

# DEVELOPING AN ON-DEMAND BOOK SERVICE FOR FIRST NATIONS COMMUNITIES IN NORTHERN ONTARIO

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## **1. Background: First Nations Communities and Library Services**

With only 37 per cent of First Nations communities having established libraries, and diminishing operating grants to support the existing ones, First Nations libraries face a formidable challenge in serving the information and reading needs of their communities (Edmonton Public Library, 2005; Lawlor, 2003; Library and Archives Canada, 2003). There is a pressing need for provision of library services and resources to First Nations communities (in Ontario and across Canada). Aside from funding issues, various other challenges exist, including the relevance of materials offered at existing libraries, as well as delivery formats. Moreover, the oral traditions of many First Nations do not always lend themselves to being "deposited" or preserved in traditional print-based libraries (Duncker, 2002; Lawlor, 2003).

In the past few years, funding programs from organizations such as the Bill and Melinda Gates Foundation, Industry Canada (through the Community Access Program), Southern Ontario Library Service, and the Ontario Library Association have enabled broader access to computers and connectivity to be established in libraries. The funding has come at an opportune time, as digital libraries (DL) are becoming more prevalent and are increasingly providing users with access to an ever-expanding repertoire of information and resources online. Research into culturally-relevant content and culturally-sensitive interfaces is increasingly becoming a key aspect of DL development (Caidi & Komlodi, 2003; Komlodi et al, 2004).

Digital libraries have been defined in various ways. Greenstein (2000) refers to a digital library as:

A networked online information space in which users can discover, locate, acquire access to and, increasingly, use information. Although access paths will vary depending on the resource in question, the digital library service environment makes no distinctions among information formats. Books, journals, paper-based archives, video, film, and sound recordings are as visible in the digital library service environment as are online catalogs, finding aids, abstracting and indexing services, e-journal and e-print services, digitized collections, geographic information systems, Internet resources, and other "electronic" holdings. (p.290-291).

Digital libraries offer users the opportunity to access materials that traditional brick and mortar libraries might not be able to provide.

Applying the digital library model to First Nations communities is an attractive proposition. According to Statistics Canada (1998), First Nations communities in Ontario comprise 17.7 per cent of the total Aboriginal population in Canada. In addition, Northern Ontario, which is predominantly rural, is the home of 104 (out of 134) First Nations communities. The question is whether digital libraries can serve First Nations populations, especially since the majority of First Nations communities in Ontario live in isolated, remote and rural areas.

The DLAC is a partnership with the Keewaytinook Okimakanak (KO, [www.k-net.ca](http://www.k-net.ca), literally “Northern Chiefs” in Oji-Cree), which is a non-political First Nations Chiefs’ Council serving Deer Lake, Fort Severn, Keewaywin, McDowell Lake, North Spirit Lake and Poplar Hill First Nations. The organization is directed by the Chiefs of the member First Nations whom form the Board of Directors, and whom also established the KO Research Institute (KORI, <http://research.knet.ca>) with which the DLAC and ODBS have close relations.

To investigate whether a DL would be the best solution for an aboriginal community, the Faculty of Information studies at the University of Toronto, in partnership with Keewaytinook Okimakanak (K-Net Services and KORI)<sup>1</sup> organized a workshop on Digital Libraries for and with Aboriginal Communities (DLAC). The workshop (organized on November 25, 2006) brought together 32 researchers, librarians, Band council members, academics and government officials to discuss the development and policies associated with digital libraries for First Nations communities, particularly in Northern Ontario. The Honourable James K. Bartelman (Lieutenant Governor) gave the keynote speech and emphasized his support for providing access to library resources and services to Aboriginal communities in Northern Ontario, both in physical as well as in digital formats. (See: <http://www3.fis.utoronto.ca/research/iprp/dlac/index.htm>).

## 2. Themes that emerged from the DLAC Workshop

### 1. *Information and Resource Needs*

Various themes emerged from the discussions between participants at the workshop. Among them were the needs for relevant information resources and services to members of the communities. In particular, community partners and librarians at the workshop pointed out that children in the First Nation communities often have **limited access to print materials**, such as books, and must resort to online resources to retrieve information. **Information literacy, quality assessment and authority of sources** were discussed as well as the challenges of relying solely on web content. Shipping books to these remote areas was also discussed, particularly the initiatives by private donors and government representatives to ship books (typically for K-12 students) to some remote schools. Unfortunately, because of the **lack of physical space**, the **inappropriateness** of the texts shipped, or the lack of a proper **cataloguing system**, many of the books have been under-utilized. In addition to the lack of books relating to curriculum content and development, there was also an interest expressed by community partners to have a **repository of culturally-relevant works** dealing with knowledge and history of the community, language scripts, and local artifacts. There was also an interest in other types of information, particularly health-related materials and resources, as well as children’s literature and leisure reading materials (fiction, cookbooks, etc.).

