

Pamphlet Binding

Summary: In order to be protected on the shelf, single signature pamphlets are sewn into a hardcover binder with a cloth spine.

Tools and Materials:

- Pre-made binder
- Awl
- Scissors
- Punching Cradle
- 18/3 Thread
- Microspatula
- Dulled Needle

Procedure:

Remove the staples with a microspatula.

Select a standard size binder that is closest in size to the pamphlet. Ideally, there will be a quarter inch margin on all sides of the pamphlet. Larger binders can be trimmed (to less than 28cm in height when possible). Minimum size: 7"W x 10"H (unless wider, then height can be shorter). For items that are too large for pre-fabricated binders, see **Custom Binder** instructions.

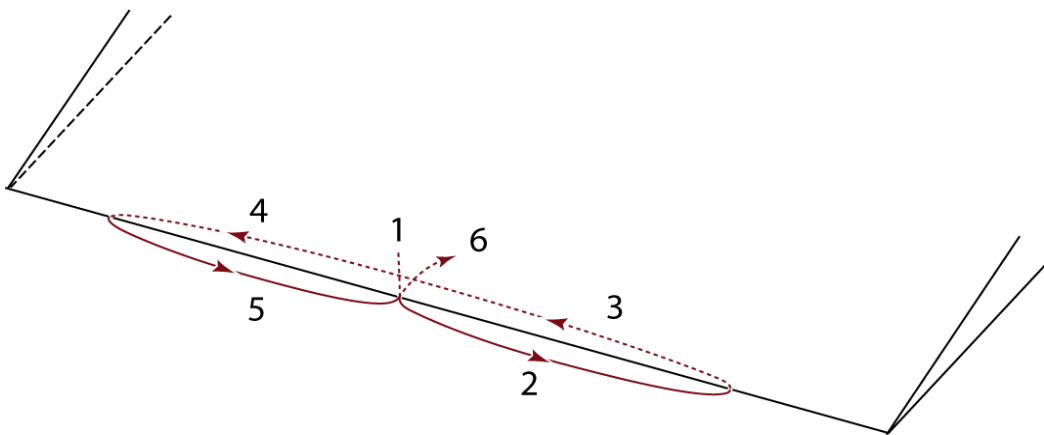
Place the pamphlet in the binder such that it is a quarter inch or so from the bottom and open to center fold. (It may be necessary to adjust the pages of the pamphlet so that they line up properly.) Punching can be done in the punching Cradle or with the pamphlet sitting on the bench.

For pamphlets under 12":

Punch three holes: one in the center and one 3/4" from each end of the pamphlet. If staple or previous sewing holes exist near the ideal location, they can be reused for sewing.

Sew the pamphlet starting from the inside center hole and following the pattern below:

Three-Hole Pamphlet Binding

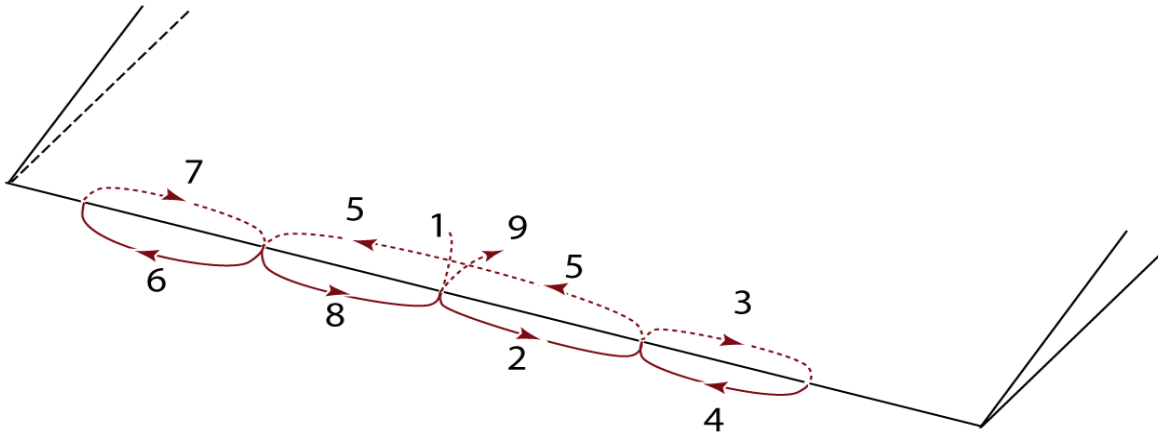


For pamphlets over 12" or pamphlets over 10" and thick or heavy:

Punch 5 holes: one in the center, one 3/4" from each end of the pamphlet, and one centered between each end hole and the center hole. (Reuse staple holes as applicable.)

Sew the pamphlet starting from the inside center hole and following the pattern below:

Five-Hole Pamphlet Binding



To finish both pamphlets:

Pull the two ends of the thread so the sewing is nice and taut. Be sure to pull in the direction of the sewing. Tie a square knot (left over right, right over left) with the two ends straddling the long center thread. Trim long ends and fray.

Check for barcode in the upper right inside corner of the back cover of the pamphlet. If there's a piggyback barcode elsewhere, it can be moved to that location (mostly Music). If the barcode is elsewhere and not a piggyback barcode, you will need to make a duplicate to be put on the upper right inside corner of the back cover of the binder.