

Pocket in a Binder or Book

Summary: Circulating items are often issued in multiple pieces—sometimes books and music scores come to the library with supplemental material. For the sake of circulation, pockets need to be fashioned to hold these loose materials in the back of a book or binder. Some items are one piece but too thin/otherwise incompatible with binding and require a stand-alone binder.

Tools and Materials:

- Bone folder
- Ruler
- Olfa Knife
- Double-sided tape
- Cutting mat
- 20pt cardstock scraps
- Prefabricated pocket
- Tyvek, 70# Paper, or Mylar
- Prefabricated Pamphlet Binder

Procedure:

Sizing: The height of the pocket should be slightly larger than that of the item. The width of the pocket is dependent upon several factors:

1. The margins of space on the sides of the pocket affect the fit of the item it is meant to enclose. Flat items may only need as little as a 5mm margin on each side in order for the item to slide in and out of the pocket easily. Too wide of a spacing margin can allow the item to move around in the pocket and not be secure. As the item gets thicker, the associated margins will need to be made wider accordingly. If more than a 2cm margin on each side is required to accommodate the item, alternative housing should be considered.

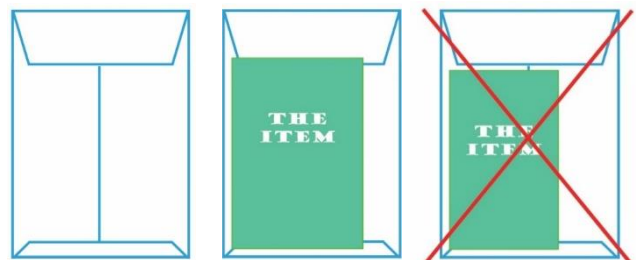


2. Pocket in a Binder: It is usually best to make the pocket before choosing a binder size. Overlapping the pocket onto the cloth is okay as long as the pocket is fully supported by the board. If the pocket is larger than 11"x16", a custom pamphlet binder will need to be constructed. It sometimes helps to check against the preexisting pamphlet binder sizes to ensure that a customized or fabricated pocket won't be too wide for a smaller binder size by a few millimeters.
3. Pocket in a Book: Often supplemental pamphlets, etc., are the same size as the text-block. The margins of the supplemental material can sometimes be trimmed so the pocket can fit inside the book—check the Shelf Prep slip to see if this has been requested. If not, check with someone in the lab before trimming materials. It is acceptable to make the pocket to the size of the book board as long as the item can still be easily removed and reinserted.

Material Choice: There are 3 materials typically used to make pockets: Tyvek, paper, and Mylar. Generally, Tyvek is the preferred material for making pockets.

If a clear pocket is needed for the back of a book, it will usually be indicated on the Shelf Prep slip. If the pastedown contains information or decoration not present elsewhere in the volume, the pocket needs to be fabricated out of Mylar (or CoLibri polyethylene) in order to avoid obscuring information.

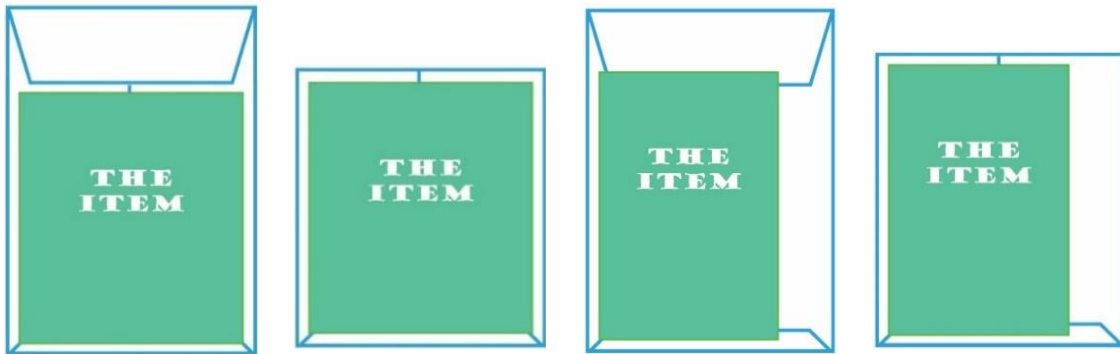
The lab stocks a range of prefabricated pockets of both paper and Tyvek. These are kept on the bottom shelf in the Shelf Prep area. If there is a prefabricated pocket similar in size to the item to be pocketed, it can be trimmed and modified to fit. If the item takes up less than $\frac{3}{4}$ of the closest available prefab pocket or if the item is larger than the largest pocket, a new pocket will need to be constructed.



Customizing Prefabricated Pockets:

Height will need to be modified on all prefabricated pockets:

Trim the prefabricated envelope to a height that is a bit taller than the item. Leave enough room so that the back of the item will be completely against the pocket material even after corner rounding (and bearing in mind that thicker items will not go all the way to the bottom of the pocket).

