

Bindery procedures

[Music Cataloging at Yale \[1\]](#) ? [Local Yale music cataloging documentation \[2\]](#)

[Local information](#)

[Commercial bindery information](#)

[Size](#)

[Where to send an item for binding](#)

[Scores with parts](#)

[When to bind two scores together \[3\]](#)

[Items with accompanying audio/video recordings \[4\]](#)

[Instructions for filling out bindery slips](#)

Instructions for binding the item: [Type of Binding](#) |

Instructions for [filling out author/title information](#)

[Special instructions](#) for [multi-volume items](#) | [multi-](#)

[Added volumes/copies](#)

[Repairs](#)

[Local Information](#)

Size

Non-plus = less than or equal to 26 cm. in any direction (height or width)

Plus = equal to or more than 27 cm. and up to 36 cm. in any direction (height or width)

- Indicated as ‡m Oversize in Voyager.

Double-plus = more than 37 cm. in any direction (height or width)

- Indicated as ‡m Folio in Voyager.

[Where to send an item for binding](#)

Items can be bound **in-house** (pam-bound):

- 35 pages or fewer AND with a single signature OR with no signatures (i.e., single sheets) AND is 36 cm. or less

Items should be **commercially** bound:

- 36 pages or more

OR

- with multiple signatures, even with fewer than 36 pages

OR

- 37 cm. or more in any direction (height or width), even with fewer than 36 pages and a single signature

[Scores with parts](#)

When you are preparing a score with parts to be bound, either for the in-house bindery or especially for Bridgeport, please put the parts in the front of the item right inside the front cover. This will prevent Bridgeport from binding parts in with the scores because they were stuck in the middle or in the back. This will also help greatly in the sorting process for the pam-binder project.

[Commercial Bindery](#)

Bridgeport's standard binding is double-fan glued and requires a minimum of 1/3" margin. This will be done unless instructions indicate otherwise.

[Instructions for filling out bindery slips](#)

These are sample instructions to be used alone or in combination.

Instructions for binding the item: [Type of Binding](#) | [Binding and print colors](#) | [Covers](#) | [Parts](#)

Instructions for [filling out author/title information](#)

Special instructions for [for multi-volume items, and dissertations](#)

[Type of binding](#)

Bindery procedures

Published on Yale University Library (<https://web.library.yale.edu>)

[Recase](#)

When the item is already nicely sewn, this instruction will tell Bridgeport to retain the original signatures. This will make for a stronger binding. Otherwise, Bridgeport will cut off the inner edges and double-fan glue. In either case, the book or score will open flat, but the stronger recased item is worth the surcharge. Specify **recase** also for volumes to be [repaired](#) when the book block is still intact.

Sew thru fold

Use for single signature items. However, if the item is fairly thick (more than 3/8"), have Bridgeport double-fan glue (no special instructions needed).

Trim edges

Use when any of the three edges of the pages have not been cut.

[Binding and print colors](#)

Binding color:	Print color:
Scores: 192 (dark red)	W (white)
Books: 494 (olive green)	G (gold)
Yale collection: 563 (blue)	W (white)

[Covers](#)

Keep front cover; Keep back cover

Use when the front or back covers or the inside of either includes information that does not appear elsewhere on the item. This information can include biographical information needed to establish the heading for the author(s), ISBN, other title information, illustrations, or a summary of the contents.

Mount front cover onto binding

When an item has a cover of particular interest, beauty, or other eye-catching nature, it may be pasted on the binding. Make sure there is no information on the inside of the cover that needs to be retained. Select a binding color that compliments the cover and a print color that will be easily read against the binding color.

[Parts](#)

Parts in pocket

Use when the parts are very thin or if it is anticipated that they will receive little use. This will be a paper pocket.

Parts in half-cloth cover

Use when the parts are fairly thick or if it is anticipated that they will receive much use. Bridgeport will automatically make a buckram pocket for half-cloth bound parts.

Bind score [recase or sew thru fold]); parts in buckram pocket (do not cover parts)

Bridgeport will automatically make a paper pocket for part(s) if fairly thin; it is necessary to specify a buckram pocket if desired for uncovered parts. However, if it is specified that parts should be half-cloth bound, Bridgeport will automatically insert them in a buckram pocket.

Vol. [Parts] to go as is into portfolio with velcro closures

Use when a wraparound portfolio is desired, such as for a thick set of facsimile parts that will not be bound or half-bound.

Bindery procedures

Published on Yale University Library (<https://web.library.yale.edu>)

N.B. Sets of parts: For especially thick, heavy-use parts (e.g., complete Beethoven quartets), bind and barcode each part separately. This departs from past practice of wraparound and case.

