Library Bound Items Best Practices Cheat Sheet

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Cataloging library bound items present unique challenges and considerations for catalogers whenever working with this specific binding.

This cheat sheet will:
1. Explain what exactly library bound books are and why they are different.
2. Offer guidance for how to approach cataloging these items. Plus, provide information regarding what to do if a matching record does not include the library binding specific ISBN, but your library would like help adding it to the record (strongly encouraged to increase searchability and to prevent duplicate records).

What is a library bound book?
An item with library binding differs from a regular paperback or hardback and instead has an extremely durable cover that is meant to prevent damage from excessive and often hard use. While some adult books can be library bound, library binding is most common with children's books.

Examples of library binding brands include, but are not limited to:

- Paw Prints
- Turtleback
- Perma-Bound
- FollettBound
- Penworthy

When an outside source—like Turtleback— creates a library bound item, the paperback version of a book is re-bound with the sturdier, library binding cover. In most cases, nothing will have changed beyond the binding, and the content remains the same. After the item is re-bound, the company that added the library binding cover will often put their brand specific library binding ISBN on the back cover, while the original ISBN from the paperback book is listed on the title page verso.

Back cover, library bound specific ISBN vs. Title page verso, original paperback ISBN
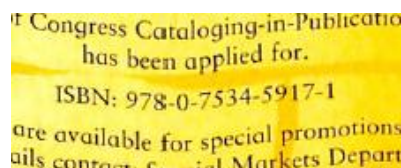
Some publishers provide library bound items themselves. In these situations, you will not have two different ISBNs for the item. For example, the publisher Bellwether Media publishes Diamondback library bound items, but the ISBN on the back cover matches the ISBN provided on the verso page.

Back cover and title page verso ISBNs match

How should I approach cataloging library bound items?
Luckily, cataloging library bound items is not terribly different from cataloging a paperback or hardback item. The main thing to be mindful of is *how* library bound items are created. It is key to remember that they are quite frequently the paperback version of a publication re-bound with a tougher, more robust cover.

When working with a library bound item:
1. Always compare the ISBN on the back cover to the one found on the verso page.
2. If the ISBNs are the same, then it is okay to use a scanner to scan the barcode on the back cover to perform an ISBN search in WorkFlows.
3. If the ISBNs differ, then ALWAYS use the ISBN found on the verso page for an ISBN search; do NOT use the library bound specific ISBN from the back cover.
   a. If presented with both paperback and hardback ISBNs on the verso page, use the paperback ISBN for the ISBN search.

Due to how the majority of library bound items are made (re-binding the paperback publication), it is perfectly okay to use a matching record for the paperback binding—even if the library bound specific ISBN is not found on the bibliographic record.

As always, go through all match points after performing an ISBN search to ensure the record is a good fit for your item. Publishers can be devious, so there is always a possibility that something changed when the item was published as a library bound book (such as a new publication date, different pagination, bonus content added, etc.). If something has changed and the paperback record does not match your item, please create a brief record for your library bound book.

For further information about how to create a brief record for a library bound item, please see the *Creating a Brief Record Guide*. In the appendix, there is an example to follow.

If the matching record for your item does not include the library binding ISBN, and you would like RSA to add it to the record, please see the *Reporting Cataloging Issues to RSA Procedure* document for next steps.

Finally, if you have any questions regarding library bound items, or need further assistance, please contact the RSA Help Desk at 866-940-4083 or help@rsanfp.org so an RSA cataloger can help.