### 2. *Funding*

Funding was a major concern as well. Public libraries in most First Nations are funded by the Ontario **Ministry of Cultural Heritage** and are typically governed by the Councils or

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<sup>1</sup> Please see <http://www.knet.ca> for more information.

educational department of that community. The grant for First Nations public libraries awarded by the Government is based on per capita (\$1.50); if a First Nation community has a low population, this directly affects the funding of the public library of that community. Furthermore, all libraries in Ontario have been hampered in their provision of services and collections to Ontarians since the mid-1990s with continued funding rollbacks and restraints and increased costs. Ontario school libraries are in particular danger and many have been downsized or eliminated completely.

First nations band councils are increasingly encouraged to look into foundations (Trillium and other similar venues) for future funding as well as to follow up on the stated interest by the government to promote First Nation community libraries in Northern Ontario (including possible funding for hiring librarians). Due to the low population within the KO band council, having a brick and mortar library may not be a realistic option. Many participants pointed out that the challenge was not in building the library but in **maintaining** it. Indeed there have been several libraries in Northern Ontario that have been shut down due to lack of continued funding and management. This points to the importance of **sustainability** and the need for **stable funding** rather than an initial start up fee that does not contain provisions for library maintenance and growth (in either a physical or digital library).

### *3. Services*

The Northern Ontario Library Service provides a number of services to the communities and their libraries in the areas of inter-library loan and training of librarians. However, the distance between each First Nation makes it difficult for books to circulate smoothly via inter-library loan. As mentioned earlier, having computers in school libraries is only a partial solution to fulfilling the community's information needs. **Proper infrastructure** is needed along with more resources in **training and retaining the librarians** in the First nation communities. The Toronto Public Library's Virtual Reference Library (VRL) service was mentioned as a possible example of a help desk and resource tool for librarians and individuals in need of help with their information queries.

**Outreach and promotion** are already undertaken through a number of programs that promote First Nation community libraries such as 'First Nation Public library week' and 'First Nation communities read'. These programs promote First Nation cultural content, encourage reading, and attempt to sell libraries as places that aborigines will find useful and meaningful to their lives. Such reports as '*Our Way Forward*', drafted by the Ontario First Nation Public Library Strategic Plan Liaison Committee, and the report of a taskforce at the Edmonton Public Library ('*Report Of The Task Force On Library Services To Aboriginal Peoples*' available at: [www.epl.ca](http://www.epl.ca)) are good resources that address many of the opportunities and challenges for providing services to First Nations communities.

Another promising endeavor (although not known to many of the workshop participants) that may be useful for many First Nation communities in the future is the **Ontario Digital Library** (ODL). ODL is a collaborative project between academic and research libraries, universities, schools and the government in Ontario. Its goal is to provide

‘seamless electronic library services’ to the patrons of Ontario. The project is in its second phase of development and still a few years away from completion. It is not clear at this stage whether local cultural content of First Nations would be included as part of the digital library. There is an opportunity to lobby in order to have such materials included in the ODL.

#### *4. Integrating the library as a part of the community*

An ongoing challenge is raising awareness of community members about the role and significance that a library (physical or digital) might play within the community. Since many First Nation communities lack basic necessities such as proper shelter and heating, it is quite understandable that the library may not be a top priority. Brick and mortar libraries in particular, are difficult to establish due to the shortage of materials and space in Northern communities. Indeed, one of the resounding points made by many workshop participants is that funding for a library project must be sought outside of current community resources.

As a result, many patrons in these communities tend to rely primarily or solely on the Internet for their provision of information sources and services. As such, digital libraries can provide a means of organizing, accessing, and evaluating collections of information and making these available over the Internet via a uniform interface. A digital library offers a way for remote communities to access organized and authoritative information for students and community members alike. In addition to basic information provisions (such as curricular or health information) discussions were also held about possibilities of DLs to provide native language material and/or instruction, culturally-relevant artifacts and resources, and audio-visual material. It was stressed by community members however, that **a digital library should go hand in hand with the provision of print resources**. This last point was a recurring theme and provided the impetus for a follow-up initiative: the On Demand Book Service. The workshop discussions provide some indications about on-the-ground interest from those who would read the books or host a printing site.

