

UNIVERSAL DECIMAL CLASSIFICATION

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BS 1000 [686] : 1971

UDC 686
BOOKBINDING . METALLIZING
MIRROR MAKING . STATIONERY

BS 1000 [686] : 1971

THIS BRITISH STANDARD, having been approved by the Documentation Standards Committee, was published under the authority of the Executive Board on 21 July, 1971.

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In order to keep abreast of progress British Standards are subject to periodical review. Suggestions for improvements will be recorded and in due course brought to the notice of the committees charged with the revision of the standards to which they refer.

A complete list of British Standards, numbering over 5000, fully indexed and with a note of the contents of each, will be found in the Institution's Yearbook. The BS Yearbook may be consulted in many public libraries and similar institutions.

Attention is drawn to the following British Standards:

BS 1000A	Universal Decimal Classification. Abridged English Edition.
BS 1000C	Guide to the Universal Decimal Classification (UDC).
BS 1000	Universal Decimal Classification. English Full Edition.
	BS 1000 [0] General introduction. Auxiliary tables. UDC O Generalities
	BS 1000 [65/651+657/659] UDC 65/651+657/659 Industrial and business management and organization. Communication
	BS 1000 [655] UDC 655 Graphic industries. Printing. Publishing. Book trade.
	BS 1000 [669] UDC 669 Metallurgy
	BS 1000 [676] UDC 676 Pulp and paper industry
	BS 1000 [69] UDC 69 Building. Materials, construction, trades
	BS 1000 [73/76] UDC 73/76 Fine and applied arts
BS 3203	Glossary of paper, stationery and allied terms

British Standards are revised, when necessary, by the issue either of separate amendments or of revised editions. It is important that users of British Standards should ascertain that they are in possession of the latest amendments or editions.

The following BSI references relate to the work on this standard:
Committee references OC/20/4, OC/20/4/8.

CO-OPERATING ORGANIZATIONS

The Documentation Standards Committee, under whose supervision this British Standard was prepared, consists of representatives from the following Government departments and scientific, technical and professional organizations:

*Aslib	Ministry of Defence (Combined)
Biological Council	*National Central Library
Bodleian Library	National Lending Library for Science and Technology
*Booksellers' Association of Great Britain and Ireland	National Library of Scotland
British Council	National Library of Wales
British Museum	National Reference Library of Science and Invention
British National Bibliography	National Reprographic Centre for documentation
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*Commonwealth Agricultural Bureaux	Permanent Committee on Geographical Names (Royal Geographical Society)
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Institute of Journalists	Society of Indexers
Institute of Technical Publicity and Publications	*Standing Conference of National and University Libraries (SCONUL)
*Library Association	

The organizations marked with an asterisk, together with the following, were directly represented on the committee entrusted with the preparation of this standard:

Association of British Library Schools	Institute of Printing
British Federation of Master Printers	National Book League
British National Film Catalogue	Royal Institution of Chartered Surveyors
British Steel Industry	St. Bride Printing Library
Classification Research Group	Stafford College of Art and Design
College of Aeronautics (Cranfield)	United Kingdom Atomic Energy Authority
Ealing Technical College (School of Librarianship)	University College London (School of Librarianship)

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UNIVERSAL DECIMAL CLASSIFICATION

ENGLISH FULL EDITION

UDC 686 BOOKBINDING . METALLIZING MIRROR MAKING . STATIONERY

FOREWORD

The English version of the Universal Decimal Classification (UDC) is being prepared and published as BS 1000 by the British Standards Institution (BSI) at the original joint request of the British Society for International Bibliography (BSIB) and the Association of Special Libraries and Information Bureaux (ASLIB), now both amalgamated as Aslib. The first English full edition is the fourth international edition authorized by the Fédération Internationale de Documentation (FID) and has the approval of the Education Foundation, Lake Placid Club, New York, proprietors of the Dewey Decimal Classification, from which the UDC derives.

This section is part of the English full edition and existing and prospective users are strongly advised not to use it in isolation but in conjunction with the Abridged English Edition, BS 1000A. The abridged edition refers to many other subjects of interest to users which are not listed in this schedule and it provides a conspectus of the whole scheme, together with an introduction to its use. For further practical information about the principles, application and utilization of the scheme, users should refer to BS 1000C 'Guide to the Universal Decimal Classification (UDC)'. A survey of UDC editions in English and other languages will be found on page 19 of this volume.

