



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPCF467C Restore books**

**Revision Number: 1**

## ICPCF467C Restore books

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to restore books.
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### Application of the Unit

<b>Application of the unit</b>	This unit requires the individual to set up and restore a book.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>	

### Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
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 <i>equipment</i> are assembled according to job specifications 3.2. Binding equipment set up according to job specifications
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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
7. Forward the 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
8. Finish the book by hand	8.1. Hand finish book according to job specifications 8.2. Typeface size and type are appropriate 8.3. Design is in keeping with the period of publication 8.4. An even impression is applied

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- OHS when ensuring that the work area is safe and ready for production according to safety requirements
- communication skills when discussing treatment options with the owner
- planning and organising when assembling all the necessary materials based on the job specifications
- teamwork when maintaining the production process in association with others
- applying mathematical ideas and techniques when evaluating ethical/rarity/value cost alternatives
- using technology when re-covering a book
- problem solving when identifying and selecting treatment options

#### Required knowledge

- physical condition of a book to be rebound/restored
- factors that would render a book unsuitable for restoration/rebinding
- suggested options for a book unsuitable for restoration/rebinding
- areas of a book that are most commonly in need of attention
- areas of weakness and damage that are identified and recorded
- identifying and selecting treatment options
- paper and cover cleaning options that are available
- methods of repairing a tear in paper
- replacement of a missing corner on a book page
- need to reback a book
- steps that should be taken when repairing a coverboard corner
- methods of treating aged leather
- assembling materials for binding
- OHS factors that need to be considered when restoring books
- tools used when gold finishing books
- adhesives used in book restoration and repair and describe under what circumstances each would be used
- covering materials and indicate where each would be used
- styles of book edge decoration
- methods of tanning leather
- covering material selection for a given job
- monitoring during the paring leather
- sharpening knives for leather paring
- types of leather commonly used in bookbinding

**REQUIRED SKILLS AND KNOWLEDGE**

- term "skiver"
- different page securing methods
- method of removing endpapers with minimal damage
- method of cleaning sections without damage
- terms "dog-ears" and "joints"
- special care that should be taken when removing wire stitches/sewing thread
- methods of removing the adhesive from the book spine
- types of adhesive that would you expect to find on book spines
- methods of removing each particular adhesive
- methods of hand sewing
- important considerations to be addressed when setting up for sewing
- use of a sewing frame
- Choosing the thickness of thread to use
- Checks to be made when the sewing thread is joined during the sewing operation
- Checks to be made when the sewing operation is finished off?
- result if the sewing is too loose/too tight
- hand-worked headband styles
- important result that must be achieved when gluing the spine of the book
- result if the spine glue was too thick/too thin
- recognition of a correct spine shape
- problems that may occur if too much round is applied to the spine
- problems that may occur if insufficient round is applied to the spine
- different spine linings and the styles on which they are used
- reasons for spine linings
- special techniques that are applied to 2-on 2-off spine linings
- important considerations to be given to spine linings
- recognition of a good corner
- recommended turn-in
- steps to ensure a clean job
- trimming-out
- correct board calliper on a book
- micron board that is recommended on a book 5 mm thick
- monitoring when casing-in a book
- methods of hand finishing a book cover
- criteria that are used to ensure an appropriate typeface is selected
- criteria that are used to ensure the design chosen corresponds with the era of the book
- result of uneven impressions
- method that could be used to correct an error in finishing the title
- quality aspects that would be found in a competently restored book

**REQUIRED SKILLS AND KNOWLEDGE**

- steps that should be taken to ensure the cost effectiveness of book restoration
- maintaining the rarity component of a book
- machine manuals and safety documentation that are relevant to this task, where they are kept and information that is included in these documents



## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• correctly restore a book according to job specifications and within the production timeframe</li> <li>• demonstrate an ability to find and use information relevant to the task from a variety of information sources</li> <li>• assess the physical condition of TWO books to be restored/rebound (ONE requiring rebacking and ONE requiring rebinding) and carry out restoration according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended</p>

## Range Statement

<b>RANGE STATEMENT</b>	
<p>The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.</p>	
<i>Types of equipment</i> may include:	<ul style="list-style-type: none"> <li>range of tools, equipment and machines.</li> </ul>
<i>Degree of autonomy</i> may include:	<ul style="list-style-type: none"> <li>working to defined procedures and in consultation with other relevant persons to ensure production requirements have been met.</li> </ul>
<i>Enterprise procedures</i> may include:	<ul style="list-style-type: none"> <li>range of enterprise procedures within defined work area.</li> </ul>
<i>Quality standards</i> may include:	<ul style="list-style-type: none"> <li>should meet client requirements and enterprise and industry standards.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Converting, Binding and Finishing
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## Co-requisite units

<b>Co-requisite units</b>	

