



THE CERTIFICATION, RE-CERTIFICATION
AND EXAMINATION PROCEDURES
OF THE
LIBRARY BINDING INSTITUTE, INC.,
DOING BUSINESS AS
HARDCOVER BINDERS INTERNATIONAL

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**CERTIFICATION, RE-CERTIFICATION AND
EXAMINATION PROCEDURES
OF THE
LIBRARY BINDING INSTITUTE,
DOING BUSINESS AS
HARDCOVER BINDERS INTERNATIONAL
As adopted on 05.15.2011**

I. Purpose

Certification is the manner in which the Library Binding Institute, d/b/a Hardcover Binders International, in accordance with a recognized and specialized reoccurring procedure, signifies that a Commercial Library Binder or Institutional Binder is competent and retains competency to produce work in accordance with the presiding *ANSI/NISO/LBI Standard for Library Binding* and has otherwise produced evidence of responsibility and capability in the conduct of its business.

II. Jurisdiction

The power to grant, suspend or revoke the certification of a bindery is vested in the Board of Directors of the Library Binding Institute except in the case of an appeal as set forth in section X of this document. The Executive Director of the Library Binding Institute shall be the agent of the Board of Directors in all administrative matters connected with certification.

III. Duration of Certification

Certification of any bindery shall automatically lapse and terminate upon the happening of any of the following:

- A. When it no longer fulfills the requirements for certified membership in the Library Binding Institute (d/b/a Hardcover Binders International).
- B. Subsequent to certification, failure to successfully complete re-certification in conformance with section VI of this document.
- C. Having dues in arrears for a period of more than eighteen (18) months.

In the event certification should lapse or be terminated, the Certified Member shall be informed of the reasons therefore and shall have a right of appeal to the Appeals Committee, as set forth in Section X of this document, whose decision shall be final.

IV. Eligibility

Any Commercial Library Binder or Institutional Binder is eligible for certification, regardless of size, location or methods of production. A Commercial Library Binder shall be any individual proprietor,

partnership, firm or corporation engaged in the business of library binding. An Institutional Binder shall be an institution with a bindery capable of doing work according to the presiding *ANSI/NISO/LBI Standard for Library Binding* and does a substantial part of the institution's binding requirements for their own use, as distinguished from those institutions which use outside commercial library binders. Each separate company shall be eligible for membership. The Library Binding Institute agrees that certified membership shall always be open to any Commercial Library Binder or Institutional Binder provided that it is able to meet the following requirements:

- A. It has applied to the Library Binding Institute for Certified membership.
- B. It is a Commercial Library Bindery or Institutional Bindery, with a plant equipped to do library binding meeting the presiding *ANSI/NISO/LBI Standard for Library Binding*, and has been an operating binding business during the one (1) year prior to application for membership.
- C. It has proved to the satisfaction of the approved inspector (defined in part V, section D, number 2 of this document) that it is capable to produce binding in accordance with the presiding *ANSI/NISO/LBI Standard for Library Binding* on a continuing production basis.
- D. It has adequate insurance coverage (as defined by the Board of Directors) on the property of its customers entrusted to it, accepts liability for nonperformance of contracts and for damage for uninsurable causes, and has furnished the Executive Director with a Certificate of such insurance from an insurance company.
- E. It has furnished satisfactory references for all its library binding clients, up to a maximum of six (6).

V. ***Instructions for Submission of Samples***

- A. Each applicant must submit the following samples:
 1. Recased text block—publisher's binding, Smyth Sewn
 2. One partially bound book—sewn through the fold text block, 6 periodical issues (e.g., *Time*) or book signatures.
 3. One Double-fan adhesive bound text block—6 periodical issues (e.g., *National Geographic*) or book signatures.
 4. One Oversewn text block—6 periodical issues (e.g., *JAMA*) or book signatures.
 5. One sample of each of the materials used in Samples 1-4

Samples A through D must be examples of the regular library binding work of the applicant and must be produced entirely in the applicant's own bindery.

NOTE: Those binderies which, in their regular work, use special lithographed or other distinctive endpapers must use plain endpapers on Samples A-D. However, they must include samples of their special endpapers with Sample E. These special samples will be held separately by the Technical Consultant for confidential testing only.

