

## **LIBRARY BINDING GENERAL CONDITIONS AND SPECIFICATIONS**

### **I. GENERAL INFORMATION**

#### 1. Scope

1.1 The following general conditions and specifications cover the binding of library materials for the \_\_\_ Libraries. It is estimated that there will be \_\_\_ standard periodical volumes (double fan adhesive, sew through fold, oversew), \_\_\_ standard book volumes (double fan adhesive, recase, new case, oversew), \_\_\_ pamphlets, \_\_\_ paperback books with laminated covers, and \_\_\_ made-to-order enclosures. These figures are estimates of the Libraries' binding needs for a one-year period and are not to be considered as a commitment to a number of volumes to be completed. Use these estimates to determine your bid prices.

1.2 The contract will be awarded for a period of three years, with a start date of \_\_\_ and an end date of \_\_\_.

1.3 A purchase order will be issued to cover each fiscal year beginning with the \_\_\_ fiscal year.

1.4 The Library and the Binder may choose to negotiate an extension of the contract for a period not to exceed two years beyond the contract's original expiration date.

1.5 The Library reserves the right to extend the contract period a maximum of sixty (60) days beyond the normal expiration date of this contract or a contract extension. Any further extension that may be required shall be through mutual consent.

1.6 The contract will be awarded on the basis of:  
Compliance with specifications,  
Quality of product,  
Reliability,  
Service,  
Low bid.

1.7 In the event that service or quality of work is not satisfactory, the \_\_\_ Purchasing Department is to provide a written, detailed complaint for the vendor. Corrections of any complaint are to be made at once or the contract is subject to termination thirty (30) days after the date of such complaint.

1.8 In the event that the Library requests a formal presentation by the vendor, it is required, at the vendor's expense, to comply and review the requirements indicated in section 1.6.

## 2. Bid Prices and Extra Charges

2.1 Prices are to remain in effect until \_\_\_\_\_. Proof of any increase in costs is to be submitted in writing to the Library sixty (60) days prior to the end of the twenty-four month period and must be based on a general increase in the industry, with relevant documentation. In the event that any increase cannot be mutually agreed upon the binding agreement may be canceled by either party.

### 2.2 Standard Library Binding charges

Unless otherwise spelled out in these General Conditions and Specifications, the flat price bids are to include all charges and all sizes. For Standard Library Binding they will include any and all traditional "extra charges" necessary to bind volumes to standard, such as no trim instructions, extra lines of lettering (title, volume, month, part, year, author, etc.), library imprint, vertical lettering, call number, extra thickness, stubbing, and size up to sixteen (16) inches. Security tape is to be attached to the case, not the text block of all books and periodical volumes including pamphlets, paperbacks with laminated covers, and music holders and folders. Security tape will be provided by the Library. Bid should include flush bottom standard binding with the exception of Music Library, which requires no flush bottom. Sewn in endsheets for specified leaf attachment should also be included in the standard library binding.

### 2.3 Special Volumes or Charges

2.3.1 Charges for additional costs such as l-sleeve pockets, periodical recase, oversize above sixteen (16) inches, etc. are to be quoted separately. The Binder will establish flat rates for each category of special binding.

2.3.2 For books sixteen (16) inches or over, quotes should be given in increments of four (4) inches (i.e. 16"-20"; 20"-24", etc.) Added prices for book boxes sixteen (16) inches or over may be in increments of one (1) inch. All material over thirty (30) inches may be subject to a special quote.

2.3.3 Charges for additional costs for made-to-order enclosures should be given for measurements over eleven (11) inches in height, nine (9) inches in width and two (2) inches in thickness. Added prices should be in incremental quotes.

## 3. Compliance with Specifications

3.1 All work is to be done for the Library according to the attached specifications. These specifications apply to books, pamphlets, and serials, and are to be adhered to by the Binder unless the binding ticket or other instructions for the Library direct otherwise.

3.2 Unless otherwise specified, the minimum standards for all work and materials for the binding of the ordinary book volume, serial volume, or special volume shall be those specified in the *ANSI/NISO/LBI Z39.78-2000 Standard for Library Binding*, hereafter referred to as the Standard. Should the Standard be revised during the life of this contract, the Binder shall meet the relevant specifications of that revision.

