½” in height (or width if the volume is oblong) and 3” in thickness. We will still bind volumes exceeding these dimensions as custom but an extra charge will apply. Volumes over 4” thick will be divided in the most appropriate place and bound into separate volumes. Volumes composed of material with widely varying heights will be aligned at the bottom.

Incomplete or defective volumes will be returned unbound unless customer instructions on the binding ticket indicate it is all right to “Bind As Is.”

Volumes that come to HF Group, LLC as a product type 13 or 23 will be sent through our Conservation Department. The Conservation Team will review the request and expedite the material to the appropriate area in our production facility. Most special services do incur extra charges.

*HF Group, LLC Standard tells production to bind as custom when collating is requested. Cover color will be random if none is provided. Title and variables will be printed on the spine per the HF Group, LLC high-low chart. Variables will follow HF Group, LLC Standard. Call numbers, imprints and panel lines will not be printed unless requested and can incur an additional charge when requested. Volumes exceeding the maximum thickness for their leaf attachment will be divided.*

## **14 - Standard Periodical**

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Standard Periodicals are bound per ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding. The title page, table of contents, index, supplements and other inserts will be bound in the order in which they are received. Advertisements will be left in place. All leaf attachment methods are available. Periodicals are covered with Library Summit in the color of their choice. HF Group, LLC Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are 13 ½” in height (or width if the volume is oblong) and 3” in thickness. We will still bind volumes exceeding these dimensions as custom but an extra charge will apply. Volumes over 4” thick will be divided in the most appropriate place and bound into separate volumes. Volumes composed of material with widely varying heights will be aligned at the bottom.

Volumes will not be checked for completeness and will be bound as received.

*HF Group, LLC Standard tells production to bind as custom when collating is requested. Cover color will be random if none is provided. Title and variables will be printed on the spine per the HF Group, LLC high-low chart. Variables will follow HF Group, LLC Standard. Call numbers, imprints and panel lines will not be printed unless requested and can incur an additional charge when requested. Volumes exceeding the maximum thickness for their leaf attachment will be divided.*

## **15 - Legal Brief**

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A legal brief will be bound as received. All leaf attachment methods are available. Legal Briefs are covered with Library Summit in the color of their choice. HF Group, LLC Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are 13 ½” in height (or width if the volume is oblong) and 3” in thickness. We will still bind volumes exceeding these dimensions as custom but an extra charge will apply. Volumes over 4” thick will be divided in the most appropriate place and bound into separate volumes. Volumes composed of material with widely varying heights will be aligned at the bottom.

Legal Briefs may require tabs and separation sheets, which are available at an additional cost.

## 16 – Newspaper

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A newspaper is an item published periodically, usually daily or weekly, containing the most recent news, advertisements, literary matter, etc. and printed on news print. Newspapers should be stored and shipped lying flat and should arrive in good condition. HF Group, LLC will supply special newspaper boxes if needed.

Newspapers are bound as received. They are not inspected for completeness and correct order of issues. Newspapers are machine sewn into sections. Sections are then hand sewn together.

*HF Group, LLC Standard is to print title and variable information on the spine. If no cover color is given, one will be selected at random. We will not stamp call number, imprint, or panel lines unless requested.*

## 17 – Thesis

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Theses will be bound as received. All leaf attachment methods are available. Theses are covered with Library Summit in the color of their choice. HF Group, LLC Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are 13 ½” in height (or width if the volume is oblong) and 3” in thickness. We will still bind volumes exceeding these dimensions as custom but an extra charge will apply. Volumes over 4” thick will be divided in the most appropriate place and bound into separate volumes.

*HF Group, LLC Standard tells production that black Library Summit should be used if no color is provided. Title and Author will be printed on the spine. No variable information, call number, imprint, or panel lines will be stamped. Volumes exceeding the maximum thickness will be returned unbound if not marked to divide. All theses will be trimmed.*

## 21 - Custom Book (Monograph)

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Monographs are bound per ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding. All leaf attachment methods are available. Monographs are covered with Library Summit in the color of their choice. HF Group, LLC Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are 13 ½” in height (or width if the volume is oblong) and 3” in thickness. We will still bind volumes exceeding these dimensions as custom but an extra charge will apply. Volumes over 4” thick will be divided in the most appropriate place and bound into separate volumes.

