



Riley Dunn & Wilson Ltd.

Specialist Bookbinders & Conservators

Short Run & On Demand Printers

Binding Slips Explained

Date Sent: The date the consignment is dispatched.

Number of vols. sent: If a set of two or more volumes is sent, show the total number of volumes on the designated box on each ticket.

Code, Item and Rub Number: For internal use in the bindery. If, however, the Rub Number is known, please insert.

Lettering: Write or type in capitals the lettering required on the spine. If the title is to be length wise on the spine, write or type in the manner you wish the lettering to run, either from head to tail as per British standard, or from tail to head.

New Title: Not previously bound, in which case a rub will be taken in the bindery so that the lettering will match all future bound volumes.

Bind to Pattern Volume: This means that Riley Dunn & Wilson have not bound this title before and that a sample volume is included for matching purposes.

Bind to Rub Supplied: the binding required is to be matched up to a rub supplied by the library.

Bind Incomplete: The volume is known to be an imperfect copy but is to be bound irrespective of imperfections.

Adverts Out: All advertisements without text are to be removed.

Adverts In: All advertisements are to be retained, in other words the volume is to be bound as published.

Bind Covers in Position: The covers are to be bound in at the beginning and end of each part i.e. as published.

Bind covers tog. front/rear: The covers are to be removed from each part and bound together at the front or rear of the volume. This is sometimes done when the title pages, contents or index is missing and the part contents are printed on the covers.

Dividers: To separate volumes bound together as one, request under other instructions.

Contents Front/Rear: Usually the contents are bound at the front after the T.P., but on occasion it is the customer's wish that they be bound at the end to form an index.

Index Front/Rear: The index is usually bound at the end, but may be bound at the front to form a list of contents.

Edges Trimmed/Untrimmed: All edges will be trimmed where possible unless instructed otherwise. In the case of reference book where trimming would be injurious to the volume from a bibliographer's point of view and would detract from its value, the edges will be left untrimmed.

Board Height: For internal bindery use.

Lettering Gold/Foil: Lettering will be in gold, unless instructed otherwise in which case the colour of foil to be used must be stated.

Other Instructions: This space is to be used for any special instructions not covered by the above.

Price: For bindery use only. The Price will be entered on the slip returned with the invoice.