

UJ Library Bindery Procedures -2022

(Final Thesis and Dissertation binding)

Please note: From the 1st of October 2021, under ALERT Level 1 Lockdown the BINDERY SERVICE opening hours will be: **(Students/Clients 08h00 – 15h30). (Bindery Staff 07h30-16h00).
Closed weekends.**

1. We **do not print** any copies for students/clients. Please confirm with your faculty/dept. if the printing must be done single or double-sided, as well as the spacing of your document.
2. Once your copies have been printed; you will be held accountable if your copies are not checked for correctness. **Please double-check your copies** before handing them in for binding. The Bindery will not be held responsible for pages that are not in the correct order or other errors. "To redo binding will cost you".
3. ***Refer LOCKDOWN PROCEDUES BELOW***
4. Complete an intake form and you will be handed a receipt to make payment immediately before the copies are sent to the Bindery. **Proof of payment must be submitted before any binding will be done.** (Please **do not** make payment before handing in your documents).

<p>New Banking details for EFT/Cash Payments: FNB - UJ Main Type: Public sector cheque Account no: 62615873149 (code: 251705) Branch: Main Street (051) Reference: Bindery intake no. and surname</p>
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5. **Colours:** Red / Maroon / Blue / Black / Green / Tan / Brown / Navy Blue. **Lettering:** Gold or Silver.
6. **No** student cards can be used to pay for binding. ONLY **Card and EFT** payments are accepted. A Swipe facility is available at the Circulation Desk, APK Library, Level 1.
7. **Important:** If your department is paying for your binding, please submit a **signed memo** from your HoD/Supervisor, indicating the number of copies to be bound, your name, and student no. with a cost code/entity no. (Refer to the attachment).
8. The estimated time for completion is **5-7 working days (or sooner)**, excluding weekends, depending on the workload in the Bindery. **Please note** Graduation periods! When calling in to check on the progress please quote the **Bindery Intake No.** (BIN) on your yellow receipt.
9. You will receive an email informing you when your binding is ready for collection. **On collection and before signing for your binding, please check for any spelling errors, e.g. names, titles, etc.**
10. A CD-ROM has replaced the **Quarter-bound** library copy. (Ask your Faculty/Dept for more information).

If you have any queries please do not hesitate to contact:

1. Margo Kesten – 11 559 2181; email margok@uj.ac.za
2. Michael Mokoena (Manager: Bindery) – 011 559 2161/2, email michaelm@uj.ac.za

Postal Address:
 University of Johannesburg
 Auckland Park Campus (APK)
 P O Box 524
 Auckland Park 2006

Physical Address:
 University of Johannesburg,
 Kingsway Road
 Auckland Park (APK Campus)
 Johannesburg.

LOCKDOWN ALERT LEVEL 1 Private Client /Students submission of bindery material

- When the clients arrive, a **circulation staff member or security** will **call Bindery** to attend to the client with a trolley to collect the material
- Fill in the intake form
- **Submit the completed intake** form to the circulation staff member for payment
- The client will then **place the material on a trolley/** or the bindery staff **wearing gloves** will receive the material from the client.
- If the client is using the **EFT payment** method, his/her material will only be processed **after proof of payment has been emailed to Margo or Michael (P6)**
- If the client is **using the Cost Code** payment method, his/her material will only be processed upon **submission of the memo signed by the HoD or Supervisor who is responsible for the cost code. (P7)**

Private Client collection of bound material

Upon arrival at the Library, the circulation staff member or security will call Bindery dedicated member to attend to the client.

- The client will sign off the collection note slip

NB: NO access to the bindery department by clients.

2022 BINDERY TARIFFS	
ITEMS	2022 Price (Rand)
A4 Full Binding (Mock) (UJ Standard)	300.00
A5 and B5 Full Binding (Mock)	220.00
A3 Full Binding (Mock)	300.00
A4 Semi Leather (Half)	600.00
A5 Semi Leather (Half)	500.00
A4 Quarter Binding (Hard Board)	180.00
A5 Quarter Binding (Hard Board)	150.00
A3 Quarter Binding (Hard Board)	220.00
A4 Soft Cover (Soft Board)	120.00
A4 soft cover (Plastic)	60.00
Graduation Certificate Folders	350.00
Graduation Certificate Tube (SMALL)	350.00
Note Book (LARGE)	130.00
Note Book (SMALL)	110.00
A4 Full Leather (GENUINE)	720.00
A5 Full Leather (GENUINE)	600.00
REFILL Note Book (LARGE)	10.00
REFILL Note Book (SMALL)	10.00
Blocking and Printing ONLY	15.00
Repairs	100.00