

First edition
2003-06-15

Information and documentation — Requirements for binding of books, periodicals, serials and other paper documents for archive and library use — Methods and materials

Information et documentation — Prescriptions relatives à la reliure des livres, des périodiques, des publications en série et des autres documents en papier à l'usage des archives et des bibliothèques — Méthodes et matériaux



Reference number
ISO 14416:2003(E)

This is a preview of "ISO 14416:2003". [Click here to purchase the full version from the ANSI store.](#)

PDF disclaimer

This PDF file may contain embedded typefaces. In accordance with Adobe's licensing policy, this file may be printed or viewed but shall not be edited unless the typefaces which are embedded are licensed to and installed on the computer performing the editing. In downloading this file, parties accept therein the responsibility of not infringing Adobe's licensing policy. The ISO Central Secretariat accepts no liability in this area.

Adobe is a trademark of Adobe Systems Incorporated.

Details of the software products used to create this PDF file can be found in the General Info relative to the file; the PDF-creation parameters were optimized for printing. Every care has been taken to ensure that the file is suitable for use by ISO member bodies. In the unlikely event that a problem relating to it is found, please inform the Central Secretariat at the address given below.

© ISO 2003

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

Published in Switzerland

This is a preview of "ISO 14416:2003". [Click here to purchase the full version from the ANSI store.](#)

Contents

Page

Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	2
4 Principles	6
5 Materials	7
6 General rules for all treatments	11
7 Book-block treatments	14
Annex A (normative) Binding procedure options	19
Annex B (informative) Decision check-list	22
Annex C (informative) Comments on performance tests for double-fan adhesive-bound books, T3	25
Annex D (informative) Illustrations of bindings and binding techniques	27
Bibliography	33
Alphabetical index	34

This is a preview of "ISO 14416:2003". [Click here to purchase the full version from the ANSI store.](#)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 14416 was prepared by Technical Committee ISO/TC 46, *Information and documentation*.

This is a preview of "ISO 14416:2003". [Click here to purchase the full version from the ANSI store.](#)

Introduction

Libraries and archives receive books, periodicals, serials and other paper documents which should remain in good physical condition for as long as their content is worth preserving.

Based on their judgement of the wear and tear of an item and its expected lifetime, the libraries and archives decide how each book, periodical, etc. shall be protected. It is the responsibility of an archive to preserve original documents, which may also involve the task of specifying paper quality for the future archive records.

The binding of library books and archive documents has traditionally been made in a manner complying with each binder's tradition and varying requirements from the customer. This International Standard serves as a tool for libraries and archives in comparing and evaluating quality in relation to price in a world of rapidly changing methods of book production and library use.

This International Standard for binding materials and methods is intended to promote

- appropriate binding qualities,
- to help binderies to rationalize their production including the application of automated systems, and
- to ensure continuity of supply of binding materials.

In order to reduce unit costs, libraries, archives and binderies have a common interest in complying to this International Standard. Binderies will be able to offer lower prices if they receive larger quantities of similar work, and libraries and archives will therefore be able to use binding more extensively as a protection for their books.

Annex A, normative, provides a description of a number of optional procedures that may be chosen as supplements to the fundamental binding procedures.

Three informative Annexes B, C and D, are included. Annex B provides guidance in choosing a binding method. Annex C gives information on performance tests for double-fan adhesive bound books. Annex D contains illustrations that show some of the requirements of this International Standard.