### **3. The On Demand Book Service**

As a follow-up to the workshop, researchers from the Faculty of Information Studies at the University of Toronto, and Keewaytinook Okimakanak (KO) have embarked on an initiative to create an On-Demand Book Service for First Nations communities in Northern Ontario. This service will build on the power of information and communication technologies (ICTs) to provide users with access to public domain materials (as well as possible contributed materials), and allow the works to be downloaded and printed. The On-Demand Book Service is modeled under the widely popular Internet Archive Bookmobile, which seeks to bring universal access to human knowledge.<sup>2</sup>

What follows is a study to assess the feasibility of implementing an on-demand service for books. In the process, the aim is to investigate whether such a service fulfills the need for reading materials in First Nations communities of Northern Ontario.

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<sup>2</sup> Please see <http://www.archive.org/texts/bookmobile.php> for a more detailed description.

### *1. Adapting the Internet Archive Bookmobile Model*

As indicated, the on-demand book service for First Nations communities in Northern Ontario will be modeled under the Internet Archive, which is founded on the philosophy that open or free access to literary works and other writings is essential to the education and maintenance of an open society (Internet Archive, 2001).

With assistance from K-Net, researchers will identify several geographic areas and physical locations where the on-demand book service could reside in Northern Ontario. It is proposed that the same set-up as the Internet Archive's on-demand book publishing experiment will be used. This includes: a computer, a printer, a cutting machine and a binding machine. Patrons of the service will be able to choose a work from an established list, print it, trim it, and bind it. In the end, the work becomes a book, which the patron can keep and which can be produced for a minimal amount (the Internet Archives estimated the cost for the end-user of an average pocket book produced in this fashion to be around US\$1).

### *2. Benefits and Challenges*

The project reflects a commitment to reading and literacy and attempts to bridge the digital divide by using ICTs to:

- Encourage a love of reading
- Promote literacy initiatives in rural and remote communities
- Provide cost-effective and alternative methods to the dissemination of reading materials
- Be innovative in providing services that libraries and community centres are often responsible for

Naturally, with any project there will also be challenges faced. The following are a few challenges that may be encountered while implementing the on-demand book service:

- Defining intellectual property rights – copyright, in particular;
- Acquiring sufficient materials that would be culturally-relevant and sensitive to First Nations communities' needs and interests;
- Maintenance of equipment, and costs related to upgrade and training

### *3. The Essentials: How to set up an On-Demand Book Service*

The following information provides a general overview of how to set up an On-Demand Book Service.

**Hardware.** Having suitable and functioning hardware is a must when creating an on-demand book service. The equipment needed includes:

- Computer or laptop: The computer or laptop will be the mechanism for which a user can access the list of books available.
- High-speed laser printer: The high-speed printer will be used to print out the pages of the book, at a faster pace than a regular printer.

- Printer that can print heavier paper (potentially card stock): This printer is needed to print out the book cover.
- Cutter: A cutter can be used to trim the edges of the printed pages, and of the printed book cover.
- Binder: The binder will seal the book together at the spine.

**Supplies.** Along with hardware, there is a requirement for on-demand book supplies, mainly:

- Paper: For printing the pages of the books.
- Heavier paper or card stock: Heavier paper is needed to print the book covers.
- Colour and black and white ink: With the large amount of printing to be done, extra colour and black and white ink cartridges for the laser printers is necessary.

