



**UNIVERSITY OF NAIROBI  
LIBRARY DEPARTMENT**

**SHORT COURSES TRAININGS JULY 2015 – APRIL 2016**

**BINDING SKILLS COURSE OUTLINE**

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<b>TARGET GROUP:</b>	Staff in government institutions; ministries; counties; schools; universities as well as entrepreneurs
<b>COURSE TITLE:</b>	<b>BINDING SKILLS</b>
<b>DATES:</b>	<b>5<sup>th</sup> – 9<sup>th</sup> OCTOBER 2015</b>
<b>VENUE:</b>	<b>UNIVERSITY OF NAIROBI LIBRARY, JOMO KENYATTA MEMORIAL LIBRARY</b>
<b>COST:</b>	<b>KSH. 65,000.00</b>

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**INTRDUCTION:**

Binding skills is a course designed to empower trainees with the relevant knowledge applicable in their work environments. The culture of outsourcing binding services by institutions is not cost effective and therefore there is need to train staff to enable them to carry out such services in-house.

The course is also geared at equipping prospective participants with skills that can enable them to start their own businesses in this very lucrative market.

**GENERAL OBJECTIVES:**

By the end of this course, the learners should be able to;

- (a) Appreciate the structure/departments of a printing shop
- (b) Distinguish binding and print finishing operations
- (c) Understand the print finishing operations
- (d) Appreciate the working principles of various binding and finishing equipment
- (e) Appreciate different binding and finishing styles/techniques
- (f) Perform finishing and binding operations in a print shop/binding environment
- (g) Appreciate safety procedures in a binding/finishing environment

## **COURSE OUTLINE**

### **Day 1:**

#### **The printing shop structure:**

Introduction, definitions.

Departments: Management, Estimating and costing, Prepress, Press, Post press/print finishing, Dispatch.

#### **Binding and finishing operations:**

Definitions, operations, procedures, types/styles of binding and finishing operations, materials and equipment used, binding and finishing defects, quality control in binding/finishing.

- Development and trends in binding and finishing processes.
- Viewing of the equipment and workshop/laboratory layout.

### **Day 2:**

**Binding/finishing equipment;** guillotine, folding machine, insetter stitcher, adhesive binder, perforation machine, numbering, laminating, die-cutting, indexing, coating.

- Types of: guillotine, folding, insetter stitcher adhesive binding machines. Operations of: guillotine, folding, insetter stitcher adhesive binding machines.
- Defects in: cutting and trimming, folding, stitching and adhesive processes, remedies for the defects.
- Types of binding: saddle stitching, side-stitching, thread-sewing, spiral binding, padding, loose-leaf binding, comb binding, perfect

### **Day 3:**

Practical activities in guillotine, folding, insetter stitcher, adhesive binder, perforation machine, numbering, laminating, die-cutting, indexing, and coating.

- Types of folds: half, accordion, gatefold, French fold, latter fold.
- Decorative activities in binding/finishing processes: embossing, debossing, foil stamping, coating (varnishing and primers)

### **Day 4:**

Practical activities in folding, decorative activities (embossing, debossing, foiling, stamping, coating).

- Converting operations, edge staining and gilding activities.
- Practical on edge staining and gilding activities.

### **Day 5:**

Safety procedures in binding/finishing environment: equipment and material handling, layout of equipment, room layout (lightning, ventilation, floor structure, wet areas).

- Possible causes of fire in a workshop/laboratory.
- Materials quality and selection for binding/finishing operations.
- Course evaluation.