

Commercial Library Binding Checklist

Action	Needed?	Priority	Notes
Obtain/read the Library Binding Institute standard and the guide to the standard			
Seek advice from a preservation professional about preservation binding choices			
Choose a commercial binder			
Discuss binding options with your commercial binder			
Create/adopt guidelines for binding general collections			
Create/adopt guidelines for using binding in historical collections			
Review/write/revise binding contract to reflect chosen specifications			
Create/implement/improve quality control inspection			
Other			
Other			
Other			