3.3 Any improvements in traditional methods and/or materials used by the Binder shall be acceptable to the Library within the terms of this contract under the following conditions: the methods and/or materials must undergo extensive, documented testing that measures their strength, permanence, durability, and functional qualities (e.g. openability). Tests must clearly indicate that the innovation(s) provides equal or better protection and equal or greater longevity of the text block. Adoption of any technical innovation must be approved in writing by the Library prior to implementation.

3.4 The Library reserves the right to specify binding styles and methods of treatment for any and all items should this decision be deemed necessary for any reason. The style (i.e. method of leaf attachment) or category (e.g. monograph, pamphlet) specified for each item by the Library shall not be changed by the Binder without prior consent of the Library. If an item cannot be bound in the manner specified, the Binder shall telephone or e-mail the Library for instructions or the item shall be returned by the Binder with an explanation of the reason for its rejection.

3.5 The Binder shall establish the qualifications of the bindery by submitting samples of work for examination by the Library.

3.5.1 Samples shall include text blocks, which have been fitted with a new case only, sewn through the fold, double-fan adhesive bound, and oversewn. Samples should be flush bottom. A sample of endsheets sewn in and tipped on should be included in the samples.

3.5.2 The Binder shall also submit as a sample, a made-to-order enclosure and pamphlet and a book box and portfolios typical of those made by the Binder. The Library also requires an example of a “music holder” (a book cover with l-sleeve pockets to hold loose sheets of music).

3.6 The Binder shall submit with his/her quotation, the names of three college or university libraries for which the Binder has bound not fewer than \_\_\_ volumes annually within the last three-year period, and the name of the person at each of those libraries whom the Library may contact.

3.7 The Binder shall also submit:

3.7.1 Statistics regarding plant resources: square feet of plant space; full-time regular employees; numbers and types of machines and equipment.

3.7.2 Samples of or specifications for materials used, including adhesives; each type of endpaper used, marked to indicate the style(s) of binding for which it is used; material used for the inlay in case-making; reinforcing material; sample of material used for making pockets.

3.7.3 Samples of binding tickets and printed reports produced by the automated system, and of invoices used by the Binder.

3.7.4 Information about the computerized system used by the Binder (see Sections 10 and 11).

3.8 Non-standard Binding

3.8.1 Paperback books to receive a laminate cover shall be bound with the original publisher's paper cover. The original paper cover shall be gently removed from the book in one piece. Double-fan adhesive binding shall be used for all volumes. Endpapers shall consist of one folded sheet attached at the same time as the leaves. In preparation for double-fan adhesive binding, trim not more than 1/8 inch of the edge in order to preserve as much as possible of the inner margin. Lining material should meet the specifications of Section 1.5 of this document and shall be squarely and snugly adhered to the spine of the text block. This lining shall extend to within 1/2 inch of the head and tail of the spine and onto each endpaper at least 1 inch. Covering material shall consist of clear 3-mil polyester film laminated over the original paperback cover. The cover material shall extend beyond the margins of the original cover to permit even turn-ins of 5/8 inch on all edges. Boards shall be no thicker than 0.080 inch. They shall be approximately 1/8 inch taller than the text block and their width shall be no more than 3/8 inch narrower than the width of the volume. Library corners shall be used.

3.8.2 A pamphlet is defined as a single signature text block submitted for binding. There is no minimum thickness for pamphlet binding. Pamphlets shall be sewn into the pamphlet binder through the fold by hand or by machine. If by hand, there shall be no fewer than three sewing stations used; if by machine, the sewing shall use a lock stitch, with stitches approximately 1/2 inch long, complying with specifications 1.10 of this document. No trimming of text blocks selected for pamphlet binding shall be allowed. The Binder has the option of making pamphlet cases her/himself or of purchasing pre-made pamphlet binders. In either case, the pamphlet cases shall be well and neatly made. Fore edge corners shall be rounded. The back board of the case shall be constructed of alkaline buffered board of a thickness not less than 0.050 inch. The front board of

the case shall be of transparent polyester of a thickness not less than 0.020 inch.

3.8.3 Made-to-order Enclosures: The Library shall provide measurements (height, width, and spine) as well as title and author information. The box shall be made from an appropriate thickness of solid or corrugated lignin-free alkaline buffered board. The box shall be scored, cut, and folded from a single sheet of board. The box must accurately fit the measurements as provided. Spine information will be stamped directly on the board.

3.8.4 Music folder binding: Binder will submit a bid for sewing music scores into Library provided folders. No stamping is required on music folders.

