

## **COURSE OUTLINE**

### **DAY 1**

#### **A. Theory :**

- History of bookbinding
- Concepts of conservation, preservation and restoration
- Meanings and examples of finishing processes
- Types of binding

#### **B. Practicals :**

- Viewing and examining the main binding materials;
  - Binding cloth, PVC, cartridge paper, sewing thread, Gold foil, PVA glue, straw boards, MG paper
- Demonstrations on the setting of binding equipments;
  - Wire stitcher, Paper Guillotine, Cording press, Gold blocking machine Book press and Board Cutter and cording machine.

### **DAY 2**

#### **A. Theory :**

- Types of binding materials ;
  - Thread , wire, PVC, cloth , Gold foil, adhesives
- Characteristics of binding materials ;
  - Sizes of binding paper ,durability of different binding materials i.e. adhesives, PVC and cloth, quality and machine direction three variables of heat, pressure and dwell affect

#### **B. Practicals :**

- Full binding practice
- Side stitching

### **DAY 3**

#### **A. Theory :**

- The concepts binding
- Binding Policy – the importance of formulating a Binding Policy for an institution

#### **B. Practicals :**

- Concepts of hand thread sewing
- Hand folding -
- Composition or setting up of characters

### **DAY 4**

#### **A. Theory :**

- Principles of securing operations ;
- Defects in binding, causes and remedies

#### **B. Practicals :**

- Individual practice on the steps of binding

### **DAY 5**

#### **A. Theory :**

- Overview of the common binding terminologies
- Evaluation of theoretical part of training

#### **B. Practicals :**

- Group practice on the setting up and operation of bindery equipment
- Evaluation of practical part of the training
- Safety procedures in binding/finishing environment