Paper Binding for Low-Use Documentary Materials
Frequently it is necessary to bind together bunches of reports, documents, technical papers etc., to prevent them from being scattered. Generally these materials, while not subject to heavy use, need to be held readily available on a shelf accessible to the reader. Their low use does not justify a proper binding, yet they need to be held together in some way as an organizational device. The following method will be appropriate for materials consisting of single leaves, or materials having folds if a power guillotine is available.

Equipment and Materials.
All that is needed is a staple knife (an oyster knife will serve perfectly), a bone folder, a hand paper shear, adhesive (a fast setting P.V.A. is best), brush, a press or two heavy flat weights, a guillotine (if available). The only material necessary is a sheet of file-folder stock.

Processes.
All the processes are best carried out on a number of materials, making sure that each phase is completed on the entire batch before proceeding to the next phase.

1. With the oyster knife, remove the metal staples holding the pages together.

2. If using a guillotine, trim off the back edges of the papers, making absolutely sure that none of the printing will be touched. (If a guillotine is not available, only papers that are stapled without any adhesive may be processed).

3. Placing the papers in a laying press, or between two flat heavy weights, with the spine uppermost, fan the entire block of papers to one side, and apply an even coat of adhesive to the fanned edge (see figure 1).

4. The block should now be returned to its original upright position and the edges smoothed together (see figure 2).

5. The block is immediately removed from the press and laid flat on a table with the spine protruding over the edge. The entire batch is worked through in this way, and stacked together to dry under a weight.

6. When dry, a sheet of the file-folder stock is cut that is about two and one third times as wide as the block and roughly the same height. It is important that the paper grain run in the same direction as the block height.

7. The spine of the block is glued, and the block laid onto the cover paper, level to the head and fore-edge, with the glued spine to the center (see figure 3).
8. The block is held in position with one hand while the other wraps over the spine, working it tightly across the glued surface. The spine is rubbed down with the bone folder and the excess paper trimmed off with a pair of scissors or the hand paper shear. If desired, the paper cover may have the title typed on the anticipated spine area before covering. A variation of this method involves the use of single sheets of cover paper and a cloth spine strip.

*Updated 1979