3.8.5 Music holder binding: A music holder is a book cover with nothing sewn in and with 1-sleeve pockets inside both covers to hold loose sheets of music. Binder will submit a bid for providing such holders. Stamping is required for title, author and call number. Construction shall follow the Standard for standard monograph case binding.

3.9 Prior to the contract award and at any time during the contract period, the Binder will permit his/her plant to be inspected by a \_\_\_ representative to determine whether the Binder is fulfilling the terms of the binding agreement.

#### 4. Subcontracting

The Binder shall be able to provide a range of services and supplies specified in this contract. Bids must be submitted on all categories of binding included in these specifications. All binding shall be done on the premises of the Binder unless written permission to do otherwise is granted by the \_\_\_ Purchasing Department in consultation with the \_\_\_ Libraries. Subcontracting will not be permitted without the express written approval of the \_\_\_ Libraries. If subcontracting, there will be no additional cost to the Library for shipping.

#### 5. Insurance and Security

5.1 The Binder shall insure, at his/her expense, all books and other library materials against loss or damage from any cause from the time the materials leave the Library until they are returned. The insurance contract will provide "all-risk" coverage. The limit of liability for any volume lost or destroyed will be a sum that would cover the cost to the Library of reordering, cataloging, and binding. As proof of compliance with this requirement, the Binder will furnish a certificate of insurance to the University before each contract is to begin.

5.2 If the Binder has accidentally damaged or lost a book while at the Bindery or in transit, and can replace that damaged copy with another one, s/he shall do so within 60 days. This book will be packed separately and addressed to the Bindery Preparation Unit supervisor in the returning order. If the Binder is unable to

replace a volume, s/he will let the Library know and the Library will arrange for a replacement copy to be ordered. The Binder will send the \_\_\_a credit memo for the amount of the damaged or lost material and the processing cost. The Bindery Preparation Unit will determine the amount after consultation with \_\_\_Collection Development Department.

## 6. Communication

6.1 The Binder shall be willing to accept collect telephone calls or to provide a toll-free number for customer use.

6.2 A representative from the Bindery shall visit the Library periodically and be available on request. The representative shall be thoroughly familiar with the terms of this contract and shall have in-depth knowledge of the technical aspects of library binding and of the operations of the Binder.

6.3 The Binder shall be prepared to allow on-site visits by Library staff members involved or interested in bindery activities.

## 7. Packing, Pickup, and Delivery

7.1 The Binder shall pack in the Library all materials being sent to the Bindery according to lot numbers specified by the Library. The Library will pre-sort by binding categories (e.g. monographs, rebinds, periodicals, music scores, special books and magazines).

7.2 The Binder shall pick up material to be bound once each week at the \_\_\_Library and at any additional location, which may be designated by the Library during the term of this contract.

7.3 The Binder shall use his/her own vehicle and driver representative for pick-up and delivery to the Library and will assume all transportation charges for all Library material sent to and from the Library. All pickups and deliveries shall be made indoors at a location specified by the Library, unless the Library agrees to an alternate arrangement.

7.4 Materials shall be bound and returned to the Library within two (2) weeks or less after pick-up.

7.5 Materials designated as "Rush" by the Library must be returned in boxes clearly marked "Rush" and delivered to the Binding Office directly within one (1) week or less.

7.6 The Binder shall provide, at no additional charge to the Library, shipping cartons, binding instruction forms, and binding ticket forms.

7.7 Cartons for returned shipments will be labeled and identified by lot number, name of specific Library branch, and the nature of the contents (i.e. books, periodicals, etc.). A copy of the packing slip identifying each shipment by

lot number, Library name/code number, and quantity of material will be included with each lot. Each shipment will be returned complete or otherwise accounted for. The Library will unpack returned shipments.

8. Invoicing

The Binder shall provide an invoice of three (3) copies with each weekly delivery. The invoice will list separately each lot number, including library name and code number, totals bound within each lot, the charge per item bound, and the total amount for each lot number, as well as the grand total for each invoice. The invoice(s) are to be submitted on the day the shipment is delivered. A sample invoice should be submitted with the bid.

9. Errors and Delays

Any errors made by the Binder shall be corrected (provided corrections do not damage the text block) by the Binder without additional charge to the Library. Volumes received by the Binder for correction will be returned to the Library within one (1) week or less. The Binder shall pay any additional transportation costs resulting from such errors. Errors which require the skills of a conservator to correct, or which cannot be corrected shall be replaced by the binder.

