

Yale University Library Binding Policy

The Yale University Library is committed to preserving its collections for long-term use; one of the most cost-efficient and effective ways to preserve paper-based collections is through commercial binding. The Binding Policy focuses on identifying items that are at risk for further damage or loss.

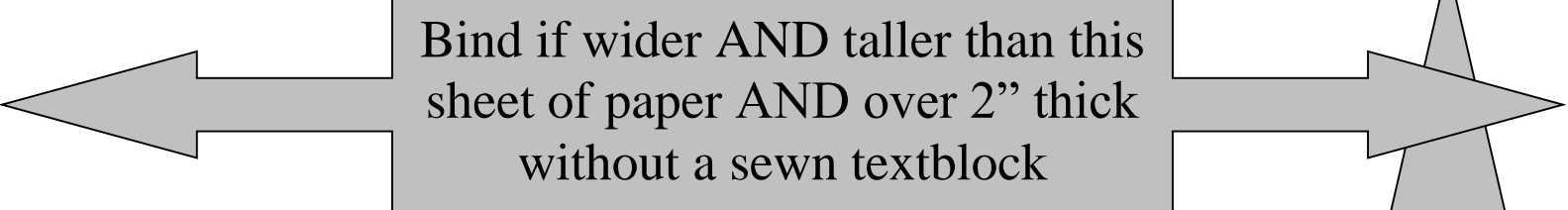
This Binding Policy applies to all collections in Yale University Library, except the Law Library. The Binding Policy will be utilized at the following points in YUL:

- Access Services/ Circulation units
- Acquisition units
- Cataloging units

This policy is to assist those outside of the Preservation Department with identifying items that need binding. Use your best judgment; if in doubt send it to be bound. The final decision will be made by members of the Preservation Services unit in consultation with collections librarians and staff. If materials cannot be bound, the Preservation Department will review available options for housing.

The following types of collections will be bound:

- Damaged books, serials, and pamphlets (newly acquired/ cataloged OR recently circulated)
- Unbound issues of serials where paper copy is to be retained
 - Includes Medical Library core serial titles that must be retained in paper format per agreement with The National Library of Medicine
- Softbound books in “landscape” format (wider/ longer than tall)
- Softbound books that are taller AND wider than a piece of 8 ½” x 11” paper AND thicker than 2” without a sewn textblock
- Softbound books that are thicker than 2” without a sewn textblock
- Loose sheets of paper/ stapled pieces of paper/ three-ring binders
- Spiral bound or comb bound books
- Single signature pamphlets (items that are folded in half and stapled in the middle of the fold) that are “floppy” and need extra support (these would get pamphlet binders)
- In addition, books with accompanying materials that must remain together will be bound and have a pocket or other enclosure made

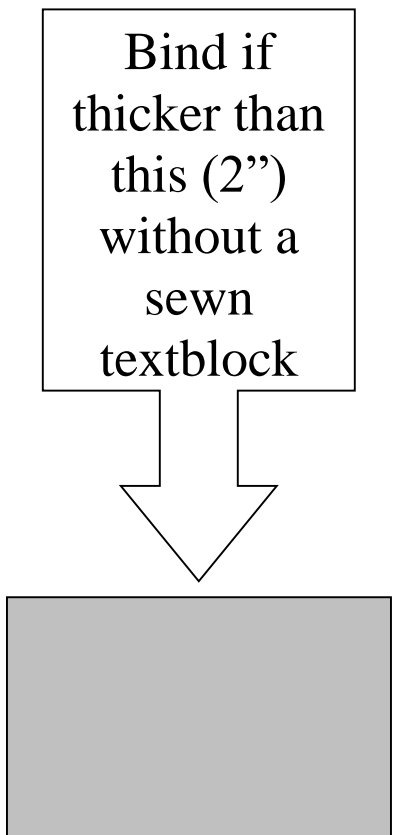


Bind if wider AND taller than this sheet of paper AND over 2" thick without a sewn textblock

Binding Template

Use this template to help make binding decisions for incoming items. Bind the item on receipt if it falls within one of the criteria below:

- Damaged books, serials, and pamphlets
- Unbound issues of serials where paper copy is to be retained
- Softbound books in "landscape" format (wider/ longer than tall)
- Softbound books that are taller AND wider than a piece of 8 ½" x 11" paper AND thicker than 2" without a sewn textblock
- Softbound books that are thicker than 2" without a sewn textblock
- Loose sheets of paper/ stapled pieces of paper/ three-ring binders
- Spiral bound or comb bound books
- Single signature pamphlets (items that are folded in half and stapled in the middle of the fold) that are "floppy" and need extra support (these would get pamphlet binders)
- In addition, books with accompanying materials that must remain together will be bound and have a pocket or other enclosure made



Bind if thicker than this (2") without a sewn textblock



Bind if taller AND wider than this sheet of paper AND over 2" thick without a sewn textblock