

Title	Repair and rebind books for bookbinding		
Level	4	Credits	15

Purpose	People credited with this unit standard are able to: assess condition of books to be repaired or rebound and select treatment options; check documentation and confirm requirements for the job are available; dissect (pull down) books; repair books; and rebind books.
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Classification	Printing > Binding and Finishing
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Available grade	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 1, 3, 4, and 5, a minimum of two books is required as evidence.
- 4 Assessment information
All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.

Outcomes and performance criteria

Outcome 1

Assess condition of books to be repaired or rebound and select treatment options.

Performance criteria

- 1.1 Construction and binding style of the books are identified, and areas of damage and weakness are listed and analysed.
- Range damage or weakness may include but is not limited to – dirty pages, tear in paper, missing corner on page, rebacking, damaged cover board corner, aged leather.
- 1.2 Options for paper and cover treatments are evaluated.
- Range may include but is not limited to – cleaning, repair, rebind, protective enclosure, no action.

Outcome 2

Check documentation and confirm requirements for the job are available.

Performance criteria

- 2.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported.
- 2.2 Availability of components is confirmed.
- Range includes but is not limited to – adhesives, covering materials, book edge decoration.
- 2.3 Availability of equipment is confirmed.

Outcome 3

Dissect (pull down) books.

Performance criteria

- 3.1 Original page securing method and section structure are determined.
- 3.2 Original spine adhesive is removed without damaging the books.
- 3.3 Covers, spine linings, threads or wire stitches and supports, are removed without causing damage to the sections and text.
- 3.4 Sheets, sections and endpapers are cleaned.
- 3.5 Dog-ears are straightened with old joints flattened.

3.6 Books are pressed.

Outcome 4

Repair books.

Performance criteria

4.1 Books in need of repair are identified and major kinds of repairs made to books are listed.

4.2 Books are repaired.

Range includes but is not limited to – re-sewing, re-end papering or repairing original endpaper, attaching joint, re-rounding and backing, backlining with head and tail bands, reassembling old case.

Outcome 5

Rebind books.

Performance criteria

5.1 Books in need of rebinding are identified and the major steps involved in rebinding books are described.

Range includes but is not limited to – pull for sewing, endpaper, re-sewing, spine gluing, edge trimming, round and backing, attaching head and tail banding, attaching ribbons, lining, case making, blocking, casing-in, pressing.

5.2 Books are rebound.

Planned review date	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

Consent and Moderation Requirements (CMR) reference

0013

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 if you wish to suggest changes to the content of this unit standard.