10. Specifications for the Binding System

10.1 The Binder shall furnish with his/her bid a detailed description of the computer software he or she proposes to use, including specifications for the hardware, operating system, applications software, and backup system for the database. The Binder shall also provide a detailed description of the procedures required of the Library staff to operate the system so that internal Library costs can be taken into consideration when bid prices are compared.

10.2 The Binder will set up, at no charge to the Library, an in-house, stand-alone computer-based system for bindery preparation and record keeping utilizing standard connectivity protocols (i.e. FTP).

10.3 The Library will provide access to its records of binding titles and colors, but the staff costs required to establish the Library's binding database (periodicals, other serials, and monographs), and to set up the new system in the Library shall be borne by the Binder.

10.4 The Binder shall have completed all inputting necessary to create the Library's binding database within thirty (30) days after access to its records are provided by the Library.

10.5 The Binder shall be responsible for providing adequate training for Library personnel. The Binder or his/her representative must be willing to visit the Library prior to installation of the system to demonstrate use of the database, and to answer questions from general Library staff.

10.6 The Library agrees that binding forms, lists, etc. created through the use of this system shall be used only to prepare binding, coordinate shipments, etc. for binding to be done by the Binder. The Library agrees not to supply copies of the program or system information to any commercial vendor.

10.7 Any alteration in the Binder's computerized system or services during the life of the contract must be approved by the Library in writing before implementation.

## 11. Online Systems

11.1 The Library will furnish the computers and hardware associated with the operations. The Binder shall provide a software system capable of storing the entire binding database, including but not limited to the following (minimally required) features, applications, and capabilities:

11.1.1 It must be a multi-user system, capable of supporting at least four (4) workstations simultaneously with adequate speed, memory, and storage capacity. It must be able to access and run, on separate terminals different and/or the same lots at the same time.

11.1.2 There must be a duplicate version of the system at the Bindery. Data transmission from the Library to the Bindery shall be via discrete digital format packages (FTP).

11.1.3 The system shall allow the Library to maintain additions, deletions, and changes to the database on a current basis and to insert notes for its own internal use concerning individual titles or divisions.

11.1.4 The system must be able to maintain a "binding history" for each periodical title by storing information concerning, at minimum, the last four (4) times a journal title has been bound, including the variable mid-spine information for that title, and the shipment dates.

11.1.5 The system shall allow for search of a specific title by its: 1) title code number, 2) title, and 3) call number.

### 11.1.6 Binding tickets

11.1.6.1 Multi-part binding tickets are required by the Library. Binding tickets are to be in two (2) parts. Binding tickets will be supplied by the Binder at no charge to the Library. One part shall remain at the Library and other part shall accompany the unbound piece. The part that accompanies the unbound piece shall return to the Library in the bound piece.

11.1.6.2 Information contained on the periodical ticket must consist of: 1) title code number, 2) title, subtitle, or other entry



appearing exactly as it will appear on the volume, followed by the variable information in the correct sequence, 3) the call number in the precise sequence as it will appear, 4) the color of the binding cloth, 5) unit name and code number to identify sublocation. (The Binder shall attempt to match or approximate cloth colors currently used by the Library.) The ticket must provide an area for the Library to add instructions to the Binder, i.e. leaf attachments, etc. A sample of the binding ticket must be attached to the contract bid.

## **Preferences**

11.1.7 The system should have the capability for the Library to measure each volume being sent to the Binder and have the dimensions appear on screen, so that the Library may set its own (spine) type per size of the volume being bound.

11.1.8 Each Library division should have its own account number and the system must be able to record and track material through these distinct account numbers.

11.1.9 The system shall allow the creation of a shipment list by Library division and category of binding within that division. It should be able to track the number of units bound within each category of binding. It should be able to produce a running total, cumulating weekly, quarterly, annually, or as needed for management reports.

11.1.10 The system shall have Z39.50 connectivity with the LMS of the library (Innovative) to allow for transfer of title, author, and call number information. This system should work with foreign languages as well as English.