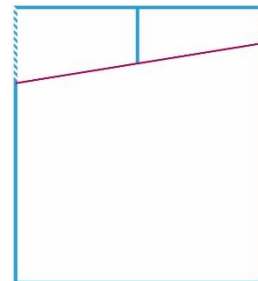
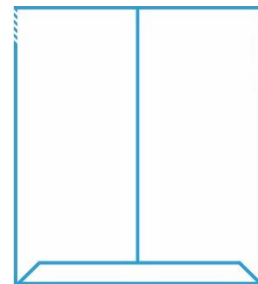


Modifying height only:

Slice open the folds on the sides so that when looking at the pocket's back, the shorter slit is on the left. That way the shorter slit will be on the right when you flip it over. The idea is for the larger opening to be on the spine side where it will be more protected by the book or binder.

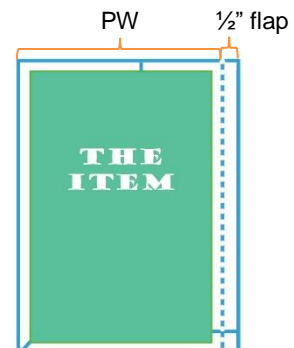
When cutting the slits, it helps to extend an Olfa knife blade up to 1" and slice from the back.

Insert a 20pt cardstock scrap between the front and back of the pocket. Use this as a guard to protect the back of the pocket when cutting the front. Using a ruler and a knife, cut a diagonal line connecting the two side slits. If the edges of the slits on the back of the pocket are raggedy, you can trim them with a ruler and a sharp knife to look neater. Use the corner rounder to round the corners at the top of the pocket.

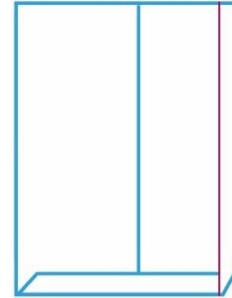


Modifying width:

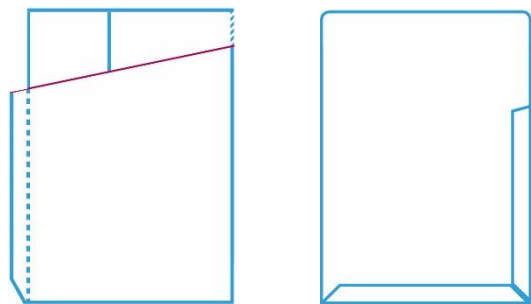
Trim the prefabricated pocket to be 1/2" wider than the required pocket width based on the item's size. Score and fold the 1/2" line using a bone folder. Use the cutting mat to line up your ruler.



Trim off the bottom corner of the ½" flap at an angle. Insert a piece of 20pt cardstock between the front and back of the pocket. Trim the half inch flap at the score line off of the back of the pocket.



Slice open the fold on the unopen side, and once again using 20pt cardstock to protect the other side of the pocket, trim a diagonal from the front of the pocket. Fold over the remaining ½" flap and adhere it to the back with double-sided tape. Leave space between the double-sided tape and crease of the fold to prevent adhesive from touching the item. Use the corner rounder to round the corners at the top of the pocket.

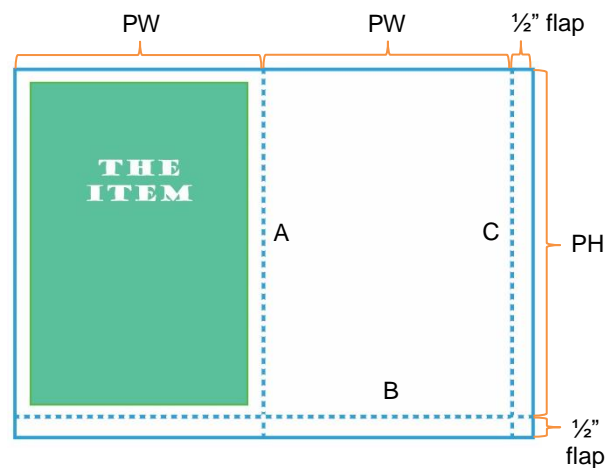


Fabricating New Pockets:

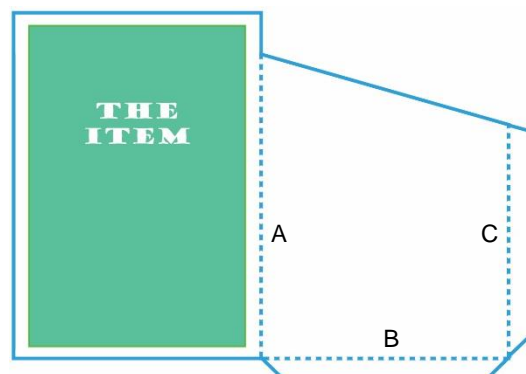
Determine the pocket width based on the sizing instructions above. The width of the material will be twice the pocket width [PW] plus ½" for a flap. Add ½" inch to the pocket height [PH] to account for a flap.