Volumes will not be checked for completeness and will be bound as received.

*HF Group, LLC Standard is to print title and then author on the spine. If no cover color is given, one will be selected at random. We will not stamp call number,*



*imprint, or panel lines unless requested. Paper covers and dust jackets will be discarded.*

## **22 – Case only Book**

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Text block will come in with end papers attached. The text will receive a new case and get cased in.

*HF Group, LLC Standard is to print title and then author on the spine. If no cover color is given, one will be selected at random. We will not stamp call number, imprint, or panel lines unless requested. Paper covers and dust jackets will be discarded.*

## **23 – Special Books**

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Special Books are monographs requiring special handling or treatment. They are bound per *ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding*. All leaf attachment methods are available for Custom Periodicals. The books are covered with Library Summit in the color of their choice. HF Group, LLC Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

The binding ticket accompanying Special Books should state what special treatment is required.

Dimensions are 13 ½” in height (or width if the volume is oblong) and 3” in thickness. We will still bind volumes exceeding these dimensions as custom but an extra charge will apply. Volumes over 4” thick will be divided in the most appropriate place and bound into separate volumes. Volumes composed of material with widely varying heights will be aligned at the bottom.

Volumes will not be checked for completeness and will be bound as received.

*HF Group, LLC Standard is to print title and then author on the spine. If no cover color is given, one will be selected at random. We will not stamp call number, imprint, or panel lines unless requested. Paper covers and dust jackets will be discarded.*

## **25 - Music Book**

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This product is used for music scores. Music Books will be bound per *ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding*. All leaf attachment methods are available. Music Books are covered with Library Summit in the color of their choice. HF Group, LLC Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are 13 ½” in height (or width if the volume is oblong) and 3” in thickness. We will still bind volumes exceeding these dimensions as custom but an extra charge

will apply. Volumes over 4" thick will be divided in the most appropriate place and bound into separate volumes.

Volumes will not be checked for completeness and will be bound as received.

For music scores with parts, the parts will be placed in a pocket in the back of the volume. There is an additional charge for pockets. Parts will be bound in paper upon request. This will also result in an additional charge.

*HF Group, LLC Standard is to print composer first then title on the spine. A cover color will be selected if none is provided. No call number, imprint or panel lines will be printed unless requested. Paper covers and dust jackets will be discarded.*

## **28 - DigiCover**

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This product is used for paperback books, hardcover books with graphic or decorated covers, and dust jacket volumes.

DigiCover Books are bound per *ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding*. All leaf attachment methods are available.

Color reproductions will be made of the covers approximately 3% larger than the original. The graphic reproduction will be covered in a durable film lamination.

DigiCover volumes may receive extras such as pockets, that don't require stub filler, for an additional charge.

Dimensions for DigiCovers cannot exceed 11.0" in height or 25" in wrap. The 25.0" is measured as book width x 2 + spine thickness. Example, a 1.5" thick book that is 7' x 10" would be 10" high and 15.5" wrap (2x7+1.5). Books that exceed the maximum dimensions will be bound using the established fallback method.

If you are requesting a paper pocket, the material should be at least 1/4" smaller in width, at least 1/4" shorter in height than the original text block and it should be no more than 1/4" in thickness (bulk). If it is outside these parameters, it cannot be processed as a DigiCover.

Volumes will not be checked for completeness and will be bound as received.

*HF Group, LLC Standard is that volumes will not be trimmed. HF Group, LLC will select the most appropriate leaf attachment. The binding ticket will be followed for pocket material instructions and special handling.*

## **32 – Textbooks**

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The purpose of textbook binding is to rehabilitate and rebind schoolbooks, placing them in good condition for additional years of usage. All methods, material and workmanship employed in this process are equal to those used in our library binding process.

Original covers are removed from all text blocks. New covers for titles with ten (10) or more volumes will be recreated by our graphics designer, showing the name and author information on the spine along with a graphic to enhance the attractiveness of the finished product. The covers are then laminated with a nylon film for lasting protection.

