

## **Rebinding**

In determining rebind value, the media specialist should review the criteria for selection and decide if the book continues to meet expectations.

Additionally, a book to be rebound should meet the following criteria:

Inside pages must be in good condition.

Margins of pages should be approximately one inch wide to allow for trimming at the bindery.

Print should be sufficiently large and clear.

Books should be up-to-date in those subject areas that are constantly changing.

Cost of rebinding should be less than replacement price of the book.

When preparing books for the bindery, be sure the call number is written in pencil on the title page. Remove the barcode from the back cover for use in rebarcoding when books return.

Contact the bindery for pickup. A bindery representative will pick up and return the books.

National Library Bindery Co. of GA.  
100 Hembree Park Drive  
P. O. Box 428  
Roswell, GA 30077

(770) 442-5490

When books are returned from the bindery, the media specialist should:

Check books to verify that spines are lettered correctly.  
Verify on invoice that correct number of books has been rebound.  
Prepare purchase order and attach invoice.  
Process the books for the shelf.