

**UBC Library Binding Guidelines
January 2009**

The Collections Advisory Committee and Library Administration have approved the following binding guidelines to address the demands on our changing collections and resources.

These guidelines were established in view of the following factors:

- Increasing transition and/or duplication of print collection to online
- Availability of secure online archive for scholarly journals through participation in Portico
- Increasing demands for space
- Decreasing use of print collections
- Decreasing budget
- Decreasing staff resources to process and maintain multiple formats

In applying these guidelines it is important to keep in mind that although binding fees are an expense (prices range from approx. \$8.50 for monographs to \$11.00-\$13.50 for serials), there are also costs associated with complex physical handling or record keeping.

In other words, in some cases, binding is the most cost-effective means of processing materials, even if we don't intend to keep it forever, or it is expected to have low use.

SERIALS

The decision not to bind does not mean that print must be discarded. If space permits and use warrants, unbound issues can be retained and stored 'as-is'. Before binding, alternative treatments should be considered and applied wherever possible. Note: all issues/volumes **MUST** be barcoded and 'itemized' if they are to be housed in the ASRS. The item does not need to be *commercially bound*, but can be treated as an 'added volume'. In most cases, binding is the most efficient processing and handling treatment for items that cannot stand-alone.

Alternative treatment options:

- Treat issues that are sturdy and thick enough to stand on shelf or reside in ASRS as **added volumes** (e.g. SIAM titles)
- Store in file boxes, house in secure storage area (e.g. WD Ecology collection)
- Adopt limited retention policy – various scenarios apply, e.g.
 - Keep unbound for xxx years (until available in JSTOR)
 - Keep latest year(s), month(s) only (until embargo expires)
- Discard on receipt

Binding treatment:

- Bind one copy only of each title and/or volume/issue (per branch)
- Bind using flush rather than standard covers
- Do not bind titles with reliable electronic access to print equivalents (i.e. licensed perpetual access). *Refer to [Portico](#) site for publisher & title lists*
- Do not bind open access publications

MONOGRAPHS

- Rebind actively used items only
- Investigate buying replacement copy rather than rebinding

**Publishers & Collections
Do not bind**

Please refer to Portico site for complete publisher and title lists

http://www.portico.org/about/part_publishers.html

Major publishers/platforms include

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| <ul style="list-style-type: none"> ▪ American Chemical Society ▪ American Institute of Physics ▪ BioOne ▪ Blackwell Publishing (now Wiley) ▪ Cambridge University Press ▪ Cell Press ▪ Duke University Press ▪ Emerald ▪ Elsevier (Science Direct) ▪ Haworth Press (now Taylor & Francis) ▪ IEEE | <ul style="list-style-type: none"> ▪ John Hopkins University Press (Project Muse) ▪ JSTOR ▪ Kluwer (Springer) ▪ Lawrence Erlbaum (now Taylor & Francis) ▪ MIT Press ▪ Nature ▪ Oxford University Press ▪ Routledge (Taylor & Francis) ▪ Sage ▪ Springer ▪ Taylor & Francis Group (Informaworld) ▪ Wiley (InterScience) |
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