Titles with fewer than ten (10) volumes will be bound in a Library Summit cover with title and author printed on the spine only.

Paperback titles must be sent to HF Group, LLC with the covers in good condition. When the cover is damaged, the fallback will be to bind the volumes in Library Summit with title and author printed on the spine.

Textbooks must have adequate margins for trimming and binding. It is the responsibility of the school to examine all books prior to shipping to ensure there are at least ½" gutter (spine) margin for binding and a ¼" outer margin for trimming. All books will be bound as received.

### **35 – Pamphlet**

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A pamphlet is used for thin single signature and square spine material. They are bound as received and receive no mending or collation. Pamphlets are covered using .056 gray/white archival board with black poly-cotton c-cloth on the spine. The front of the spine covering can be stamped. HF Group, LLC Standard is to use white foil, but the customer may choose between white and gold for stamping. Pamphlets can also be covered using .056 gray archival board back, .020 clear PETG front with blue poly-cotton c-cloth on the spine. Stamping is not available on the clear cover pamphlets.

Leaf attachment methods will be side sewing or sew through the fold single signature material. HF Group, LLC will determine the most appropriate leaf attachment.

Dimensions are 14" in height (or width if the volume is oblong). We will still bind volumes exceeding these dimensions but an extra charge will apply.

For a music score with parts, the parts will be placed in a Tyvek pocket in the back of the pamphlet. There is an additional charge for pockets. Parts will be bound in paper upon request. This will also result in an additional charge.

Volumes cannot have tabs, labels, panel lines or an imprint.

*HF Group, LLC Standard is to print title and then author on the spine. We will not stamp call number unless requested. Call numbers could result in an additional cost.*

### **36 – Music Folder**

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This is a pamphlet used for music scores that are thin single signature and square spine material. They are bound as received and receive no mending or collation. Pamphlets are covered using .056 gray/white archival board with black poly-cotton cloth on the spine. The front of the spine covering can be stamped. HF Group, LLC Standard is to use white foil, but the customer may choose between white and gold for stamping. Pockets can be added at an additional cost if requested.

#### **40 - Case with Pocket**

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A case with pocket is constructed by making a cover using Library Summit in the color of the customer's choice, lining it with black poly-cotton cloth and inserting a box pocket made to fit the pocket contents. Etherington Conservation, IN Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are up to 12" in height (or width if the volume is oblong), 9" in width, and 2" in thickness. Additional charges will apply for cases over these dimensions.

*Etherington Conservation, IN Standard is to print title and then author on the spine. If no cover color is given, one will be selected at random. We will not stamp call number, imprint, or panel lines unless requested.*

#### **41 - Hinge Box**

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Hinge boxes (also known as clamshell or double-tray box) are custom-made enclosures constructed to individual specifications using .120 high-density, acid-free binder's board. They are most commonly used for temporary or permanent storage for books, oversized materials, or maps. Hinge boxes are covered with Library Summit in the color of the customer's choice and are lined using natural, 80#, acid-free paper. Etherington Conservation, IN Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are up to 12" in height (or width if the volume is oblong), 9" in width, and 2" in thickness. Additional charges will apply for hinge boxes over these dimensions.

*Etherington Conservation, IN Standard is to print title and then author on the spine. If no cover color is given, one will be selected at random. We will not stamp call number, imprint, or panel lines unless requested. If requested an additional charge could result.*

#### **42 - Portfolio**

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Portfolios are custom-made enclosures constructed to individual specifications using acid-free materials. They are most commonly used for temporary or permanent storage for pamphlets or leaflets. Portfolios are covered with Library Summit in the color of the customer's choice, lined using natural, 80#, acid-free paper and can have Velcro or black twill tie closures. Etherington Conservation, IN Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are up to 12" in height (or width if the volume is oblong), 9" in width, and 2" in thickness. Additional charges will apply for portfolios over these dimensions.