[Filling out author/title information](#)

Author's/composer's name:

Generally include the last name of the author and the full title. Use the spelling in the established heading (in the 100 field) even if that's not the form used on the item.

When the composer's name appears in the title, it isn't necessary to include the name separately. Include only the title.

When dealing with authors or composers from prolific families, such as Bach or Haydn, include the first initial(s) as well. Give the initial(s) and last name in direct order, e.g., J.S. Bach, rather than in indirect order (Bach, J.S.).

Title:

If the title is very long and unlikely to fit on the spine, shorten the title at a sensible spot. If we don't do this, Bridgeport will cut off the title wherever needed to fit the spine.

For titles beginning with "Mel Bay presents" leave out "Mel Bay presents" and include only the portion of the title that follows.

When the title is the main entry, include only the title.

When ellipses (...) appear in a title, they are transcribed as two dashes (--). On the bindery slip, keep them as ellipses. If you use dashes, Bridgeport will interpret them as a line break.

Corporate body or conference name as main entry:

When a corporate body is the main entry, include what can reasonably fit on the bindery slip.

When a conference is the main entry, include what can reasonably fit on the bindery slip. Check the shelf to see what has been done for earlier meetings of the conference.

[Special instructions](#)

[Multi-volume items](#) | [Multi-volume items bound in 1 binding](#) | [Dissertations](#)

[Multi-volume items:](#)

Bindery slips for multi-volume items are filled out in the standard manner, with the addition of the volume designation after an additional dashed line:

[title] \ \ VOL. ____

Use the English abbreviation "vol." even if the call number will include an abbreviation in another language, e.g.: Call number has "Bd. 1"; spine will have "Vol. 1"

[Multi-volume items bound in 1 binding:](#)

Sometimes the volumes of a multi-volume score are to bound together. Even if each volume could be pam-bound on its own, the item must be sent to the commercial bindery when all the volumes are to be bound together.

The instructions are "BIND ____ VOLS TOGETHER IN 1 BINDING."

Request that the item be recased following the [instructions above](#). See also [When to bind two scores together](#) [3].

[Dissertations:](#)

Binding color: 990 (black)

Print color: G (gold)

Bindery procedures

Published on Yale University Library (<https://web.library.yale.edu>)

TITLE \ [VOL. ____]

[Added volumes/added copies](#)

When adding a volume to an existing multi-volume set or serial, consult the volumes already on the shelf as to:

- ° binding color;
 - ° what to have printed on the spine;
 - ° spine printing color.
-

[Repairs](#)

Recase whenever original signatures/sewings are still intact. Ask that loose leaves be reattached if there are just a few loose.

Otherwise, rebind unless pages are too brittle. In that case, order a conserphase box (gray archival board or buckram/roxite-covered, string and button or velcro closures). If rebinding, consider choosing a buckram color and ink to match original binding. For reference volumes, be sure to instruct Bridgeport as to format of title on spine, so that they will match other volumes in the set as closely as possible. For multi-volume sets, check the shelf for past rebinding practice.

If unsure as to how to proceed or whether item is repairable, send item to Bridgeport and leave treatment decision to them. Or, provide them with acceptable options, e.g., **Rebind or Conserphase**, or **Repair or Rebind**.

When to bind two scores together

[Music Cataloging at Yale](#) [1] ? [Bindery procedures](#) [5]

When music for two or more instruments is issued as two scores and the scores are **not** issued together (e.g., the 300 field says "1 score") follow these instructions:

M1011, M1111:

When we get two 2-piano scores, they should never be bound together.

When we a solo piano part and one 2-piano score, they should be bound together.

Other class numbers:

When music for two or more instruments is issued in scores published singly, and we purchase enough for performance, bind all together. For example, when we buy two copies of a score for two violins, the 300 field will say "1 score." Assign only one barcode, even though we have two copies.

Indicate that the two scores are bound together:

Bibliographic record:	Holdings:
Add a 590 field: 590 __ MUS: Copy 1-2 bound together. OR 590 __ MUS: Copy 1-2 in 1 binding.	Add a universal message in ‡z the 852 field: 852 00 ... ‡z 2 copies in 1 binding

In the past, there have been several ways of noting this:

Piano concertos

Orbis #3127413

Bibliographic record: Holdings:

590 __ Copy 1-2 in one binding.

