

<b>Title</b>	<b>Hand bind books for bookbinding</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>40</b>

<b>Purpose</b>	People credited with this unit standard are able to: check job documentation and confirm requirements for the job are available; select and use hand tools and equipment for hand binding books; choose endpaper style to match binding and produce books; hand glue and trim books; hand round and back books; line the spines; select and prepare covering materials; hand make hard cover cases; case-in and press books; produce soft covers for hand binding; and set up and operate a book press.
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<b>Classification</b>	Printing > Binding and Finishing
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation  
Health and Safety at Work Act 2015.
- 2 Definitions  

*Accepted industry practice* – approved codes of practice and standardised procedures accepted by the wider print industry as examples of best practice.

*Job documentation* refers to the documentation that is used in the workplace that contains the instructions and requirements for a particular production job. This may include but is not limited to – workplace orders, production orders, workplace specifications, samples, lay cards, components and equipment required.

*Job requirements* refer to specific requirements for the job at hand. These requirements may or may not be covered in the job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the workplace.

*Workplace procedures* refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the industry sector.
- 3 Range  
For outcomes 3 to 11 a minimum of two books are required as evidence.

#### 4 Assessment information

All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.

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### Outcomes and performance criteria

#### Outcome 1

Check job documentation and confirm requirements for the job are available.

#### Performance criteria

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported.
- 1.2 Availability of components is confirmed.
- 1.3 Availability of tools and equipment is confirmed.

#### Outcome 2

Select and use hand tools and equipment for hand binding books.

Range may include but not limited to – glue brushes, rollers, needles, glue pots, rulers, shears, awls, bone folder, handsaw, knives, hammers, dividers, cutter, hand press (vertical or horizontal), band nipper.

#### Performance criteria

- 2.1 Hand tools are selected and used.
- 2.2 Hand knives are sharpened.
- 2.3 Brushes are kept clean and moist to ensure ease of use and extended life.

#### Outcome 3

Choose endpaper style to match binding and produce books.

#### Performance criteria

- 3.1 Functions of endpapers are explained, and the major styles of endpapers are listed.  
  
Range decorative, protective, joins case to book block, covers turn-ins, inside linings.
- 3.2 Quarter, half, and full bound books are produced.

**Outcome 4**

Hand glue and trim books.

**Performance criteria**

- 4.1 Main types of adhesives used in book binding are listed.
- 4.2 Adhesives suitable for the substrate are selected.
- 4.3 Books are hand glued and trimmed.

**Outcome 5**

Hand round and back books.

**Performance criteria**

- 5.1 Reasons for undertaking rounding and backing processes are explained.
- 5.2 Rounding and backing is undertaken by hand.

**Outcome 6**

Line the spines.

**Performance criteria**

- 6.1 Commonly used lining materials and their uses are described.  
  
Range lining materials include but is not limited to – calico (linen), mull, paper, board, head and tail bands, ribbons;  
examples of uses includes – quarter, half bound and full bound hard case books.
- 6.2 Lining materials are selected.
- 6.3 Spines are lined.

**Outcome 7**

Select and prepare covering materials.

**Performance criteria**

- 7.1 Commonly used materials for covering books are described.  
  
Range paper, cloth, buckram, PVC, textiles, leather.
- 7.2 Covering materials are selected, measured and cut to correct size ensuring adequate allowance for turn-in requirements.

**Outcome 8**

Hand make hard cover cases.

**Performance criteria**

- 8.1 Different types of hard cover cases are described in terms of quarter, half and full covering styles.
- 8.2 Boards are selected and cut for the cases.  
Range calliper, grain parallel to spine, cut-out, bulk.
- 8.3 Centre linings are selected, ensuring grain runs parallel to spine.
- 8.4 Cases are made by hand to fit books.

**Outcome 9**

Case-in and press books.

**Performance criteria**

- 9.1 Spines of cases are rounded, and cases fitted to body of books.
- 9.2 Casing-in is undertaken and books are placed between boards ready to press.
- 9.3 Books are placed in book press ensuring that sufficient time is allowed for adhesives to dry and for job to flatten.

**Outcome 10**

Produce soft covers for hand binding.

**Performance criteria**

- 10.1 Reasons for using soft covers on books are explained.
- 10.2 Soft covers for hand binding are produced.

**Outcome 11**

Set up and operate a book press.

Range manual nipping press or hydraulic press.

**Performance criteria**

- 11.1 Book press is described in terms of its function.
- 11.2 Book press is set up and operated.

11.3 Books are removed from the press and checks are undertaken.

Range books open freely, no excess glue around edges, position and spelling of title.

<b>Planned review date</b>	31 December 2024
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#### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	16 February 1995	31 December 2011
Revision	2	20 July 1998	31 December 2011
Revision	3	20 September 1999	31 December 2011
Review	4	30 November 2000	31 December 2011
Review	5	26 January 2005	31 December 2014
Review	6	12 December 2008	31 December 2015
Review	7	19 July 2012	N/A
Review	8	26 March 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

#### Comments on this unit standard

Please contact Competenz [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.