*Etherington Conservation, IN Standard is to print title and then author on the spine. If no cover color is given, one will be selected at random. We will not stamp call number, imprint, or panel lines unless requested.*

#### **43 – Slipcase**

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Slipcases are custom-made enclosures constructed to individual specifications using acid-free materials. They are most commonly used for temporary or permanent storage for your volumes. Slipcases are offered in single, where the spine is visible or double, where the volume is totally enclosed. They are covered with Library Summit in the color of the customer's choice. Etherington Conservation, IN Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are up to 12" in height (or width if the volume is oblong), 9" in width, and 2" in thickness. Additional charges will apply for portfolios over these dimensions.

*Etherington Conservation, IN Standard is to print title and then author on the spine. If no cover color is given, one will be selected at random. We will not stamp call number, imprint, or panel lines unless requested.*

#### **44 - Phase Box**

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Phase Boxes are custom-made, four-flap enclosures constructed to individual specifications using acid-free materials. They are most commonly used for temporary or permanent storage for books or maps. They are constructed using .056 gray/white or .060 sandstone archival board and can have Velcro, magnetic strip, or rivets with braided nylon cord closures. Etherington Conservation, IN Standard is to use white foil, but the customer may choose between white, gold, and black for their stamping.

Dimensions are up to 12" in height (or width if the volume is oblong), 9" in width, and 2" in thickness. Additional charges will apply for phase boxes over these dimensions.

*Etherington Conservation, IN Standard is to print title and then author on the spine. If no board color is given, gray/white will be used. We will not stamp call number, imprint, or panel lines unless requested.*

#### **CT – Conservation Treatment**

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Etherington Conservation, IN offers conservation treatment for rare or special collections materials. Etherington Conservation, IN has two professional conservators and several highly trained and experienced conservation technicians who provide a very wide variety of treatments for your special book and paper materials.

All treatments are performed in strict adherence to the AIC Code of Ethics, meaning treatments are reversible, non-damaging, and well documented.

Etherington Conservation, IN happily provides quotes for all treatments, and work is generally completed and returned within 12 - 20 weeks.

#### **45 – Restore**

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For materials that have decorative bindings that a library wishes to retain. Libraries are becoming aware of the valuable examples of art and craftsmanship they hold in their general collections in the form of early publishers' cloth bindings. These bindings are becoming increasingly rare. This treatment provides libraries with a solution for preserving these valuable items in a cost effective way without significantly sacrificing the strength or function of the binding. Etherington Conservation, IN happily provides quotes for all treatments.

#### **46 – Encapsulation**

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For paper materials that need the protection of polyester encapsulation due to their fragile condition, or to allow them to withstand heavy use. Encapsulated items can be large maps or broadsides. A collection of encapsulated items can be held together into a post binding.

Generally, it is advised that materials being encapsulated should also be deacidified. Materials are deacidified using a non-aqueous deacidification spray. If washing is a part of the conservation treatment, the item will be aqueously deacidified. Etherington Conservation, IN happily provides quotes for all treatments.

#### **47 - Conservation Case Binding (Rebind)**

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Conservation case binding is for older materials that are too fragile or in too deteriorated a condition to be properly treated on the production line. All treatments are performed in strict adherence to the AIC Code of Ethics; meaning treatments are reversible, non-damaging and well documented. Case bindings are covered with Library Summit in the color of the customer's choice. Etherington Conservation, IN Standard is to use gold foil, but the customer may choose between white, gold, and black for their stamping. Etherington Conservation, IN happily provides quotes for all treatments.

*Etherington Conservation, IN Standard is to print title and then author on the spine. If no cover color is given, one will be selected that best matches the original. We will not stamp call number, imprint, or panel lines unless requested.*

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**Etherington Conservation, IN KASEBoxes are a cost-effective alternative to traditional enclosures.**

**KASEBoxes can be ordered by completing the order form on our website ([archival-boxes.com](http://archival-boxes.com)) and sending it to [cthomis@hfgroup.com](mailto:cthomis@hfgroup.com) OR by entering the information on a binding ticket which should be sent with your shipment. The volumes that will be put inside the KASEBox should not be sent to the bindery unless it is to be bound. There is a handling fee if Etherington Conservation, IN staff has to measure the volume.**

### **EC – KASEBox Clamshell**

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KASEBox clamshell boxes (also known as hinge or double-tray box) are machine-made enclosures constructed to individual specifications using archival quality corrugated e-flute board. A stronger corrugated board, b-flute, is available for larger items. They are most commonly used for temporary or permanent storage for books, oversized materials, or maps. Spine information is printed directly on the enclosure in black.

