



## Quality Guidelines for the Production of Books and Calendars

Quality Guidelines: as of May 2015

## Preamble

Dear suppliers,

The quality control measures in the production of books and calendars aims at promoting the trouble-free cooperation between the publisher and the print contractor. Therefore, please observe the stipulations below.

As a rule, we expect the print contractor to consult the publisher (referred to as "KV&H" in the following) if any problem cannot be handled and solved by the contractor himself/herself. If information concerning the printing and bookbinding work in accordance with the Quality Guidelines is not available, the print contractor shall contact KV&H.

We hope that these Quality Guidelines provide efficient support to you. It goes without saying that our personnel in the production department will be available to answer your questions also in the future.

Best regards



Tobias Kaase  
Head of Production and Purchase  
KV&H Verlag GmbH

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## **1 Prepress**

### **1.1 Data entry control**

The compatibility of the delivered PDF print data is to be checked by the print contractor with the help of PitStop or a similar tool. Compliance of these data to the delivered working documents, samples, proofs (if included) and the specifications in the printing and bookbinding order (e.g. with respect to the page format and the specifications concerning the use of special colours) is to be checked in addition.

For the printing of calendars, the colour control bars of the proofs must be measured. If the print contractor doesn't make any complaints on the proofs, they are considered as binding.

### **1.2 Check of work sample**

A coloured plotter printout which is generated by the same RIP as the subsequent CTP exposure or, on option or request of KV&H, a corresponding check PDF shall be submitted to KV&H for approval of printing. Prior to submitting the sample, the prepress department of the print contractor shall check the following:

- Conformity to the printout/digital proof made available by KV&H (if included in the delivery)
- Placement
- Colours and resolution of pictures
- Fonts/special characters

### **1.3 Final check**

After KV&H have returned the plotter printout, the corrections applied by KV&H shall be implemented. The responsible employee of the print contractor shall mark the corrections with the date and his/her signature.

If the check refers to an electronic imprimatur (e.g. with Insight) PDFs with the integrated corrections must be returned to KV&H to obtain the permission. Under normal conditions, KV&H will deliver the data to be replaced.

## 1.4 Plate check

Prior to the commencement of printing, the exposed plates shall be checked for:

- Contamination (dirt, flaws)
- Page position/imposition after gluing of the sheet
- Presence of all required print characters (placement)
- Cleanliness of the printing plates after burning (if required).

## 2 Printing

Processing is done in accordance with the delivered work documents and the specifications in the printing and bookbinding order.

### Variant 1)

Ink feed and ink density shall be in accordance with Offset Process Standard 12647-2 (current version) if not otherwise agreed on site with a KV&H representative.

### Variant 2)

For special quality demands, a print acceptance by a KV&H production manager shall be held on site. When starting the print run, the ink feed and ink density shall be determined on the first sheet in coordination with KV&H. The subsequent sheets will be coordinated by the shift supervisor. For a series printing, the accepted sample is binding for all other volumes.

During the production run, the following criteria are to be checked at intervals appropriate for the total number to be printed:

- Ink feed and ink density
- Colour register
- No doubling
- No ink deposits on the following sheets
- Placement
- Picture joints and transitions
- Dirt and hickeys
- Curing (blotting behaviour)
- Folding differences (fold, sheet edge)
- No scratches or glueing traces
- Punching, perforation lines

The checked and signed sheets shall be marked with the counter reading and filed.

## **3 Bookbinding**

Processing is done in accordance with the delivered working documents and the specifications in the printing and bookbinding order.

If different workflows are required for processing, the following criteria are to be checked at intervals appropriate for the total number of books to be bound:

### **3.1 Folding**

- Straight page distance
- No machine traces
- No folded corners
- No creases or undulations
- Correct page order
- Correct page position
- Page header/bottom (pages not upright down)
- Sufficient perforation, good and residue-free tearing off

### **3.2 Collating**

- Cleanliness
- Sufficient abrasive resistance
- No damage of sheets
- No impression marks on the paper
- No folded corners
- Sheets in correct order/signature code
- For calendars: correct punching (same as on the prematurely accepted sample)
- For calendars: right-reading feed
- For calendars: correct trimming

### **3.3 Stitching**

- Check proper alignment of sheets on the cutting edge
- Holes of prepunching needle not too large
- Stitches not too tight/too loose
- Thread does not tear the sheet

### **3.4 Gluing / glue binding of cover**

- Sufficient adhesion (required pull values are adhered to)
- Appropriate glue type
- Appropriate lining strips
- Appropriate back gluing
- Appropriate side gluing
- Appropriate soft cover
- Correct creasing
- Correct flap width
- Soft cover correctly applied

### **3.5 Spiral and comb binding, headband**

- Correct material thickness
- Correct material colour
- Correct spiral diameter
- Correct hole punching (with calendars)
- Correct hanger (with calendars)
- Straight spine lining or headbands (with calendars)

In double-loop wire binding, page turning must be accurate, the sheets must not stick to each other or get caught in the binding. Double-loop wire binding (Wire-O) shall always be executed as a concealed binding.

