

# Department of the Interior Departmental Manual

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**Effective Date:** 5/6/97

**Series:** Administrative Services

**Part 314:** Printing and Publications

**Chapter 7:** Library Binding

**Originating Office:** Office of Information Resources Management

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## 314 DM 7

**7.1 Purpose and Scope.** Books, periodicals, serials, documents, and other publications are often in need of binding and rebinding for protection of the contents, for preservation, for ease of handling, and for improved appearance. Library binding is binding or rebinding of books, periodicals, pamphlets, documents, and other issuances as individual volumes. It does not include placing material in ring binders, post binders, or pamphlet covers.

**7.2 Specifications.** The Departmental Natural Resources Library will establish uniform specifications for library binding for use throughout the Department and will make these available to all bureaus (481 DM 2). These specifications are found in the Departmentwide contract discussed in 314 DM 7.3 below. Procurement Officers are required to comply with the specifications.

**7.3 Library Binding Contract.** The Government Printing Office (GPO) has established a contract for the procurement of library binding and rebinding (including the printing of end papers, as required) for books, periodicals, pamphlets, newspapers, and preparation of slip cases, boxes, and portfolios.

A. Bureaus in the Washington, D.C., metropolitan area have the option of riding the GPO contract and handling their own binding and rebinding program. This is accomplished by submitting a Standard Form 1, Printing and Binding Requisition, to GPO through the Contracting Officer Technical Representative (COTR) for the library binding contract. Otherwise, they may ride the GPO contract in the above-presented manner and have the Natural Resources Library process the binding for them. In the latter option, the Natural Resources Library will prepare the required GPO and contractor forms for individual binding, and bureaus will be billed directly by GPO via Online Processing and Collecting (OPAC). The Natural Resources Library is unable to process binding directly from sources outside the Washington, D.C., metropolitan area.

B. Field locations needing binding services may procure it in two ways:

(1) Materials may be sent to Washington, D.C. for processing by the parent bureau using the GPO library binding contract; or

(2) The originating Office may contact the local Government Printing Office Regional Printing Procurement Office (GPO-RPPO). Some GPO-RPPO's have library binding contracts.

C. Additional information and assistance in binding and rebinding requirements is

available from the Natural Resources Library.

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