

Tips for Tipping In and Hinging

Summary: Tipping in is a technique used to attach one edge of a leaf or other addition to a book or pamphlet. Tipping in is ideal for most replacement pages, errata, and attaching lighter weight, flexible papers to the book.

Hinging uses a piece of paper as an intermediate to attach the addition. Hinging may be needed if the addition is heavier weight, less flexible, or brittle but still must be viewed from both sides. It is also useful when the media goes all the way to the edge.

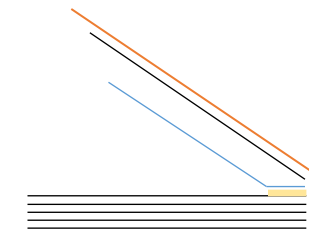
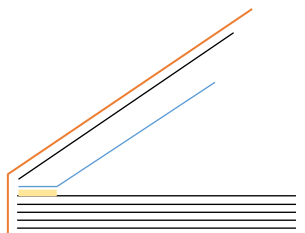
See also: Consolidating Endsheets and Hinging for Bindery Prep.

Tools and Materials:

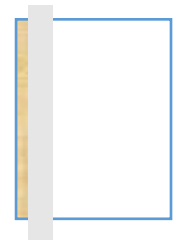
- Bone folder
- Adhesive
- Cradle or book support
- Ruler
- Microspatula
- Paper for hinge
- Scrap paper
- Blotter and Hollytex

Tipping In Procedure:

1. Identify where the addition will be tipped in. Preferred placement of any tip-ins are usually indicated on one of the flags. (Sometimes a white one from cataloging rather than the blue Shelf Prep flag.) If the specified location is “After title page”, that means after the full title page.
2. Score the edge of the addition. The edge of the paper scored and side adhered varies if the book is read from right to left and depending on the location of the tip in. Use a ruler and a bone folder to score a line 2-3mm from the edge of the paper to be tipped in. Fold along the score line to create a crease that allows the tipped-in page to be turned with ease and without pulling on the pages around it. This crease will be parallel to the gutter of the text.

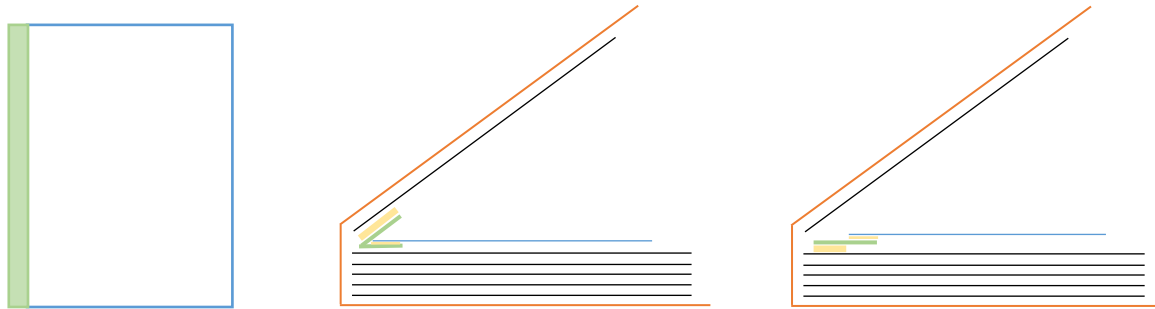


3. Set up the book or other item you are tipping into to the appropriate page such that the cover or other pages are out of the way and the gutter is as exposed as possible.
4. Using your preferred scrap material for masking, brush a layer of adhesive onto the strip of the tip-in between the crease and the edge. PVA is typically used for circulating collection materials. Wheat Starch Paste will allow for more maneuvering time, but it is not compatible with shiny/coated papers and introduces a greater risk of cockling.
5. Place the tip-in in the desired location using a clean finger or bone folder to apply pressure along the adhesive area. Add weights and blotter board with Hollytex as needed to prevent cockling.
6. When dry, attempt to fold the page on the crease you’ve created. If anything pops up, use a microspatula to add more adhesive to that area and adhere it.



Hinging Procedure:

1. Identify the area where the addition will be attached. Do not crease the addition.
2. Use WSP to attach a hinge of tissue onto the edge of the addition needing to be attached.
3. Use WSP to attach the tissue to the book.
 - a. Option 1: Fold hinge back to form a 'V'. (V-hinges can go under the addition or onto the opposite page of the book)
 - b. Option 2: Attach overhang of hinge flat like the creased area of a tip-in.



<p>Alternate technique: Adding Multiple folios</p> <p>Multiple folio tip-ins: sew to itself and tip-in OR sew into paper hinge and attach hinge. (35 thread or thinner)</p> <p>Common materials: Mohawk 24# or 70# and PVA</p>	
<p>Alternate technique: Media that goes to the edge</p> <p>This technique can be used for tip-ins where the text goes right up to the edge such that it needs additional margin in order to not be hidden in the gutter. The added hinge will be creased and adhered as tip-ins described above.</p> <p>Common materials: Mohawk 24# or 70# and PVA</p>	
<p>Alternate technique: Sheet Music</p> <p>Addition could be added at fore edge or at gutter. Fore edge: Leave slight gap between the pages so that there's room for them to fold. When the addition is folded in, there should be space for it to open easily at the gutter. If necessary, trim width of addition in advance of hinging, so that you can remove from either margin.</p> <p>Common materials: Pre-tear hinging strips and WSP</p>	

Always double-check that adhesion is uniform and consistent after drying!