Syllabus for the post of Book Binder

- Brief history of printing, comparative analysis of different printing processes.
- Outline of the development of the structure of the book and of book - binding methods.
- Materials used in binding industry – paper, boards , book cloth leather etc.
- Paper – standard sizes, divisions and sub – divisions, kinds and qualities, handling and care of printed and un –printed sheets of paper.
- Machinery and equipment used in binding – perforating ruling and guillotine machines, their mechanical and operational features. Handling and care.
- Folding, standard folding schemes up to 16 pages, knowledge of imposition of simple imposing schemes up to 16 pages. Folding sub – divisions.
- Gathering and collating , signatures – their use
- Stitching and sewing, hand and machine, methods
- End paper, kinds, purpose
- Forwarding, sequence of operations
- Rounding and backing, case making by hand, tools required, handling and care.
- Safety – hazards in a binding shop – preventive measures
- Handling and care of materials, machinery and equipment used for book binding, dress, correct working posture.
- Cleaning, Lubrication and general maintenance of machinery and equipment.
- Hand folding, standard folding schemes up to 16 pages.
- Gathering and collating, signatures, their use, making up into books.
- Stitching thread stitching by hand, wire – stitching.
- Sewing, hand sewing, rounding and backing.
- Tipping, knocking, and counting.
- End-paper, preparation and pasting, ordinary and reinforced.
- Forwarding operations.
- Adhesives-preparation and use.
- Guillotine-handling, care, and use, cutting, trimming.
- Other operations, ruling, perforating, numbering, eye-letting etc., equipment used, their handling & operation.
- Flush binding – work involving perforating, numbering, duplicated and triplicate copies.
- Case binding – simple exercises.
- Edge decoration, marbling, and indexing, tabbing, blind, and gold tooling.
- Blocking ink, gold and files materials used their handling and care.