



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	Recognises and interprets text and diagrams to establish job requirements from information contained within specifications
Writing	1.2	Completes required records using clear and precise language
Oral Communication	2.4	- Uses appropriate language to provide information to clients - Uses questioning and uses listening skills to confirm understanding
Numeracy	2.3, 5.4	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	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	- 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>

Assessment Requirements for ICPCBF467 Restore books

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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

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