Because BSI is making every effort to complete the first English full edition of the UDC by publishing without delay those parts of BS 1000 which are lacking, it is possible that some errors, imperfections and inconsistencies will be found in this section. The Institution would like to emphasize however that every user has the opportunity to submit suggestions for improvements; these will be welcomed and considered by the appropriate bodies. Improvements involving major changes in the order and arrangement of the classification can only be introduced by international agreement (*via* the British Standards Institution) but criticisms of terminology, translation, etc., affecting the English edition as such can be dealt with by BSI.

This edition of UDC 686 Bookbinding. Metallizing. Mirror making. Stationery includes modifications authorized in 'Extensions and Corrections to the UDC' up to Series 7, No. 4, dated September 1970. It is emphasized that the UDC is under continuous revision, and that to keep the schedules up to date it is necessary to consult subsequent issues of 'Extensions and Corrections to the UDC', further information on which is given on page 22. Numbers which have previously been published in UDC English editions and subsequently cancelled are printed in smaller type.

SCOPE

Section 686.1 covers bookbinding from all production, materials and machinery aspects, but not from the point of view of library administration or rare and remarkable books. 686.4 covers the application of metallic surfaces to non-metallic substances, apart from the gilding and silvering of glass, china and paper or board, and the bronzing of china and paper or board. At 686.5 come all aspects of the production of picture frames, at 686.6 glazing and glass cutting, and at 686.7 mirror making, 686.8 covers stationery, including office stationery, and drawing and other artists' equipment, but not the primary production aspects of paper goods nor stationery from the point of view of office management.

RELATED SUBJECTS

025.7	Binding, upkeep and repair of books—Library economics	669	Metallurgy
095	Books remarkable for their binding—Rare books	676	Pulp and paper industry
651.7	Office stationery and correspondence—Management	698.3	Glazing—Building industry
655.534	Binding—Details of books—Graphic industries	73.022	Tools and equipment—Sculpture
666.15/.16	Sheet glass. Plate glass—Manufacture	75.022	Tools and equipment—Painting
667.4	Writing inks—Colour industries		

NOTES ON AUXILIARY SIGNS AND SUBDIVISIONS*

Colon sign of relation. To prevent scattering of information on important recurrent concepts and for general ease of cross reference, maximum use of the colon (rather than auxiliary numbers) is recommended, especially for published abstracts, bibliographies or other documents with a wide circulation.

This necessitates a longer notation, however, and for libraries or private collections with adequate alphabetical subject indexes, the use of suitable auxiliary numbers, where available, may provide a simpler and more convenient solution.

Common auxiliaries. The common subdivisions of language =, form (0 . . .), place (1/9), time "...", and point of view .00 . . ., given in the tables of auxiliary signs and subdivisions are all applicable throughout the whole of section 686, but should only be used to express concepts not otherwise provided for in the schedule.

* The phrase 'auxiliary signs and subdivisions' is often abbreviated to 'auxiliaries'. Further information about the common auxiliary signs and subdivisions may be found in:

BS 1000A: 1961, 'Universal Decimal Classification: Abridged English Edition'. Contains tables of the auxiliaries and brief notes about their use as well as a general introduction to the UDC and an abridgement of the whole scheme.

BS 1000C: 1963, 'Guide to the Universal Decimal Classification (UDC)'. Among other things, gives detailed information about the significance and use of the auxiliaries.

Special auxiliary subdivisions. The special auxiliaries .01/.059 may be employed throughout 686.1 and its subdivisions to express concepts not otherwise provided for in the schedule, e.g.

686.1.02 Binding processes

686.11.02 Processes of hand or traditional binding

686.122.6.02 Processes in the production of mass produced bindings

686.122.66.02 Processes in the production of plastics mass-produced bindings

EXPLANATION OF OTHER SYMBOLS USED IN THE SCHEDULE

The arrow → is used to mean either 'see' or 'see also' according to the context and form of reference, and is employed after the text of cancelled numbers to indicate the number at which the concept has been relocated.

The symbol ≐ is used to mean 'subdivide as' and indicates that the number preceding it may be further subdivided in the same way as, and with meanings analogous to the subdivisions of, the number which follows it.