Fold in half at [A] with a ½" margin left over on one side. At this point, the edge of the material should be at line [C] which can be used as a guideline for scoring and starting a fold there.

Use a ruler and a bone folder to score and start a fold at ½" from the bottom [B].

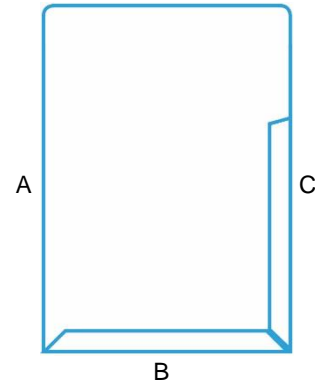


Trim the bottom ½" from the side without the extra flap material. Cut fold [A] 1-2 inches from the top and create a slanted front panel for the envelope while leaving the back at the original height. Cut off flap corners at an angle.

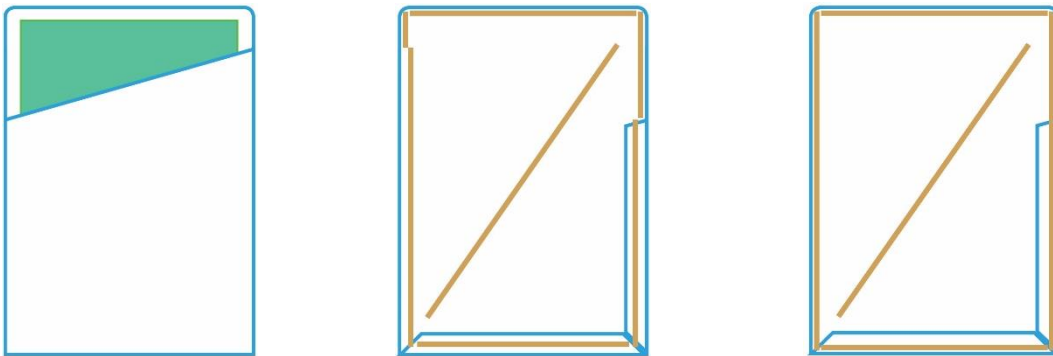


Fold at fold A and use double-sided tape to adhere the flaps created by folds B and C to the back of the pocket.

Round top corners of the pocket back.

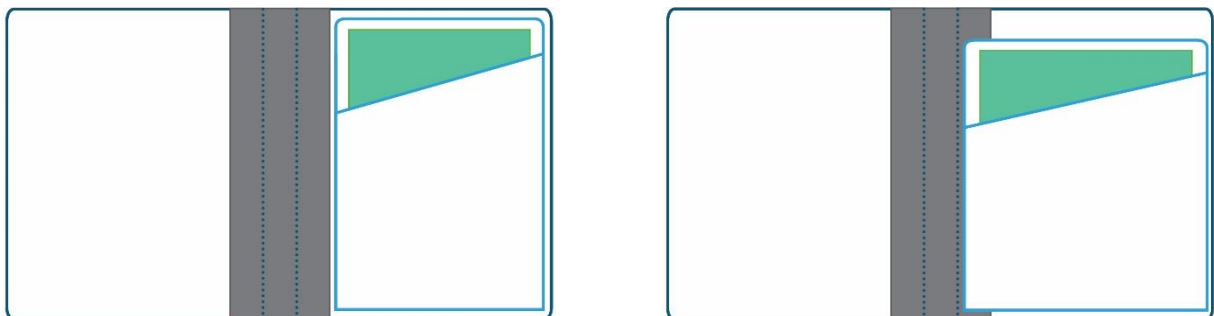


Attaching the Pocket: Check and make sure the item actually fits. There is still some wiggle room at this point. The placement of the double-sided tape on the back of the pocket to adhere it to the book or binder can affect how easily the item can be pulled in and out. If the pocket seems snug, put the double-sided tape further inward from the edge. If the pocket seems loose, put the double-sided tape as close to the edge as possible (still leaving at least 1mm). When in doubt, leave the pocket a little loose. Clear pockets should use double-sided tape sparingly.



Placement:

1. Make sure the pocket is fully supported by the board (including corners—the rounded corners of the pambinder can interfere with sizing). If it is possible to only attach the pocket to board, do so, otherwise overlapping the cloth up to the edge of the board is okay. Do not go over the edge of the board!



2. Pocket in a Book: If a book has a dust jacket, the pocket will either have to be hinged in or attached somewhere other than the pastedown in order to accommodate a protective CoLibri cover. Ideally, the pocket will be fully supported by the book board.

TIP: A folded piece of paper or 10pt can be used as a protective sling for more fragile items.