Dimensions are up to 12” in height (or width if the volume is oblong), 9” in width, and 2” in thickness. Additional charges will apply for KASEBox clamshells over these dimensions.

KASEBox clamshell boxes cannot have panel lines.

Etherington Conservation, IN defaults to a KASEBox Portfolio when items are less than ¾” thick,

*Etherington Conservation, IN is to print title and then author on the spine label. Titles will be truncated if too long to fit on the label. We will not print call number or imprint unless requested.*

### **EX – KASEBox Phase Box**

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KASEBox Phase boxes are machine-made, four-flap enclosures constructed to individual specifications using archival quality corrugated e-flute board with Velcro closures. A stronger corrugated board, b-flute, is available for larger items. They are most commonly used for temporary or permanent storage for books or maps. Spine information is printed directly on the enclosure in black.

Dimensions are up to 12” in height (or width if the volume is oblong), 9” in width, and 2” in thickness. Additional charges will apply for KASEBox Phase Boxes over these dimensions.

KASEBox phase boxes cannot have panel lines.

Etherington Conservation, IN *Standard is to print title and then author on the spine label. Titles will be truncated if too long to fit on the label. We will not print call number or imprint unless requested.*

## **EP – KASEBox Portfolio**

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KASEBox Portfolios are machine-made enclosures constructed to individual specifications using archival quality corrugated e-flute board. A stronger corrugated board, b-flute, is available for larger items. They are most commonly used for temporary or permanent storage for thin books, oversized materials, maps, pamphlets or leaflets. Spine information is printed directly on the enclosure in black.

**When volumes are less than 3/4” thick, Etherington Conservation, IN produces a tab and slot portfolio style box. The portfolio is our default box that we use for one item that is less than 3/4” thick.**

KASEBox portfolios cannot have panel lines.

*Etherington Conservation, IN Standard is to print title and then author on the spine label. Titles will be truncated if too long to fit on the label. We will not print call number or imprint unless requested*

## **EL – KASEBox Slipcase**

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KASEBox Slipcases are machine-made enclosures constructed to individual specifications using archival quality corrugated b-flute board. They are most commonly used for temporary or permanent storage for your volumes. Spine information is printed directly on the enclosure in black.

Dimensions are up to 12” in height (or width if the volume is oblong), 9” in width, and 2” in thickness. Additional charges will apply for KASEBox Slipcases over these dimensions.

KASEBox portfolios cannot have panel lines.

*Etherington Conservation, IN Standard is to print title and then author on the spine label. Titles will be truncated if too long to fit on the label. We will not print call number or imprint unless requested.*

## **ET – KASEBox Telescoping-Lid Box**

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KASEBox Telescoping-Lid Boxes are machine-made enclosures constructed to individual specifications using archival quality corrugated e-flute board. A stronger corrugated board, b-flute, is available for larger items. They are most commonly used for temporary or permanent storage for thin books, oversized materials, maps, pamphlets or leaflets.

Dimensions are up to 12” in height (or width if the volume is oblong), 9” in width, and 2” in thickness. Additional charges will apply for KASEBox Telescoping-Lid Boxes over these dimensions.



KASEBox Telescoping-Lid Boxes do not have spine print.

## **87 – Conservation Split-board Binding**

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For large, heavy volumes that need an extra sturdy binding to help withstand years of use. This binding is perfect for unabridged dictionaries, atlases, or other large, and/or heavily used reference volumes.

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## **Extras**

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### **Pockets**

If pocket material, such as large maps and charts, diskettes, CD's, cassettes, etc. are received with a volume they will be placed in a pocket at the back of the volume ONLY if a pocket is requested. If a pocket is not requested, the volume will be bound, but the pocket material will be returned as is. There is an additional charge for pockets. The types of pockets offered by HF Group, LLC include paper, cloth, constructed, and media cases.