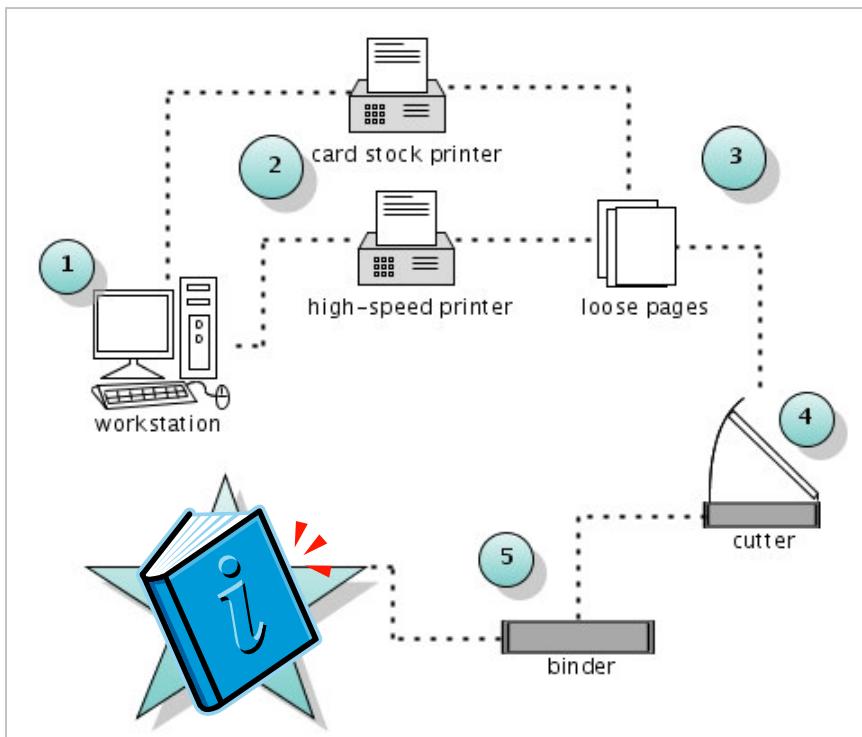
**Communications.** Having access and being properly connected is crucial to keep up with today's fast paced information society. The On-Demand Book Service will require:

- High-speed Internet connection: Given that books will be downloaded and printed, having a high-speed connection will facilitate this. In addition, the Internet will likely be the vehicle that allows users to navigate through the many choices of book services available.
- Routers / networking hubs (optional): Depending on whether laptops or computers are used, and how many, routers and or networking hubs may be necessary to manage the systems.

**Content.** The most important element of an On-Demand Book Service is, of course, the books. There are several options to retrieve available books freely for printing:

- Internet Archive (<http://www.archive.org>): The Internet Archive has over 30,000 titles in its database. Internet Archive uses the program DjVu to view books that have been scanned into its database. Other file formats that can be printed include TXT, PDF and HTML. Internet Archive provides access to sub-collections as well, which include other text services such as Project Gutenberg, the Million Book Project, and others.
- Other digital text collections: These are linked on the Internet Archive site (<http://www.archive.org/texts/links.php>) and provide further digital texts.

Featured below is a simplified diagram of the On-Demand Book Service. It is assumed that there is an Internet connection available, and the workstation has access to a digital text collection.



#### 4. Estimated Costs

The following tables provide an estimate of the costs associated with implementing the on-demand book service in one location.

HARDWARE (see Appendix for description)	APPROXIMATE COST <sup>3</sup>
Printer – HP 4700 Colour Laser Printer	\$3000
Printer – HP Officejet Pro K550	\$300
Laptop – Dell Inspiron 6000	\$1500
Laptop – Dell Inspiron 6000	\$1500
Scanner – HP ScanJet 4370	\$200
Cutter – Powerline Tabletop Cutter 815	\$500
Binder – Fastback Model 8	\$2700
Router – Linksys Compact Wireless-G 4-Port Router	\$95
<b>TOTAL</b>	<b>\$9795</b>

SUPPLIES	APPROXIMATE COST <sup>4</sup>
Domtar Cover Stock Pastel, Assorted, 125 Sheets/Pack	\$15
Hewlett Packard Printing Paper, 92 Bright, 8-1/2" x 11", 22lb (x 2 cases)	\$55
Cartridges for Laser Printer (\$/each)	\$350
Cartridges for Officejet Printer (\$/each)	\$50
<b>TOTAL</b>	<b>\$470</b>

In addition to the above costs, there are also costs that depend on the availability, service providers, and local environment. They are as follows:

<sup>3</sup> Estimated costs are based on price listed on company site, Canadian taxes, and round-up.

<sup>4</sup> Estimated costs are based on price listed on company site, Canadian taxes, and round-up.

- High-speed broadband internet connection – this is unknown due to the existing internet services that may exist for the site
- Training – It is necessary to consider who will do the training (e.g. in-house, or consultant).
- Employee costs – It is recommended that an employee be hired to ensure the proper use of the on-demand book service, in addition to providing help for users.
- Maintenance of technology – A portion of the budget should be allocated for technological malfunction and mishaps.
- There might also be additional costs and work associated with acquiring the high demand materials.