- B. Samples A - D must be bound according to the presiding *ANSI /NISO/LBI Library Binding Standard*. They can be bound in any color fabric with a stamped title.
- C. All samples must conform absolutely to the presiding *ANSI /NISO/LBI Library Binding Standard*.
- D. Sample A, C & D must be completely bound, in the condition in which it would be delivered to the customer. They must be lettered (at least with title and author).
- E. Sample B must be partially incomplete in order to reveal workmanship. Complete attachment of the back cover to the book must be in the usual way. Leave the front cover unattached (as shown in the attached photograph). This will expose the board and turn-in of the cloth of the front cover,

as well as the inlay. Also exposed are the sewing, back lining and end papers. Fasten the back lining along the whole edge of the completed side and along half the end of the exposed side. Attach the end paper along half the exposed edge. There need be no lettering on this sample.

VI. Certification Process

The procedure for becoming certified is as follows:

- A. The applicant shall submit to the Library Binding Institute an *Application for Certification* as a Certified Library Binder, Certified Institutional Binder, or Certified International Binder. The applicant must submit its application on the form provided by the Library Binding Institute.
- B. Upon receipt of an Application, the Executive Director of the Library Binding Institute forthwith shall send the applicant the following:
 1. Copy of the presiding Library Binding Institute Bylaws;
 2. Copy of Consent Judgment;
 3. Copy of the presiding *ANSI/NISO/LBI Standard for Library Binding; and*
 4. Copy of the *Certification, Re-certification and Examination Procedures of the Library Binding Institute.*
- C. The applicant thereupon shall submit the following (in confidence):
 1. Samples of bound books as detailed in section V of this document.
 2. Samples of materials used as detailed in section V of this document.
 3. References for all its library binding clients, up to a maximum of six (6), for which it has done work in the one (1) year preceding the filing of the application.
- D. The Executive Director of the Library Binding Institute shall do the following:
 1. Submit the samples of bound books to an Examiner, or such other person with no conflicts of interest or affiliation (outside of HBI/LBI) with the applicant so designated by the Board of Directors, who shall report the results of the examination on Form C, *Evaluation of Binding*. In his/her discretion, the Executive Director may submit samples of materials for examination to a research organization. The financial responsibility associated with examination by a research organization shall be borne the Library Binding Institute.
 2. Provide for on-site inspection by a non-competing member or such other person with no conflicts of interest or affiliation (outside of HBI/LBI) so designated by the Board of Directors.
 3. Communicate with each librarian or other source on the list furnished by the applicant concerning the applicant's work, and may in his/her discretion request not more than six (6) random samples of typical volumes bound by applicant within the one (1) year prior to the filing of the application.
 4. Prepare a report for the Board of Directors containing all relevant information obtained by him/her (*Evaluation of Binding - Form C, On-Site Inspection Report*, and reference responses), except financial or other confidential data, and forthwith submit a copy to all members of the Board of Directors for their vote. Failure by a Board member to return a vote within thirty (30) days from the date of the Executive Director's submission shall be deemed an affirmative vote for certification. The Executive Director shall notify the applicant of the vote. In the event certification is denied, the applicant shall be informed of the reasons therefore and shall have a right of appeal to the Appeals Committee, as set forth in Section X of this document, whose decision shall be final.
 5. Upon successful completion of the certification process, identified as a vote in the affirmative by the Board of Directors, provide the newly certified binder a certificate of completion indicating:
 - a. Date of successful completion of the certification process;

- b. Physical address of the plant inspected; and
 - c. Name and signature of the Executive Director in office at the time of certification
6. Upon successful completion of the certification process, provide the newly certified binder a letter authorizing the binder to use the applicable Certified Binder logo, as well as setting forth terms of use of such logo as described in section VIII, part H of this document.