852 00 ‡b mus ‡t 1 ‡h M1011 ‡i B415 op.15 H5+ ‡m Over

In the item record:

Enum: c.1-2

852 00 ‡b mus ‡t 2 ‡h M1011 ‡i B415 op.15 H5+ ‡m Over

No item record or barcode

Orbis #666226

Bindery procedures

Published on Yale University Library (<https://web.library.yale.edu>)

Bibliographic record: Holdings:

590 __ MUS : Copy 1-2 in 1 binding.

Two item records; two barcodes:

852 00 Ꞥb mus Ꞥt 1 Ꞥh M1011 B415 op.37 Ꞥi A+ Ꞥm Overs

852 00 Ꞥb mus Ꞥt 2 Ꞥh M1011 B415 op.37 Ꞥi A+ Ꞥm Overs

Orbis #666255

Bibliographic record: Holdings:

590 __ MUS : Copy 1-2 in 1 binding.

One item record for c. 1; one barcode:

852 00 Ꞥb mus Ꞥt 1 Ꞥh M1011 B415 op.37 Ꞥi A+ Ꞥm Overs

852 00 Ꞥb mus Ꞥt 2 Ꞥh M1011 B415 op.37 Ꞥi A+ Ꞥm Overs

Orbis #666259

Bibliographic record: Holdings:

590 __ MUS : Library's copies: 2 scores each.

Three item records; three barcodes:

852 00 Ꞥb mus Ꞥt 1 Ꞥh M1011 B415 op.73 Ꞥi A+ Ꞥm Overs

852 00 Ꞥb mus Ꞥt 2 Ꞥh M1011 B415 op.73 Ꞥi A+ Ꞥm Overs

852 00 Ꞥb mus Ꞥt 3 Ꞥh M1011 B415 op.73 Ꞥi A+ Ꞥm Overs

Orbis #666709

Bibliographic record: Holdings:

590 __ MUS : Copy 1-2 in 1 binding.

852 00 Ꞥb mus Ꞥt 1 Ꞥh M1011 M939 K.316a Ꞥi A+ Ꞥm Ove

In item record:

Enum: c.1-2

Orbis #666713

Bibliographic record: Holdings:

590 __ MUS : Copy 1-2 in 1 binding.

852 00 Ꞥb mus Ꞥt 1 Ꞥh M1011 M939 K.449 Ꞥi S3+ Ꞥm Ove

In item record:

Enum: 2 copies

Violin duets

Orbis #3009868

Bibliographic record: Holdings:

300 __ 1 score (43 p.) ; Ꞥc 30 cm.

No 590 field

One item record; one barcode:

852 00 Ꞥb mus Ꞥt 1 Ꞥh M287 Ꞥi G951 op.2 B1+ Ꞥm Oversiz

In item record:

Enum: c.1-2

852 00 Ꞥb mus Ꞥt 2 Ꞥh M287 Ꞥi G951 op.2 B1+ Ꞥm Oversiz

No item record or barcode

Orbis #742306

Bibliographic record: Holdings:

300 __ score (2 v.) ; Ꞥc 31 cm.

852 00 Ꞥb mus Ꞥt 1 Ꞥh M287 L462 op.3 Ꞥi M9+ Ꞥm Oversiz

852 00 Ꞥb mus Ꞥt 2 Ꞥh M287 L462 op.3 Ꞥi M9+ Ꞥm Oversiz

Orbis #659257

Bibliographic record: Holdings:

590 __ MUS : Copy 2 bound in Two item records; two barcodes:

852 00 Ꞥb mus Ꞥt 1 Ꞥh M287 M181 Ꞥi S7+ Ꞥm Oversize

852 00 Ꞥb mus Ꞥt 2 Ꞥh M287 M181 Ꞥi S7+ Ꞥm Oversize

Orbis #673837

Bibliographic record: Holdings:

590 __ MUS : c.1-2 bound One item record; one barcode:

852 00 Ꞥb mus Ꞥt 1 Ꞥh M287 Ꞥi S626+ Ꞥm Oversize

852 00 Ꞥb mus Ꞥt 2 Ꞥh M287 Ꞥi S626+ Ꞥm Oversize

Source URL: <https://web.library.yale.edu/cataloging/music/bindery>

Links

[1] <http://web.library.yale.edu/cataloging/music>

[2] <http://web.library.yale.edu/cataloging/music/local-documentation>

[3] <http://web.library.yale.edu/cataloging/music/twoscore>

[4] <http://web.library.yale.edu/cataloging/music/accsound>

Bindery procedures

Published on Yale University Library (<https://web.library.yale.edu>)

[5] <http://web.library.yale.edu/cataloging/music/bindery>