#### *5. Expertise and Skills Required*

Using the On-Demand Book Service to print and bind a book is not very difficult provided users have basic computer and Internet skills to search, download and print books that are available on digital text collection sites. Some training will be required to learn how to use properly and safely the equipment for cutting and binding the books (children should be assisted by a properly trained adult at all times). Once the user has been acquainted with the technology and equipment, the On-Demand Book Service is fairly easy to run.

An IT person should be designated to maintain the equipment and ensuring that all relevant supplies are available to operate effectively the system.

## **4. The Development Process**

As was mentioned, the ODBS will build on the power of information and communication technologies to allow users to access digitized books over the Internet from the public (i.e., not copyrighted) domain. The initial database for free books will be the Internet Archive website (IA, <http://www.archive.org>), but will potentially expand to include similar databases (e.g., Project Gutenberg, Carnegie Mellon's Universal Library). The ODBS will provide access to books by allowing users to select electronic materials, print them, and then bind them all in one location. The ultimate goal is to distribute these systems to rural and remote communities of Northern Ontario that are without library facilities.

#### *1. Reasoning for an ODBS portal*

The first step for the ODBS was to develop a **web portal** that would provide direct access to downloadable resources that could then be printed and bound into books, according to the Internet Archive's Bookmobile Setup<sup>5</sup>. The need for an independent website that serves primarily as a new portal to Internet Archives (IA) content was deemed necessary for multiple reasons.

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<sup>5</sup> <http://www.archive.org/details/HowToMakeABookmov>

Although the Internet Archive provides a wealth of free electronic books, problems for general users were anticipated due to the structure of the IA website and the layout of its GUI (graphical user interface). Basic access to resources within the IA is through the “collections” to which they belong, and not necessarily dictated by content or authorship of the resource itself. Although searching by these values is possible within the IA, navigation of the resources can be potentially problematic due to the number of pages that must be traversed from base URL to downloadable book.

One of the purposes of the ODBS portal is therefore to address these problems by providing minimalist access to the resources of the Internet Archive.

### *2. Structure, Usability, and the Keeywaytinook Okimakanak*

The ODBS portal would primarily be serving aboriginal people belonging to the Keeywaytinook Okimakanak confederation. The structure and content of the ODBS website is therefore being designed with the needs of the KO community members specifically in mind; for this reason the DLAC-ODBS liaises with two developers of the extant KO websites. This is an essential relationship since it is hoped that the ODBS portal would eventually be integrated with the KO Internet domains; this would ensure ease of access for KO users, would promote awareness of the ODBS as a resource, and would also ensure that the portal enjoys maximum usability among the aboriginal communities of Ontario. The portal will also be the subject of a usability test and study that would consist primarily of aboriginal users, in order to customize it to best serve the target audiences.

Moreover, integration with KO would only be the initial step; it is hoped that the management of the ODBS would eventually be turned over to the KO research staff entirely, so that its content and structure could be organized for the future as an integral component of the KO domain.

### *3. Website design*

With consideration to the fact that the ODBS portal would eventually be turned over to KORI, it was deemed especially important to structure it in a manner that would mesh with the extant KO websites. This is important for several reasons.

Firstly, an ODBS portal that is to be housed within the KO domain should conform in code structure to the extant KO websites, in order to facilitate future development and ensure a seamless transition in web management from the DLAC to KORI. Secondly, regular users of the KO websites should not be confronted with a radically different GUI when visiting the ODBS portal; a ‘common look and feel’ between the KO domain and the ODBS is therefore essential in assisting and promoting intuitive navigation. Essentially, someone browsing to the ODBS from KO should not feel like they have left the KO domain.

#### *4. A KO template*

It was therefore decided that the base structure of the ODBS should be inspired by one of the extant KO websites; in one step, this decision solved many of the developmental issues and potential problems outlined above.

A survey of the code structure of the various KO websites was therefore undertaken, in order to select a template for the ODBS. Fittingly, the site chosen for emulation was that of the KO Research Institute (<http://research.knet.ca>). Minor changes were made to the template, such that the website would be easily identifiable and manageable to the developers of the KORI domain. Collaboration between team members from the KO community and FIS is underway to collaboratively design the web portal.

#### *5. Integration with the Internet Archive*

Having established a preliminary ODBS portal, the next step was to make accessing the material from the Internet Archive as direct as possible. In practice this means providing more intuitive browsing of resources, facilitating searches for particular books, and reducing the navigation between portal and resource.