VII. Re-certification Process

- A. The Board of Directors shall do the following:
 - 1. Ensure re-certification shall occur on an ongoing basis such that all Certified Binders undergo re-certification once every seven (7) years; and
 - 2. Ensure impartiality with respect to all Certified Binders, in part by keeping the names of Certified Members whose work is examined from being disclosed.
- B. A Certified Binder undergoing re-certification, alternately referred to as the applicant, shall submit to the Executive Director the following (in confidence):
 - 1. Samples of bound books as detailed in section V of this document.
 - 2. Samples of materials used as detailed in section V of this document.
 - 3. References for all its library binding clients, up to a maximum of six (6), for which it has done work in the one (1) year preceding the commencement of re-certification.
- C. The Executive Director of the Library Binding Institute shall do the following:
 - 1. Ensure impartiality with respect to all Certified Binders, in part by keeping the names of Certified Members whose work is examined from being disclosed.
 - 2. Submit the samples of bound books to an Examiner, or such other person with no conflicts of interest or affiliation (outside of HBI/LBI) with the applicant so designated by the Board of Directors, who shall report the results of the examination on Form C, *Evaluation of Binding*. In his/her discretion, the Executive Director may submit samples of materials for examination to a research organization. The financial responsibility associated with examination by a research organization shall be borne the Library Binding Institute.
 - 3. Communicate with each librarian or other source on the list furnished by applicant concerning the applicant's work and warranties, and may in his/her discretion request not more than six (6) random samples of typical volumes bound by applicant within the one (1) year prior to the submission of samples for re-certification.
 - 4. Prepare a re-certification report for the Board of Directors containing all relevant information obtained by him/her (*Evaluation of Binding - Form C*, and reference responses), except financial or other confidential data, and forthwith submit a copy to all members of the Board of Directors for their vote. Failure by a Board member to return a vote within thirty (30) days from the date of the Executive Director's submission shall be deemed an affirmative vote for re-certification. The Executive Director shall notify the applicant of the vote. In the event re-certification is denied, the applicant shall be informed of the reasons therefore and shall have a right of appeal to the Appeals Committee, as set forth in Section X of this document, whose decision shall be final.
 - 5. Share unattributed statistics and reports with all Certified Binders. The names of individual members whose work has been examined shall not be disclosed.
 - 6. Make available to individual members attributed statistics and reports regarding their own work and only such information as regarding their own work.
 - 7. Upon successful completion of the re-certification process, identified as a vote in the affirmative by the Board of Directors, provide the newly re-certified binder a certificate of completion indicating:
 - a. Date of successful completion of the re-certification process;

- b. Name and signature of the Executive Director in office at the time of re-certification
8. Upon successful completion of the re-certification process, provide the newly re-certified binder a letter authorizing the binder to use the applicable certified binder logo, as well as setting forth terms of use of such logo as described in section VIII, part H of this document.

VIII. Examination Procedures

All volumes submitted for examination to the Library Binding Institute shall be processed according to the following procedure:

- A. All marks that may identify the name of the Binder shall be removed and the volumes sent to the Executive Director of the Library Binding Institute (unless he/she directs otherwise), who shall submit all samples to the approved Examiner (defined in section V, part D, number 1 of this document) for inspection.
- B. For each volume the Examiner shall furnish a report using Form C, *Evaluation of Binding*, for the Executive Director who shall return all volumes to their originating source after examination unless directed otherwise by the provider of the volume(s).
- C. Upon request the Executive Director shall make available to any library or customer who provides sample volumes a copy of the *Evaluation of Binding* pertaining to those volumes, and only those volumes, which said library or customer provided for examination.

IX. Terms of Certification

- A. Every Certified Member shall agree that upon termination of membership for any reason, certification shall terminate and the bindery will not thereafter in any manner represent itself as a Certified Library Binder.
- B. Members agree to notify the Executive Director of the Library Binding Institute of any change of ownership, location, or acquisition of another library bindery or new plant.
- C. Members agree to submit to the Board of Directors or the Executive Director such information as it or he/she may require to determine continued compliance with the certification requirements.
- D. Members agree to refrain from any unfair or deceptive acts or practices, engage in unfair competition, restraint of trade or monopolistic practices as the same may from time to time be defined by the laws of the United States (applicable only to the United States binders).
- E. Members will maintain a permanent full-time work force of trained library bookbinders to enable the Certified Binder to produce, on a continuing basis, library binding which meets the specifications of the presiding *ANSI/NISO/LBI Standard for Library Binding*.
- F. Members agree to and shall comply with all the laws of the political jurisdiction in which it is domiciled or doing business with respect to minimum wages, maximum hours of employment, payment of wages, worker's compensation, social security and unemployment insurance, and shall not discriminate in hiring of employees for reasons of age, sex, race, religion, color or country of origin.
- G. Members agree to carry an implicit warranty regarding the fitness, merchantability, and workmanlike quality of any library binding manufactured to the specifications of the presiding *ANSI/NISO/LBI Standard for Library Binding*. The Executive Director may verify that such warranties are maintained by making inquiries of customers during the process of re-certification pursuant to section VI, part C, number 3 of this document.
- H. Each LBI Certified Binder Member, Certified Institutional Binder Member, Certified International Binder Member may use the corresponding certified logo provided that the Certified Binder agrees to the following terms and conditions:

1. The title to the design and pattern of the certified member logos of the Library Binding Institute are the property of the HBI/Library Binding Institute and may not be used without its authorization; Certification of a binder permits its use by such binder only so long as it is authorized by the HBI/Library Binding Institute, and such use is solely in the manner authorized by the Library Binding Institute.
2. The certified member logos shall mean only that the *Certified Member* has met the requirements of the *Certification, Re-certification and Examination Procedures of the HBI/Library Binding Institute* and is a current Certified Member in good standing, and no other representation is expressed or implied.



X. Admission of Former Members

- A. A former member who reapplies within one (1) year after termination shall:
 1. Submit an affidavit as to compliance to condition of Certification;
 2. Make payment of any dues in arrearage;
 3. Submit to such investigation as the Executive Director may determine.
- B. A former member who reapplies more than one (1) year but less than seven (7) years after termination shall undergo the re-certification procedures as described in section VI of this document. Membership dues would be considered effective as of the date of successful completion of re-certification.
- C. A former member who reapplies seven (7) years or more after termination shall undergo the certification process as if applying for certified membership for the first time as described in section V of this document. Membership dues would be considered effective as of the date of successful completion of re-certification.

XI. Appeals Process

- A. Upon receipt of notice of a denial of certification, re-certification, termination of certified membership or lapse of certification the applicant may appeal such decision as set forth in this section. The Library Binding Institute is committed to providing a mechanism whereby appeals can be raised and dealt with promptly, impartially, and confidentially. An applicant that is informed that certification or re-certification has been denied, or that certified membership has lapsed or been terminated may appeal such decision within thirty (30) days of receipt of notice of such decision. The appeal process is initiated by submitting a Letter of Appeal. The Letter of Appeal must:
 1. Be submitted in writing within thirty (30) days of receipt of denial of certification or re-certification, termination of certified membership or lapse of certification. Unless appealed within thirty (30) days, termination of certified membership, lapse of certification, or the decision to deny certification or re-certification will become final;
 2. Be addressed to the Executive Director;

3. Be signed by the individual applicant (the “Appellant”);
 4. Specify the grounds on which the appeal is made, including the specific facts and circumstances supporting the appeal; and
 5. Include complete and accurate copies of all supporting documents.
- B. Once the Letter of Appeal is received, the Executive Director will verify the documents for completeness and may ask for additional documentary support if necessary. Once the documents are complete, the Executive Director will acknowledge the receipt of the appeal and will form an Appeals Committee based on the merit of the contents of the appeal.
- C. The Executive Director will initiate the appeal process by appointing a three-member Appeals Committee within thirty (30) days of receipt of the completed Letter of Appeal. Members of the Appeals Committee must be professionals in the library or hard cover binding industry, knowledgeable about the credentialing standards and process, with no conflicts of interest or affiliation (outside of HBI/LBI) with the Appellant. A list of the members of the Appeals Committee will be provided to the Appellant and the Appellant will have the opportunity to reasonably object to any individual’s inclusion on the Appeals Committee.
- D. The Appeals Committee will conduct and complete the appeal within thirty days after the appointment of the Appeals Committee. The Appeals Committee will review the written record of the matter, requesting additional information from any of the parties involved or other third parties, and meeting either in person, by telephone conference call, or by video conference. The decision of the Appeals Committee either affirms or overrules the determination of the Board of Directors. The decision of the Appeals Committee, including a statement of the reasons for the decision, must be reported to the Executive Director. The decision of the Appeals Committee is final, constitutes final action on behalf of the Board of Directors, and cannot be overturned in any forum.