



HF GROUP - WA

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Textbooks 2007

We are pleased to provide your textbook rebinding needs.

Complete the following forms enclosed with your packet:

1. **Textbook Title List.** Fill out the enclosed Title List indicating the quantity of each textbook title in your order. **Note:** please provide us one master list for your entire order and place in box #1. Title lists are not required for library book or periodical rebinds; **see bind slips below.**
2. **Bind Slips.** Library books, Flex S paperbacks, and periodicals require a bind slip for each bound volume. See form and instructions enclosed. Photocopy as needed and insert completed slip inside each book or periodical bundle. If bind slips are not included, an additional charge of \$4.00 per volume will be assessed.
3. **Customer Shipping Record.** Enclose a completed Customer Shipping Record. **If schools/departments are consolidating their orders to meet the 25 volume minimum order requirement but need to be invoiced separately, a Shipping Record must be completed for each school/department.** Please state "part of (note school district name) order" in Remarks section. If shipping via common carrier, this form should be placed in Box 1. **If a pickup is scheduled for our company truck, leave this form out for the driver to sign and verify box count.**

You may use photocopies of any of our forms if extras are needed.

Preparing your order for shipment:

1. **Purchase Order.** **It is essential that we receive a purchase order authorizing our services.** Enclose a copy in box 1 with other paper work. If a P.O. does not accompany the order, we may return the books unbound at the school's expense. Call our office to make alternate arrangements if necessary. Please remember: **A 25 volume minimum per order (or district order if sent as combined shipment) is required to receive prices listed.**
2. **Packing Your Order.** Box textbooks separately from other books sent with the order. If schools/departments are consolidating their orders for shipping but need to be invoiced and packed separately, each school/department must pack their books separately and label box(es) with school/department name.
Note: Please use sturdy boxes with lids that weigh 40 pounds or less when filled.
3. **Label Your Boxes.** Identify on the outside of all boxes the school's name, type of book enclosed, the box number and total box count. Use the following abbreviations to indicate the type of books in each box.

TX – Textbooks	BR - Library Books	DU – Dusties	CC- Color Copy Cover
FS - Paperbacks (Flex S)	FM - Paperbacks (Flex M)	XL - Periodicals	

To indicate the box number, mark the boxes "1 of ___", "2 of ___", etc. With this numbering system, we can be sure that your complete shipment has been received. **Place purchase order, shipping record and title list in box # 1.**
If pickup is via our company truck, please leave the shipping record out for our driver to sign.
4. Jordan District drivers will pick up your order if we receive your information by June 15, 2007. Otherwise, you will need to deliver your books to the Central Warehouse – 225 E. 9300 S. Absolute deadline is June 28, 2007 when the HF Group will pick up the District order.

If you need any assistance, please contact us at the numbers above. We are always ready to help.



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Bindery Pickup Request / Purchasing Authorization

Please note that due to the large number of customer pickup requests we receive, routes are scheduled for "week of" and a specific day and time cannot be guaranteed. We will do our best to accommodate if circumstances require.

Please have the following information ready before calling, faxing or e-mailing us to schedule a pickup.

School District: _____

Library/School: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-Mail: _____

Last day of school year: _____

Start date of new school year: _____

Pickup Location Address _____

Estimated number of volumes _____
Box Count _____
Date order will be available for pickup _____
Pickup Hours _____
Location of Books _____

****The quantity of textbooks received and counted by the bindery will be the official count.****

REQUIRED AUTHORIZATION – This section must be filled out and signed.

I have read through the specifications in this textbook packet and the requirements for rebinding textbooks with The HF GROUP, LLC. I am fully authorized to accept these terms and agree to follow them when sending books for binding.

Signature: _____ Date: _____

Name: _____ Title: _____
(please print)

(If we do not receive a purchase order, this signature is your schools' authorization for HF GROUP, LLC to process your textbooks/library books without a purchase order.)

FOR BINDERY USE ONLY

Pickup date: _____ **Week of** _____

LIBRARY BINDERY PRODUCT DEFINITIONS

MONOGRAPHS: Any hard cover book (with or without a dust jacket). It will be examined to determine the condition of the textblock. The decision to re-case or rebind will be made by the bindery as the books are processed.

