



## STANDARD OPERATING PROCEDURE

<b>SOP CODE</b> XLI-003-02	<b>SOP TITLE</b> BINDING AND /OR RESTORATION OF RECENT AND OLD PUBLICATIONS
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**PART 1**

<b>Author</b>  <hr/> <b>MR JOSEPH BORG</b>  <b>HEAD - Melitensia</b>	
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**PART 2**

<b>Approver</b>  <hr/> <b>MR KEVIN J. ELLUL</b>  <b>DIRECTOR LIBRARY SERVICES</b>	
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**PART 3**

<b>Authoriser</b>  <hr/> <b>MR SIMON SAMMUT</b>  <b>UNIVERSITY SECRETARY</b>	<b>Date of issue:</b>  <b>Date of next revision:</b>
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**PART 4 (To be filled in by OOTS, QSU or RSSD)**

<input type="checkbox"/> This procedure has been revised and is no longer valid as from:  (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until:  (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on:  (Write date)
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## 1. Reason for revision

1.1 SOP updated as per new UM template.

## 2. Purpose and scope

2.1. This procedure aims to portray the process of binding and/or restoration of runs of recent and old publications carried out by the University of Malta (UM) Library.

## 3. Definitions

3.1 AIMS: Administrative Information Management Systems. This system was established in order to have an integrated management information system which adequately serves the UM's dynamic demand.

3.2 Bibliographic record: An entry in a library catalogue (bibliographic index) which represents and describes a specific resource be it published or unpublished. It contains standard data elements, (e.g. creator, title of publication, publication place, date and subject headings), necessary to ensure easy identification and retrieval by the library user. Items entered in the catalogue/HyDi (bibliographic index) are retrievable by a number of access points including: author, title, keyword etc.

3.3 Binding: A hard covering intended to collate in their proper sequence issues or runs of a publication together to better accommodate heavy use and easy reference.

3.4 Class Mark: A reference mark depending on the classification system used by the library placed at the base of the spine of a book, used to indicate the location of the book next to others of the same class or subject. In the case of Melitensia, the classification system was created in-house, specifically for Melitensia and is, when necessary, updated to accommodate new subjects.

3.5 Newspaper Publications: There are a number of runs of old newspapers housed in the Melitensia Department. However *current* runs of newspapers added to the extant newspaper collection are confined to the following three titles, all of which require binding at regular intervals. These are: *Times of Malta*, *Malta Today* and *Malta Business Weekly*.

3.6 Requisition: A written request for the ordering of materials, equipment, supplies, or services.

3.7 Restoration: The process of returning a publication to the nearest form of its former condition. This process refers only to the binding of issues/runs of material which are subjected to heavy handling and

does not refer to antiquarian material which falls under *conservation* treatment.

- 3.8 Runs: Loose issues of journals, newspaper, or other publication that are printed and published at regular intervals.

#### **4. Responsibilities**

##### **4.1. Roles and Responsibilities of the Director's Assistant:**

- 4.1.1 The Director's Assistant is responsible for raising requisitions on AIMS and for informing the Melitensia Head of Department, (copying in Spec. Coll. Manager), when this has been approved by the Procurement Directorate so that binding can proceed.
- 4.1.2 Once the material sent for binding is completed and delivered to the Melitensia Department, the Director's Assistant is responsible for passing on the relevant invoice/s to the Finance Office.

##### **4.2. Roles and Responsibilities of the Head of the Melitensia Department:**

- 4.2.1 The Head of the Melitensia Department is responsible for sending recent publications for binding, mainly newspapers and government publications and for informing and, where necessary, consulting with the Special Collections Manager.
- 4.2.2 The Head of the Melitensia Department is responsible for determining which publications require restoration. Those bound publications that are in a poor state of disrepair are given precedence.
- 4.2.3 The Head of Melitensia is responsible for gathering in batches, (according to type of publications and date), all material that is to be sent for binding and/or restoration.
- 4.2.4 When the finished work is delivered back from binding and/or restoration, the Head of Melitensia is responsible for checking that all publications sent are returned and that all work agreed upon has been satisfactorily carried out. The invoice is then passed on for processing.

##### **4.3 Roles and Responsibilities of the Melitensia Department staff:**

- 4.3.1 When the publications are returned back to the department, Melitensia staff is responsible for shelving the publications according to their shelf mark.

## 5 Health and Safety requirements

5.2 N/A

## 6 Procedure

- 6.1 The Head of the Melitensia Special Collections collects loose issues of recent publications. These include: newspapers, journal issues and government publications which are published on a regular basis. The same types of publications are grouped together and sorted according to date e.g. *The Times of Malta* 1-15 Sep. 2017. Once grouped the publications are then sent for binding.
- 6.2 The Head of the Melitensia Department liaises constantly with the Special Collections Manager. Discussions are held with regards to what items should be sent for binding/restoration. In the case of restoration, discussion centres on what instructions need to be given to the binder in order to ensure that the work is carried out as sensitively as possible so that the character of the item is not compromised. The Special Collections Manager is kept informed about all the material that is sent out for binding/restoration.
- 6.3 The Head of Melitensia is also responsible for identifying old bindings of runs of publications as defined above which are in need of restoration. High priority is given to those which are considered to be in a bad state of disrepair e.g. the binding of runs of newspapers in need of spine repair, rebinding and restoration. In case of restoration, a discussion between the Head and the binder regarding what is expected from the restoration work takes place.
- 6.4 All publications that are to be sent for binding are put together in batches (according to the type of publication and date) with a label indicating the text that is to be placed on each bound item.
- 6.5 The labels (as per Appendix 1), which are prepared by the Head of Melitensia Department, including information concerning: Title of the Journal/publication, author of the Journal, class mark, copy no. and the colour of the binding. The same colour scheme, (which acts as a colour code to facilitate retrieval), is kept for recent publications: e.g. *The Times of Malta* (black,) *The Malta Today* (Red), *The Malta Business Weekly* (green).
- 6.6 Subsequently the specific binder for Melitensia material is contacted and a request for a quotation made. On receipt of the binder's quotation this is sent to the Director's Assistant who, following approval from the Director of Library Services, raises a requisition on AIMS.
- 6.7 When the binder receives the purchase order, the publications are collected by the binder from the Melitensia Special Collections.
- 6.8 When the binding is completed, the binder returns the publications to the Melitensia Department against an invoice. The respective invoice is then forwarded to the Director's Personal Assistant for payment.

6.9 The Head of Melitensia checks that all publications are returned and that works were completed to satisfaction. These publications are then added as items to the bibliographical record by the Head of Melitensia so that they will appear on the Library catalogue.

6.10 The bound publications received are finally shelved near the others by the Melitensia staff. All periodicals including newspapers have the same shelfmark (MZ6.) Thus they are placed in alphabetical order near the others with the most recent ones in the end.

## **7 References**

7.1 N/A

## **8 List of appendices/worksheets**

8.1 Appendix 1: Label

Appendix 1: Label



L-Università  
ta' Malta

University of Malta Library  
Melitensia Special Collections  
Binding/Restoration Records

Date: \_\_\_\_\_

Title : \_\_\_\_\_

Author/Publisher : \_\_\_\_\_

Classmark : \_\_\_\_\_ Copy/Progressive No. : \_\_\_\_\_

No. of Volumes : \_\_\_\_\_ Colour : \_\_\_\_\_

Remarks : \_\_\_\_\_