## **II. SPECIFICATIONS FOR APPROVED MATERIALS**

### **1. Materials Specifications**

Minimum standards for all materials shall correspond to those of the Standard. Materials so defined shall include thread, paper, endpapers, and endpaper construction, adhesives, back lining material, board, covering material, inlays, and stamping foil:

- 1.1 thread shall conform to section 20 of the Standard;
- 1.2 paper shall conform to section 15;
- 1.3 endpaper construction shall conform to section 17;
- 1.4 adhesives shall conform to section 19;
- 1.5 back lining material shall conform to section 17.2;

- 1.6 board shall conform to section 16 and board thickness shall be appropriate to the size and weight of the volume to be bound;
- 1.7 covering materials for bound volumes and boxes shall conform to section 18, unless a different type of material is requested by the Library for specific items or a specific class of items;
- 1.8 inlays shall conform to section 15.3;
- 1.9 stamping foil shall conform to section 22.0 of the Standard and shall be white unless otherwise specified;
- 1.10 sew through the fold shall conform to sections 7.2.1.1 and 7.2.1.2 of the Standard.

## 2. Binding Specifications

### 2.1 Standard Library Binding

#### 2.1.1 Collation (**See Attachment # 1**)

The definitions of a monograph or serial shall be those of the Standard.

**Serials:** The Library will be responsible for the correct arrangement of periodical issues. Nothing is to be rearranged or removed unless specifically noted on the binding instruction.

**Monographs:** The Library will collate monographs to insure completeness and correct sequence of pages before shipment to the Binder.

2.1.2 All volumes will be examined by the Library to detect damaged leaves, narrow margins, and/or peculiarities of paper or construction, which determine the type of binding to be used and/or necessitate special instructions.

2.1.3 The Library assumes the responsibility for accurate collation and mending paper tears. If, however, the Binder discovers an incomplete or imperfect volume not so acknowledged on the binding ticket, the Binder should communicate with the Library for instructions or return the item to the Library unbound with an explanation for its rejection.

2.1.4 The Library imprint, \_\_\_ is to be stamped on the bottom of the spine of each volume for all standard binding. If material size necessitates vertical stamping M.S.U. shall be omitted.

2.1.5 All volumes will be bound in buckram and lettering will be stamped in white unless otherwise indicated by the Library.

2.1.6 Volumes, books, or serials may be rounded and/or backed or left flat at the discretion of the Binder. A three-leaf or two-leaf end leaf shall be used, according to the method chosen. Endsheets will be sewn or tipped on compatibly with leaf attachment of the item.

2.1.7 Decisions made on backing of the text block shall be consistent, and generally in accordance with the Standard, sections 10 through 13.

2.1.8 Saddle stitching will be used if specifically requested by the Library.

2.1.9 Books or periodicals consisting of folded signatures will be sewn through the fold by machine or hand. Endsheets will also be sewn to the textblock.

2.1.10 When a volume consists of a mixture of folded signatures and flat-back issues, the unit will be sewn through the folds whenever possible. When sewn through the folds is not possible, the folded signature will be slit with a knife by hand, instead of being sanded or cut off. The square issues shall have only a maximum of 1/8" removed in preparation for double fan adhesive.

2.1.11 All staples must be pulled from side-stitched periodical issues to provide maximum inner margins for sewing. No volumes shall have the staples trimmed off by guillotining or milling.

2.1.12 Paperbacks, which are published in signatures, are to be bound by casing the sewn text block into a new hard casing, if the original sewing is intact. Endsheets will be attached to the text block by sewing through the first two signatures at front and back. Paperbacks not published in signatures will be double-fan glued with the endsheets added before gluing. Paperbacks that require oversewing will have endsheets attached by sewing.

2.1.13 Volumes not sewn-through the fold shall be adhesive bound, recased, or oversewn, as specified by the Library. Oversewing shall be used in a few instances only upon instructions from the Library for thick or coated paper with an inner margin of at least 5/8 inch after milling. It is essential that the Binder preserve the maximum inner margin for ease of opening, reading, and/or copying. Endsheets will be attached by sewing or adhesive bound in.

2.1.14 Whenever necessary, the Binder shall set out (with strips of alkaline paper or cloth of an appropriate weight) all double leaves, maps, and inserts in order to preserve printed matter that would otherwise be destroyed by trimming and/or sewing along the spine edge.

2.1.15 Materials may be trimmed to a maximum of 1/8". In order to preserve printed text, illustrations, or margins with gilded or marbled edges, etc., the Library may instruct "no trim" for some materials.

2.1.16 Adhesives used by the Binder shall be guaranteed for the life of the book and shall meet any future approved performance standards in regard to openability, durability, and longevity.