SCHEDULE

686 BOOKBINDING . METALLIZING . MIRROR MAKING STATIONERY

686.1 BOOKBINDING*

Special Auxiliary Subdivisions for 686.1

686.1.01	THEORY. LIMITATIONS. DEFECTS
	686.1.01 $\cong$ 621.7.01, <i>e.g.</i>
	686.1.019 Errors and difficulties in binding
686.1.02	BINDING PROCESSES
	686.1.02 $\cong$ 686.1.05, <i>e.g.</i>
	686.1.021 Handling of sheets and sections
	.2 Bundling. Pressing
	.3 Preparing and gluing the sections
	→686.126 Gluing operations in general
	.5 Gathering
	.023.2 Folding
	.024 Sewing and gluing
	.2 Sewing with thread
	.3 Wire stitching
	.7 Unsewn (adhesive) binding ('perfect binding')
	.025 Processing the sewn (uncased) book
	.026 Cutting and guillotining
	.23 Guillotining
	.027 Production of the case or cover
	.4 Ornamental binding. Tooling
	.028 Casing, i.e. fixing the case to the sewn book
	.81 Final check. Inspection
686.1.03	MATERIALS AND ACCESSORIES OF BOOKBINDING
	<i>Details may be denoted by colon combination, e.g.</i>
	686.1.03:668.3 Glues, adhesives in book-binding
	:676.53 Papers. Endpapers
.031	Materials for binding together the sheets and sections, <i>e.g.</i> thread, wire, rings, spirals, combs, gauze or mull, screws
.032	Materials for the binding, case or cover
.2	Fabric-based bindings, <i>e.g.</i> linen, calico, shirting
.3	Paper-based bindings. Patterned, <i>e.g.</i> marbled paper. Fabric-finish paper
.4	Animal-skin bindings
	<i>Further details may be denoted by colon combination, e.g.</i>
	686.1.032.4:675.03 Leather bindings
	:675.4 Parchment bindings
.5	Plastics bindings
	<i>Further details may be denoted by colon combination, e.g.</i>
	686.1.032.5:678.743 PVC
.9	Bindings of other materials
	<i>Further details may be denoted by colon combination, e.g.</i>
	686.1.032.9:674-416 Wood veneers
.033	Materials for the tooling, ornamentation. Colours and metal foils
	<i>Further details may be denoted by colon combination, e.g.</i>
	686.1.033:667.5 Binder's inks

686.1.039

686.1.05

Tools and other accessories of bookbinding

BINDING MACHINES

→681.628.2/.28	Folding machines
681.628.3	Perforating machines
<i>Further details may be denoted by adding the special auxiliaries -1/-9 listed in full at 62, e.g.</i>	
686.1.05-1	General characteristics
-114	Assembly line equipment. Mass-production
→686.1.059	Special purpose binding machines and equipment
-181.4	Small machines
-183.4	Lightweight construction
-2	Parts and attachments, <i>e.g.</i>
-229.6	Fixing, attaching devices
-229.68	Gluing devices
-229.7	Laminating, veneering devices
-237.6	Stack-lifting devices
-5	Operation, control and regulation
-505.55	Programmed control
-52	Automatic control
-53	Regulation and adjustment in general
-69	Heating and drying devices
-7	Servicing. Maintenance
-72	Lubrication
-75	Protection of mechanisms
-761	Protective coverings
-78	Personnel safety measures and devices. Accident prevention
→686.1.056.33	Safety devices on paper cutting machines
-783.3	Safety devices to prevent accidental touching. Photoelectric guards (electronic-eye guards)
-783.614	Hand guards
-783.617	Cut-out devices. Safety switches
-791	Measuring, counting, sorting devices etc.
.2	Measuring
.4	Counting

686.1.051 MACHINES FOR HANDLING THE SHEETS AND SECTIONS

.2	Bundling or pressing
.3	For applying adhesive. Gluing, pasting machines
.32	For end-papering. For tipping-in or sticking-on of illustrations
.34	For gluing of edges

* The terms *Bookbinding* and *Binding* are sometimes used to indicate (as at 686.1) the entire process of assembling loose sheets into books, with any materials and by any process. The term *Binding* is also used to describe the traditional method whereby the boards are attached to the sewn sheets before the covering material is added, or the result of this process. *Case* is used in contradistinction to indicate a cover manufactured separately as a unit, and glued to the book after sewing. In this schedule, *Binding* is used in the broader sense except in 686.11 and its subdivisions.