



Lead City University, Ibadan
Faculty of Environmental, Management and Social Sciences
Department of Mass Communication

COURSE PARTICULARS

Course Code: CMT 418

Course Title: Bindery and Finishing Operations

No. of Units: 2

Status: Compulsory

LECTURERS' DETAILS

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Area of Specialization: Publishing and Sociology of Communication

COURSE DESCRIPTION

Introduction

The course introduces to the students the art and craft of publication's binding, including the post printing operations such as gathering, collation and folding of printed sheets. Exercises in binding, trimming and finishing operations are carried out by the students.

Understanding the significance and reasons for publication's binding. Materials, both traditional and modern, used for binding. Different types of paper and cover boards for printing. Folding, collating, guard and pairing sections to avoid pagination problems, finishing operations and packaging; practical exercises in the production of various forms of dummies.

COURSE OBJECTIVES

1. Understand the post printing activities in print production such as gathering and collating of printed sections, folding, binding, trimming, finishing and packaging.
2. Understand the significance and reasons for binding.
3. Study the traditional and modern materials for binding.
4. Study binding methods and styles in publication's production such as: (a) saddle stitch (b) side stitch (c) perfect binding (d) spiral binding (e) rimming
5. Participate in practical exercises in the production of dummies using various binding styles.

ASSESSMENT

Class Attendance	5 marks
Test (s) and Assignments	25marks
Examination	70 marks
Total	100 marks

LECTURE PLAN

Week	Topics
Week 1	Introduction to the art and craft of publication's binding
Week 2	An overview of the meaning and use of imposition, print production and finishing processes for publication's production
Week 3	Post Print – production operations such as methods of collating of signatures/sections and folding
Week 4	Exercises in collating of signatures/sections and folding using various printing paper sizes such as 17 x 27, 20 x 30, 24 x 30, etc.
Week 5	Lessons in the significance and reasons for binding of printed production.
Week 6	Lessons in the importance of binding of different printed documents such as books, magazines, booklets, etc.
Week 7	Mid-Semester test
Week 8	The use of traditional and modern materials for binding, theories and tasks.
Week 9	An overview of binding styles in publication production, viz: saddle, side stitch, perfect spiral and rimming.
Week 10	Lessons and exercises in binding style using saddle stitching in dummy production.
Week 11	Lessons and exercises in binding style using side stitching in dummy production.
Week 12	Lessons and exercises in binding style using perfect binding in dummy production. The differences between hot and cold glue is discussed. Revision and examination.

SUGGESTED READING LIST

Areo, A. (2009). A guide to book writing and publishing. Ibadan: Agbo Areo Publishers.

Bolarinwa, R. (2005). Magazine editing and design for production. Ibadan: Trobb Publication

Dailey, T. (1988). The complete guide to illustration and design. New Jersey: Chartwell Book Inc

Ihebuzor, L. (2013). Book publishing in Nigeria: theories and issues. Ibadan: College Press and Publishers Ltd

Ihebuzor, L. (2017). Principles and Practice of Book Publishing in Nigeria. Lagos: Sibon Books Ltd.

Oloye, S. (1998). I wish I can print. Ibadan: University Press

TUTORIAL QUESTIONS

1. a) Some books and other publications fall apart soon after they are produced and put in use. What in your opinion are the causes?
b. Discuss five (5) reasons for publication's binding
2. With illustrations, discuss five types of binding styles you have studied.
3. a. What is a 'signature'?
b. Why is 'signature' important in post printing operations?
4. What is 'Finishing'? Why is it important in publication's packaging?
5. What are the basic skills and equipment that one would require in setting up a Bindery Firm?
6. What are the advantages and disadvantages of the use of 'perfect binding' in publication's production?
7. Write short notes on the following in the context of bindery and finishing operations in print production: (i) Collating (ii) Trimming (iii) Packaging
8. (a) Mention and discuss five major materials used in publication's binding.
(b) Discuss five safety guidelines the Guillotine Operator must adhere to when cutting or trimming paper.
9. "Today, machines bind most publications, but some are still bound by hand". Discuss
10. What challenges would an entrepreneur face in establishing a printing outfit in a depressed economy?
11. Discuss the importance of book binding under the following headings
 - (i) Uniqueness of looks
 - (ii) Longevity
 - (iii) Professionalism
 - (iv) Tidiness
 - (v) Conservation
12. a) What is a dummy? Why are dummies important in the book production process?
b) Submit for final assessment and grading, the five (5) plain dummy types you have produced during this current semester.

SECTION C

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Marking Guide

Question 1

- Poor bindery technicalities, use of inferior binding options 3 marks
 - Rough handling by readers especially publications with cold glue 3marks
 - Other relevant points raised and discussed 3 marks
 - Holding printed sheets or sections of a publication so that they will be in proper sequence, for ease of readability 3 marks
 - To create design impact and compact 3 marks
 - To ensure the design principles – content, balance and equity 3 marks
- Total: 18 marks**

Question 2

- Type One – Saddle stitching 3 marks
 - Type Two – Side stitching 3 marks
 - Type Three – Perfect stitching 3 marks
 - Type Four – Spiral binding 3 marks
 - Type Five – Rimming 3 marks
 - Discussion 3 marks
- Total: 18 marks**

Question 3

- For collating sections/signature before binding 10 marks
 - Other relevant points raised 8 marks
- Total: 18 marks**

Question 4

- Dummy as a multi-paged layout (as for a publication) having the same number of pages as the final product 6 marks
 - At a later stage, font types and sizes are incorporated into place to guide printers and other production persons 6 marks
 - Dummies are important for publication planning, economic and aesthetic considerations 6 marks
- Total: 18 marks**

Question 5

- Finishing as the decoration of publication after binding by means of a guillotine machine 7 marks
 - The term 'finishing' is also used generically for all operations in the printing job subsequent to it coming off the press, e.g. folding, binding and trimming. 7 marks
 - Other relevant issues raised 4 marks
- Total: 18 marks**

Question 6

- Skills – creative and an eye for detail, meticulous and patience 7 marks
 - Tools – a wire stitching station and a perfect binding machine 8 marks
 - Other relevant points raised and discussed 5 marks
- Total: 18 marks**

Question 7

- Advantages – ideal for voluminous work, attractive and user friendly 6 marks
- Disadvantages – can fall apart if roughly handled by the reader, perfect binding machine expensive to acquire 6 marks
- Other relevant points raised and discussed 6 marks

Total: 18 marks**Question 8**

- Impression – ink on paper. One is 1000 copies 6 marks
- Collating – verifying the order of sheets of a publication by their section 6 marks
- Trimming – decoration of a publication after binding with the use of a guillotine (a device for cutting of paper by means of a descending blade) 6 marks

Total: 18 marks**Question 9**

- Staples for saddle and side stitches 6 marks
- Wire for saddle and side stitches 6 marks
- Glue for perfect binding 6 marks

Total: 18 marks**Question 10**

- Stapler 6 marks
- Stitching machine with wire 6 marks
- Hot glue perfect binding machine 6 marks

Total: 18 marks**Question 11**

- Challenges to include harsh economic environment 6 marks
- Cost of equipment above the reach of most Nigerians 6 marks
- Others include the use of obsolete equipment, dearth of state of the art modern machine 4 marks
- Attitude of Nigerian youths to the profession of printing 4 marks

Total: 18 marks**Question 12**

Dummies submitted should be executed in the following styles

- Saddle 4 marks
- Side 4 marks
- Perfect 4 marks
- Rimming 4 marks
- Spiral 4 marks

Total: 18 marks