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## **Additional Services**

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### **Preservation Photocopying**

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HF Group, LLC Preservation Photocopying department offers state-of-the-art photocopying equipment that creates superb quality reproductions. Digital Konica 7025 photocopying machines are used to produce quality two-sided prints at a resolution of 600 dpi.

Books that have structural damage or brittle pages are excellent candidates for these services. By re-creating books that still provide useful information and are still in demand, this service eliminates problems with lost pages or further damage to the original volume, offering a reproduction copy of the original volume for patron use. In most cases, preservation photocopying is far more economical than converting volumes to digital formats or replacing the volumes with new.

Tape tests are performed periodically to monitor proper bonding of toner to the acid-free 24 lb. bond white or off-white paper, meeting the *ANSI/NISO Z39.48-1992 Standard for Permanence of Paper for Publications and Documents in Libraries and Archives*.

As part of the normal replication process, additional space is added to the inner margin for ease of opening the volume. The volume is then bound according to your account specifications as a custom book.

Facsimile volumes will be bound as Custom or DigiCover books per the customer's request and follow the standards as outlined in this guide for binding.

### **Box & Bind**

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Recognizing that libraries are constantly faced with staffing shortages and greater demands on their limited staff resources, HF Group, LLC offers our Box and Bind service to allow libraries to reduce the amount of time and energy they spend on preparing materials for binding and processing volumes that return from the bindery.

The Box and Bind services are easy to set up and are fairly straight forward. These services are generally about half the price it costs most libraries to do the work in-house. Some libraries use these services temporarily in times when they are short staffed or to deal effectively with binding backlogs.

These are the processing activities libraries engage in *BEFORE* they send the volumes to be bound.

- Bindery Preparation: No more filling out binding tickets!
- Bindery Preparation for Journal Volumes: This service enables libraries to simply place journal issues into a box and ship them to HF Group, LLC. We sort the issues and use your existing journal title database to prepare volumes for binding.
- Treatment Decision Making & Bindery Preparation: Pack all materials needing preservation treatment into a box and send it to HF Group, LLC. We will sort the materials and assign the appropriate treatment for the item whether it needs binding, conservation treatment, or preservation photocopying. Within days of receiving the shipment we will sort the materials and send a detailed report to the library via email documenting what treatments will be performed on each volume.
- Copying Cover, Pastedown, or Dust Jacket Information: To preserve information, on the cover, pastedown, or dust jacket we will copy this information and bind the photocopied pages in to the volume.
- DigiCover: To preserve the look of original publisher bindings we make a color copy of the original cover and turn that copy into a hard cover binding.
- Report Preparation: We can provide your library with a wide variety of reports to meet the needs of your library.

## **Preservation Consultation**

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### **Preservation Planning**

Etherington Conservation, IN can assist a library in establishing a preservation plan that will guide its preservation efforts for 3-5 years.

### **Collection Condition Surveys**

Etherington Conservation, IN staff will assist a library in developing an assessment tool designed to meet the specific informational needs of that library, and will then assess the library's collections and preservation services to help them develop a preservation plan.

### **Preservation and Conservation Training**

Etherington Conservation, IN is committed to the nation's preservation efforts, and is eager to assist in providing training and internship opportunities for conservators and preservation librarians. Etherington Conservation, IN can assist a library's preservation team by providing ongoing expertise.

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## General Information

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### Communication

HF Group, LLC has a website that can be accessed at [www.hfgroup.com](http://www.hfgroup.com). Our website contains valuable information about the products and services we offer as well as on-line Pickup Requests and Supply Orders for your convenience.

Our Customer Service Department is fully trained to handle all of your needs. They can be reached via telephone at (800) 334-3628 or email.

### Purchase Orders

Purchase orders should be sent with shipments if possible. If the purchase order is sent separate from the binding shipment, it should include the account number of the library that it is for. The P.O. number must be included on the Shipment Record that accompanies the shipment.

### Binding Tickets

A binding ticket is to be completed for each volume sent that requires stamping. DigiCover volumes do not require a binding ticket.

