



## MASENO UNIVERSITY

<b>DOCUMENT TITLE:</b>	PROCEDURE FOR BINDING SERVICES		
<b>DOC. NO:</b>	MSU/ASA/LIB/OP/03	<b>ISSUE NO:</b>	1
<b>DATE OF ISSUE:</b>	10 <sup>TH</sup> MARCH, 2023	<b>REV. NO:</b>	0
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<b>SIGNATURE:</b>		<b>SIGNATURE:</b>	

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### 0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1.				
2.				
3.				
4.				
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7.				
8.				

### 0.2 DOCUMENT DISTRIBUTION

This procedure shall be available on the University website for authorized users

#### 1.0 PURPOSE:

The purpose of this procedure is to ensure restoration and reservation of Information materials.

#### 2.0 SCOPE:

This procedure shall apply to thesis, torn book and any other information materials that needs binding.

#### 3.0 REFERENCE:

3.1 ISO 9001-2015: Quality Management System - requirements

3.2 Maseno University Quality manual

3.3 MSU/VC/MR/OP/01

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#### 4.0 TERMS AND DEFINITION / ABBREVIATIONS

- 4.1 Book binding – Reinforce torn and worn out books to usable state
- 4.2 UL – University librarian
- 4.3 Binding – it’s the process fastening loose materials and sections into a usable state
- 4.4 HB - Head Binder

#### 5.0 Responsibilities

The University Librarian shall be responsible for the effective implementation of this procedure.

#### 6.0 METHOD

##### 6.1 Binding Services

###### Receiving of information materials

- 6.1.1 The bindery staff shall receive information materials requiring binding from various sections of the library.
- 6.1.2 The bindery staff check the physical status of the books and decide on the type of binding for each.