Rebinding – we mill off the old spine, bind it per the Library Binding Institute ANSI/NISO standards, and add new endsheets and a new cover in a random selection of Buckram.

Recase- we keep the original sewing if it is intact, (if it has been sewn) replace the endsheets and create a new cover. These books are bound in a random selection of 20 colors of buckram.

DUSTIES – Dusties are the same as monographs. They are originally hard cover books with a colorful dust jacket. We will laminate the dust jacket with Mylar and create a new cover from this dust jacket. The end flaps will be destroyed. If you wish to retain this information, please photocopy before sending to the bindery.

NOTE: Only send Dust Jackets with the books if you are requesting Dusties. If regular buckram binding is desired, please keep the dust jackets at the library. Any dust jackets received with books not marked for Dusties, will be discarded.

COLOR COPY COVERS: Any hard cover books that have covers printed in bright designs on paper that is adhered to hard board covers, (this treatment is seen at all levels of publishing, not just children's books). If this treatment is requested by the library, we will color copy these covers, laminate the copies and create the new cover for the book. This retains all of the visual that is so important to children especially, and can be used even on very rough looking covers. With ragged covers, it is pretty much a "what you see is what you get" concept, but retaining the visual is often more important than a photocopy of the often ragged edges.

This process can also be applied to paperback covers when you really desire to retain the full illustration, but it is too battered to process as a Flex M.

To send for binding: please pack separately and note quantity as "Color Copy Covers" in the "Other" column of the Customer Shipping Record.

This treatment is an extra process beyond our normal binding and there is an additional charge of \$2.25 per volume for this service.

PAPERBACKS:

Paperback volumes will be recased or rebound, based on original leaf attachment and the current condition of the textblock. There are two treatments for rebinding paperbacks:

FLEX S: The covers will be removed and discarded unless the library requests that we mount the front and back covers. The cover material will be C-grade buckram in random colors. All lettering is done in white with title, author and call # (if requested), stamped vertically on the spine. Covers may be trimmed and mounted per customer request. Colors will be selected to compliment the mounts wherever possible. This selection is used when the soft cover is torn and/or missing-particularly the spine area. **Mounting the covers is an additional charge of \$1.40 per mount.**

FLEX M: Bind slips are not required for Flex M binding. Covers are removed, laminated, and used as the new cover. Not all covers will laminate. Any covers that have heavy tape on the spine or Kapco type covers cannot be processed as Flex M's. Those that cannot be processed as Flex M's will normally be converted to Flex S with cover mounts. If you know your covers already have additional tape or laminate on them, you would be better served to request Flex S or Color Copies. Also, any paperbacks that have large pieces missing from the cover or a torn and/or missing spine etc. can not be used as a Flex M. The covers need to be whole and in new or reasonably good condition.

The Finished Product – Flex M's, Dusties and Color Copy Covers will all look very much the same when completed as they are all laminated with the mylar and have hard covers. The difference/important factor is how the book started out life and what we have done to it.

Textbooks: The purpose of textbook binding is to rehabilitate and rebind the books, restoring them to good condition for additional years of usage. Our sturdy binding methods will add years of life to your textbooks. Classroom reading books, in multiples of 10 or more of the same title, will be considered textbooks.

Periodicals: All Periodical volumes must be complete and in order. Incomplete volumes will be returned unbound unless "bind as is" or "bind incomplete" is noted on the binding ticket. The most appropriate leaf attachment will be used following the ANSI/NISO/LBI standards for library binding.

Textblocks: The condition of the original textblock (pages) will greatly determine the success of the bound volume. Pages that are torn very close to the inner margin will affect our ability to bind. Tape on one or two pages is not serious, but a succession of pages with tape reinforcement at the spine will make the book almost impossible to bind. We really prefer to receive the book with loose pages than with pages taped in, or glued in with Elmer's glue, etc. Dog chewed books CAN usually be repaired. If in doubt as to how to repair a book, DON'T! Sometimes the best decision is to do nothing. Just send it in and let trained personnel review it. Often major repairs at the library complicate the bindery's ability to successfully bind a book for long term use.

SIZE: Our prices are quoted on a base size not to exceed 12" in height & 2" thick. All volumes that are larger than 12" high and 2" thick will incur extra height and thickness charges.

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