HF Group, LLC is able to provide a title listing for your periodicals for you to complete and send with your binding shipments. Blank binding tickets may be purchased for monograph preparation. Blank binding tickets can be found online.

Information for the lettering on your volume is taken from the binding ticket completed by your library. Please be sure to type the information accurately and legibly. Errors due to incorrect or illegible information on the binding ticket are the responsibility of the library.

### Packing & Shipping

#### Truck Pickup and delivery

75 volumes or a \$750.00 minimum order is required for pick up & delivery in our distribution area.

#### Mail and Common Carrier Service

- **Less than 125 Volumes**  
The customer is responsible for all shipping expenses. Return shipping will be made by the source deemed best by HF Group, LLC.
- **More than 125 Volumes**  
The customer will pay their shipping expenses to the bindery and HF Group, LLC will absorb the cost of return shipping. Return shipping will be made by the source deemed best by HF Group, LLC.

## **Packing**

Periodical volumes should be secured with single rubber bands with issues in the correct order. Rubber bands should be used for monographs that are broken into parts as well. Rubber bands will not be returned.

Product types should not be mixed in the same box. Each product type must be boxed separately with a box label applied to the outside of each box with the product type noted on it.

Rush orders or material being returned for correction must also be boxed separately and identified with a label. Labels can be provided to the library for a fee. A PDF of the colored labels can be provided to the library at no additional fee.

- Green labels should be used for all periodical and monograph products (Product types 11, 14, 21, 28).
- Blue labels should be used for conservation work or work requiring special attention. They should also be used for Preservation Photocopy work
- Yellow/Gold labels should be used for Box and Bind shipments.

The library is responsible for completing all necessary fields on their shipping label.

Labels can be ordered at [www.hfgroup.com](http://www.hfgroup.com)

## **Completing the Shipment Record**

*A Shipment Record must be completed per shipment; however, for accounts with multiple sub accounts, one Shipment Record must be completed for each sub-account per shipment.*

Shipment records are available on our website, [www.hfgroup.com](http://www.hfgroup.com). If you would like preprinted shipment records, these can be purchased for an additional fee.

**NOTE:** Invoices are processed based on the shipment Record submitted. All items listed on one Shipment Record will be billed on one invoice.

## **General Information – Required**

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The following general information items must be completed:

Account Name & Address  
Complete Account Number

## **Rush Orders**

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Check the **RUSH** box when sending rush items. All rush items should be on a Shipment Record separate from all regular items.

## First Shipment/New Library

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Check the **NEW** box if your library/department is new to HF Group, LLC or you are sending the first shipment for a new department.

**NOTE:** When sending the first shipment for a new library/department and using another library/department's preprinted Shipment Record, be sure to make any necessary changes to the account name and address and cross off the sub account number.

A new sub-account number will be assigned to this new library/department by the bindery.

## Information to Complete

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**DATE:** Enter the date of pick-up.

**P.O./R.O. NUMBER:** Enter any applicable purchase order or requisition number.

**CONTACT PERSON:** Enter the person's name that should be contacted if any questions arise at the bindery regarding items included in the shipment.

**PHONE:** Enter the phone number of the person identified in the ORDERED BY field.

## Product Information

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For each product type being sent, complete the following areas:

- a. **Piece Count** – Enter the total number of items being sent for a particular product type.
- b. **No. of Boxes** – Enter the total number of boxes containing a particular product type.
- c. **No. of Packages** – Enter the total number of packages contain a particular product (if applicable).
- d. **Box & Bind** – Check for each item being sent as Box & Bind.
- e. **Lot Number** – For online customers, enter the lot number assigned for a particular product type.
- f. **Special Instructions** – Enter any special instructions that pertain to all of the items for a particular product type. (EX: Do not use tattle tape, Recase, etc.)

## Submission

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If using preprinted, multi part forms, submit the top three copies to your HF Group, LLC Route Representative at the time of pick-up. Retain the bottom, pink, customer copy for your records. If using the online shipment record, please make sure the driver receives a copy. If mailing your material to us, please include the shipment record in box 1.