2.1.17 Any adhesive binding that has lost its adherence, regardless of when it was bound, can be returned to the Binder to be rebound free of charge (e.g. loose pages, text block coming out of the covers due to lack of adherence of the glue).

2.1.18 All bound volumes will be bound flush bottom, except Music Library materials.

## 2.2 Newspapers – Exceptions

Serials published less frequently than daily, regardless of size (up to 16"), format, or paperstock, are considered by the \_\_\_ Libraries to be periodicals (e.g. *The Chronicle of Higher Education*) and shall be covered by the Standard Periodical Binding price.

## 2.3 Recase Only

Volumes that are strongly sewn with three stitches or more and have no broken threads will be recased only. Endsheets will be sewn to the text block before recasing. Also, volumes that are adhesive bound, with insufficient margin, will be recased if the book-block is solid with endsheets tipped on. Library staff will remove the old covers; the Binder will remove the back lining as well as the old adhesive, if possible. New back lining will be glued to the book, a new cover made and the volume cased into the new cover. Binder will add author/title, call number, volume designation, if needed, and \_\_\_ imprint.

## 2.4 Book Boxes and Music Holders

2.4.1 Book boxes including made-to-order enclosures, portfolios, and music holders shall be constructed by the Binder to fit the volume sent or measurements given, with boards suitable for the size and weight of the contents they are meant to protect.

2.4.2 Binder will add call number, author/title, and M.S.U. imprint to box or music holder at no extra charge. Binder will add author/title to made-to-order enclosures.

3. Inspection

3.1 All bound volumes shall be inspected carefully and critically for defects in all aspects of construction and lettering and, if necessary, shall be wiped clean before packing.

3.2 The Library's standard of inspection shall be "Appendix II: Inspecting Library Bound Volumes" from A Librarian's Guide to the Library Binding Institute Standard for Library Binding by Jan Merrill-Oldham and Paul Parisi (Chicago: American Library Association, 1990).

**Binding Collation**

In order to standardize and simplify binding preparation and to preserve the physical integrity of periodicals, the following standard periodical binding collation arrangement shall be used in periodical binding for the \_\_\_Libraries:

All covers and advertisements are bound in.

All indexes are bound at the end of the volume, whether continuously or separately paged. If separate, title page and contents are bound in front.

If supplements are paged in, they are bound in sequence. When separately paged, they are bound at the end of the volume following the index and separated by a color sheet.

All issues are kept intact and arranged as intended by the publisher.

When necessary, l-sleeve pockets will be made at the back of a volume for loose maps and charts. Small maps and charts with only one or two folds are sewn in.

Variations in collation shall be specifically requested.

**Materials to be Submitted by a Binder to the \_\_\_ Libraries as Samples of Specifications for Library Binding**

1. Samples of work for examination by the Library, including text blocks that have been:
  - fitted flush bottom with a new case only (original sewing structures retained), with sewn on endsheets;
  - sewn through the fold with flush bottom, and endsheet sewn to text;
  - double-fan adhesive bound with flush bottom, and with tipped on endsheet ;
  - oversewn with flush bottom, with endsheets sewn with text;
  - flush bottom pamphlet;
  - flush bottom paperback with laminated cover;
  - sample music holder;
  - sample made-to-order enclosure

Examples of sewn through the fold, double-fan adhesive, and oversewn shall consist of one example of the text block prepared to the point of casing in, and a second example of the text block cased in. The examples of recase, paperback with laminated cover, and pamphlet will be submitted complete and cased in.

2. The names and personnel contact information of three college or university libraries for which the Binder has bound not fewer than \_\_\_ volumes annually within the last three years.
3. Statistics regarding plant resources, including:
  - square feet of plant space;
  - the number of full-time regular employees;
  - number and types of machines and equipment.
4. Samples and specifications for materials used:
  - specifications for adhesives used;
  - sample of each type of endpaper used, marked to indicate the style(s) of binding for which it is used;
  - sample of material used for the inlay in case-making;
  - sample of reinforcing used at head and tail of spine;
  - sample of material used for l-sleeve pockets;
  - sample of material used for made-to-order enclosures;
  - sample of material used for constructing pamphlet binders.
5. Samples of binding tickets and printed reports produced by the automated system, and of invoices used by the Binder.

Information about the software system used by the Binder, as specified in Sections 10 and 11 if this document.

\*Proof of current insurance will be required if your company is awarded this bid.