



Australian Government

ICPCBF467 Restore books

Release: 1

ICPCBF467 Restore books

Modification History

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

Application

This unit describes the skills and knowledge required to determine the condition and appropriate materials and techniques required to restore a book.

It applies to individuals who apply solutions to a defined range of problems relating to the restoration and production of hand bound books.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Converting, Binding and Finishing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assess physical condition of book to be rebound/restored	1.1 Physical construction and binding style of the book are identified 1.2 Areas of damage and weakness are identified and recorded
2. Identify and select treatment options	2.1 Paper and cover cleaning options are assessed 2.2 Paper and cover repair options are assessed 2.3 Ethical/rarity/value cost alternatives are evaluated 2.4 Treatment options are discussed with owner
3. Assemble materials for binding	3.1 Materials and equipment are assembled according to job specifications 3.2 Binding equipment is set up according to job specifications

ELEMENT	PERFORMANCE CRITERIA
4. Dissect/pull down book	4.1 Original page securing method and section structure are determined 4.2 Cover/endpapers, threads and stitches are removed with minimal damage to sections and text 4.3 Sheets and sections are cleaned with minimal damage 4.4 Dog-ears are straightened with old joints flattened 4.5 Book is pressed
5. Treat paper	5.1 Paper is cleaned using dry or wet methods as appropriate 5.2 Paper is de-acidified if necessary by most appropriate method 5.3 Paper is repaired and/or reinforced using appropriate methods 5.4 Paper is resized if required 5.5 New paper is tinted to resemble original if requested 5.6 Wire stitches or sewing threads are removed 5.7 Original adhesive is removed without damaging the book
6. Resew book	6.1 Appropriate sewing supports are selected and spaced according to job specifications 6.2 Consistent thread tension is maintained during sewing 6.3 Sections are aligned at the head 6.4 Swelling is monitored and controlled 6.5 Headbands are re-sewn if necessary
7. Forward book by hand	7.1 Old spine and sides and turn-ins are lifted and reattached if rebacking is necessary 7.2 Edges are knocked up into original alignment 7.3 Round and back spine are glued 7.4 Spine lining is attached 7.5 Appropriate corner repairs on coverboards are carried out 7.6 Boards are reattached 7.7 New covering material is tinted to resemble original if requested 7.8 Text blocks are covered or rebacked 7.9 Endpapers are pasted down or hinge realigned 7.10 Book is opened after pressing

ELEMENT	PERFORMANCE CRITERIA
8. Finish book by hand	8.1 Book is hand finished according to job specifications 8.2 Typeface size and type are appropriate 8.3 Design is in keeping with period of publication 8.4 An even embellishment is applied

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	3.1, 3.2, 6.1, 8.1	<ul style="list-style-type: none"> Recognises and interprets text and diagrams to establish job requirements from information contained within specifications
Writing	1.2	<ul style="list-style-type: none"> Completes required records using clear and precise language
Oral Communication	2.4	<ul style="list-style-type: none"> Uses appropriate language to provide information to clients Uses questioning and uses listening skills to confirm understanding
Numeracy	2.3, 5.4	<ul style="list-style-type: none"> Uses mathematical calculations to analyse cost alternatives against the value of the product and to determine appropriate paper size during treatment
Interact with others	2.4	<ul style="list-style-type: none"> Uses collaborative techniques to engage clients in discussions
Get the work done	1.1, 1.2, 2.1-2.3, 3.1, 3.2, 4.1-4.3, 5.1-5.5, 6.1, 6.2, 6.4, 6.5, 7.1, 7.5, 7.7, 7.9, 8.1-8.4	<ul style="list-style-type: none"> Determines priorities and sequences steps involved in clearly defined, familiar tasks Implements actions as per instructions, making slight adjustments if necessary Plans, identifies and assembles resources required to complete tasks Analyses alternatives to make decisions directly related to completion of set tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF467 Restore books	ICPCF467C Restore books	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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