



Australian Government

Assessment Requirements for ICPCBF467 Restore books

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- correctly assess the physical condition and restore TWO books (one requiring rebacking and one requiring rebinding) according to job specifications, enterprise procedures and production timeframes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

Determine physical condition of a book to be rebound/restored

- identify factors that render a book unsuitable for restoration/rebinding and possible options to suggest
- explain areas of a book most commonly in need of attention
- explain how areas of weakness and damage are identified and recorded
- identify and select treatment options
- explain available paper and cover cleaning options
- list methods of repairing a tear in paper
- describe how to replace a missing corner of a book page
- identify situations when there is a need to reback a book
- describe steps to repair a coverboard corner
- explain methods of treating aged leather

Assemble materials for binding

- explain work health and safety (WHS) factors for restoring books
- name tools used when gold finishing books

- name adhesives used in book restoration and repair, and describe under what circumstances each is used
- identify possible covering materials and indicate where each is used
- explain styles of book edge decoration
- name and describe methods of tanning leather
- explain how covering material is selected for a given job
- explain what to monitor when paring leather and when sharpening knives for leather paring
- name types of leather commonly used in bookbinding
- explain the term 'skiver'

Dissecting/pulling down

- list different page securing methods
- explain how to remove endpapers with minimal damage
- explain how to clean sections without damage
- define the terms 'dog-ears' and 'joints'
- describe special care to take when removing wire stitches/sewing thread
- identify and describe different methods of removing adhesive from the book spine
- identify types of adhesive that might be found on book spines

Section sewing

- name methods of hand sewing and important considerations when setting up for sewing
- explain why a sewing frame is used
- describe how thickness of thread is chosen
- explain what to check when sewing thread is joined during the sewing operation and when the sewing operation is finished off
- explain the result if sewing is too loose/too tight
- describe hand-worked headband styles

Book forwarding

- explain the important result to achieve when gluing the spine of the book, and the outcome if the spine glue is too thick/too thin
- explain how to recognise a correct spine shape
- describe problems likely if too much round or insufficient round is applied to the spine
- name different spine linings and styles they are used on
- state reasons for spine linings
- explain special techniques applied to 2-on 2-off spine linings
- explain important considerations for spine linings
- describe how to recognise a good corner
- explain the recommended turn-in

- list steps to ensure a clean job
- explain ‘trimming-out’
- explain what determines the correct board calliper on a book
- identify what micron board is recommended on a book 5mm thick
- explain to monitor when casing-in a book

Hand finishing

- name methods of hand finishing a book cover
- identify criteria used to ensure an appropriate typeface is selected
- outline criteria used to ensure the design chosen corresponds with the era of the book
- describe the result of uneven impressions
- describe the method to correct an error in finishing the title

Quality assurance

- describe quality aspects found in a competently restored book
- list steps to ensure cost effectiveness of book restoration
- explain what can be done to maintain the rarity component of a book
- identify machine manuals and safety documentation relevant to this task, where they are kept, and the information included in them.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include access to special purpose tools, equipment and materials used to restore books.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>