## **4 Casing-in**

Casing-in shall be performed in accordance with the delivered working documents and the specifications in the printing and bookbinding order.

### **4.1 Automatic three-knife trimmer / soft-cover trimming**

- Check format
- Check head trim
- Check correct base trim with head-to-tail imposition/do not use head trim
- Block trim straight and angular
- No contamination
- No print marks of press dye
- No folded corners
- No nicks
- No colour deposits

## 4.2 Spine-rounding machine

- Spine rounding sturdy and uniform
- No backing edge/folds in the back margin
- No pressure marks
- No contamination
- No folded corners
- No cracks on the back/burst of book block
- No torn-off endpaper

## 4.3 Closed edge colouring/edge gilding

- Proper sealing (edge gilding)
- Cutting edges properly separated (edge gilding)
- Prime coating, if necessary
- Only thin edge colour coating
- No stains on coloured/gilded edges

## 4.4 Ribbon page mark

- Correct ribbon page mark (material number)
- No splitting (torn page)
- No pressure marks
- Ribbon page mark correctly laid in
- Ribbon page mark sufficiently long
- Ribbon page mark properly glued in

## 4.5 Head/tailband

- Correct head/tailband (material number)
- Head/tailband and creping sufficiently wide
- Head/tailband adheres to the crepe (fixing)
- Book spine properly glued
- Upper edge of head/tailband properly attached to cutting (undulations)
- No pressure marks on the book block
- Even glue application on the book block
- Head/tailband cut off properly



## **4.6 Casing-in**

- Book case appropriate for book block (title, author, edition)
- For series titles, check version in regard to the previous, subsequent edition
- Regular case rounding
- Glue application on book block
- Endpaper not folded
- No pressure marks
- No contamination
- No cracks in book case
- Book block edges and case edges are parallel and have the same distance on all three sides
- No glue penetration
- Book block correctly cased-in
- No splitting (folded or torn page)

## **4.7 Joint creasing**

- Sufficient book backing
- Distinct creasing
- No damage due to the creasing
- Endpaper not hollow
- No contamination
- No pressure marks on book case
- Sufficient rounding

## **4.8 Manufacturing book cases**

- Appropriate cardboard thickness and size
- Uniform glue application in sufficient amount
- No dirt between coat and cardboard
- Correct placement
- Proper wraps at edges, corners and at the back
- Proper refinement (lining, varnishing, embossing)
- Embossing sufficiently distinct

## **4.9 Dust cover application**

- Dust cover appropriate for book (title, author, edition)
- Book block not damaged
- No contamination
- Endpaper not pushed up or torn in
- Dust cover not damaged (pressure marks, scratches, kinks)
- Dust cover back centrally aligned
- Dust cover flush with head and bottom of book case

## **5 Calendars with back stands**

The back stand must be sufficiently stable to support the book block for a whole year. This is important for the full and the empty book block likewise.

The punching of the stand must be proper.

## **6 Combination with other products**

The parties to the contract should clarify whether the calendars should be packed together with other products for sale. You should therefore check the delivered working documents and the specifications in the printing and bookbinding order.

## **7 Labelling**

- Is a label required? (Check the order.)
- Is it the correct label? (See standard sample.)
- Label in the right position? (See positioning sample.)

## 8 Bags, flap bags, shrink bags

Three different packaging forms are distinguished:

### 8.1 Bags



### 8.2 Flap bags



### 8.3 Shrink wrapping



The following quality criteria shall be observed while shrink wrapping:

- The film should be perfectly transparent and not too thick.
- The film should fit tight and crease-free
- The back carton of the calendar should be sufficiently stable to prevent warping
- The weld seams shall be on the sides.

### 9 Binding sample

Prior to further processing, the supplier shall submit two binding samples per article to KV&H for approval. These samples need not be welded in or bagged.

### 10 Voucher copies

Prior to shipping, 5 voucher copies shall be sent to KV&H of each article. The voucher copies shall be taken from the normal production and packed like the products to be sold. The goods must not be delivered before the approval of KV&H has been obtained.