## Replacement of Lost Volumes

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Lost or damaged volumes must be reported within six (6) months from the bindery's due out date. Compensation may not be received for volumes reported after that time.

Lost items will be settled after a 90-day waiting period beginning with the bindery's due out date with the exception of thesis. Lost thesis can be settled after a 30-day waiting period.

Volumes damaged in the binding process will be returned to the customer for replacement at HF Group, LLC's expense.

The maximum replacement cost for any lost damaged volume is \$300.00, unless your binding contract states differently. We must receive written notification with the shipment identifying any volumes exceeding that amount.

In order to receive reimbursement, a copy of the invoice showing the cost of the replacement volume must be submitted. Replacement compensation will be given in the form of a Credit on your account, a check, or a reduction from your invoice.

## **Return Unbound Volumes**

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It is our goal at HF Group, LLC to return good quality and complete on-time shipments to the library. To avoid delays in shipping, any volume received by the bindery that is defective or lacking information will be returned unbound with a letter of explanation. Problems can be discovered at any time during the binding process; therefore, some volumes may be partially bound when returned.

## **Binding Tickets**

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*Periodicals* – Binding tickets must be provided for all periodical binding unless using our Box and Bind service. The binding ticket is divided into two parts. The left half of the binding ticket is called the print side (for information to be printed on the spine) and the right half is the specifications side (for account information and binding instructions). The binding ticket should be filled out completely and typed, if possible, for greater legibility.

*Monographs* – Binding tickets must be provided for all monograph binding unless using our Box and Bind service or DigiCover binding. The binding ticket is divided into two parts. The left half of the binding ticket is called the print side (for information to be printed on the spine) and the right half is the specifications side (for account information and binding instructions). The binding ticket should be filled out completely and typed, if possible, for greater legibility.

*Corrections* – If an error occurs and a volume needs to be returned for correction, please use the original binding ticket that was returned with the volume. Write CORRECTION followed by an explanation of the error and what needs to be done. **If the original binding ticket is not returned with the volume needing correction, a charge will automatically be incurred regardless of who was responsible for the error.**

## Library Summit Cover Colors

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<b>CODE</b>	<b>COLOR</b>
182	RED
192	MAROON
490	DARK GREEN
588	ROYAL BLUE
598	NAVY
798	TAN
860	BROWN
990	BLACK
R	RANDOM
POST	COLOR MAY CHANGE FROM BINDING TO BINDING

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## Collation Codes

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### GENERAL

1. Bind entire

### COVERS

2. Bind in all covers
3. Remove all covers (use in combination with 10 & 12)
4. Bind in front covers only; remove back cover.
5. Bind title page or first front cover of each volume as title page.

### ADVERTISING AND ISSUE CONTENTS

6. Bind in all advertising.
7. Remove scattered ads.
8. Remove unpaginated ads front and back only
9. Bind so volume will page consecutively
10. Bind issue contents together in front of volume even if contents are on cover.
11. Bind issue contents together in front of volume if volume contents are not received.
12. Bind issue contents in place, even if on the back or front cover.
13. Bind issues contents with issues, if volume pages consecutively and contents are not paged in.

### INDEX

14. Bind in back of volume.
15. Bind in front even if paged in back.
16. Bind without, if none received.
17. None published.
18. Bind tile page, volume contents and volume index in front of volume (TPCI).
19. Bind title page and volume contents in front (TPC).
20. Bind title page and index in front (TPI).
21. Bind index called "contents" in back.



#### SUPPLEMENTS

22. Bind supplements where published.
23. Bind supplements in back of volume and separate with separation sheet.
24. Bind supplements in back of volume without separation sheet.

#### BENCH SEWING

25. Bench sew only if necessary (hand sew through the fold).
26. Sew through the fold.

#### MAPS

28. Bind in maps where published.
29. Prepare pocket in back of volume for maps or other heavy folded material.
30. Always use cloth pockets.

#### MISCELLANEOUS

32. Separate volumes with sheet when binding one or more volumes together.
33. Special instructions that follow this code are not covered by any other code.
34. Do not trim.