Our solutions to these issues consist in providing:

- A minimalist index to the collections of the IA (“Canadiana,” “Americana”, “Open Source”, “Project Gutenberg” and so on)
- Direct access to the search engines of the IA by collection (“search the Canadiana collections”),
- The ability to browse a list of printable books in a particular collection (“DJVU printable books”)
- Facilitating general browsing of the IA content by all the access points available for any particular collection (“by author”, “by title”, “recent acquisitions/additions”, “subject or title keywords”, “language of book”). This serves to eliminate the numerous intervening pages that are unavoidable when visiting the IA from its base URL.

#### *6. An ODBS list of recommended books*

The ODBS also currently includes a list of suggested titles by IA collection, all of which are printable. This is essentially a list of hyperlinks, which take the user from the ODBS portal straight to the resource, where it can be immediately printed and bound with the Internet Bookmobile Setup.

Eventually this would become an extensive list, complete with annotations giving an overview of each listed book.

#### *7. Supplementary resources*

It is also our intention to provide a list of links to other relevant materials and resources that may be of interest to aboriginal users. Current examples include the Library and

Archives Canada’s “Aboriginal Collections”<sup>6</sup>, Indian and Northern Affairs Canada’s “Aboriginal People Profiles”<sup>7</sup> and the Edmonton Public Library’s “Aboriginal Book List and Bibliography”<sup>8</sup>.

It is our desire to include as many relevant resources as possible, and we anticipate listing all materials that the community may suggest and/or desire.

#### *8. Goals for the immediate future*

Plans for development of the OBDS for the future include reduction in text intensity; this would be assisted by the addition of a template of icons that provide the primary options to the user (“print”, “read”, “download” and so on). This would give something of a commercial bookseller feel to the website, which would make it more pleasurable, intuitive, and friendly to use.

We would also add a technical details page, which would provide a development history, more about printable formats compatible with the Internet Bookmobile Setup, and specifics on the equipment that the setup generally uses.

The ODBS would also profit from direct collaboration with the Internet Archive.

### **5. Next Steps**

An ODBS portal is necessary to reduce the navigation required of the Internet Archive user interested in printing and binding materials using the Internet Bookmobile Setup. This service would eventually facilitate access to books for rural and northern aboriginal communities. Moreover the extensive resources of the IA could be utilized more intuitively by linking directly to printable books from a website that is integrated with the KO domain, providing immediate and familiar access to the Internet Archive’s content for KO users.

Our objective is to install a few prototypes of the On-Demand Book Service for First Nations communities in remote Northern Ontario areas. We are collaborating closely with Keewaytinoog Okimakanak Research Institute (KORI) and K-Net to identify the most appropriate locations for the On-Demand Book Service. We have also contacted Internet Archives’s representatives and the University of Toronto Library (UTL) system, which has a prototype of the Internet Archives’ on-demand book printing system. The director of UTL, Carole Moore, has graciously allowed us to use the prototype for testing. We will be using their equipment to hold a public demonstration of the service to members of the Aboriginal communities in Ontario (scheduled for Fall 2006). We are also in the process of seeking corporate sponsorship for equipment to alleviate the costs of purchasing pieces of equipment for the site(s). Letters have also been sent to various publishers of Aboriginal content for inclusion of such content on the list of available books (at a discounted price or for no licensing fee at all).

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<sup>6</sup> <http://www.collectionscanada.ca/aboriginal-peoples/index-e.html>

<sup>7</sup> [http://www.ainc-inac.gc.ca/ks/3000\\_e.html](http://www.ainc-inac.gc.ca/ks/3000_e.html)

<sup>8</sup> <http://www.epl.ca/EPLMaster.cfm?id=ABORIGINALBO0003>

### *Remaining Milestones*

Public Demonstration of the On-Demand Book Service, University of Toronto.  
Follow up on corporate sponsorship and publishing presses.

Identify areas in Northern Ontario to locate On-Demand Book Service.

Identify key resources and key individuals to be responsible for local projects.

Public Demonstration and testing in one (or more) First Nation community.

Purchase of equipment.

Training sessions and workshops.

On-Demand Book Service operating in various sites.

Ongoing training.

Study of usage of On-Demand Book Service and titles most requested.

Fund-raising for operating costs and scaling up project.

Evaluation phase.

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## **How to Make an ODBS Book Using the Internet Archives**

Making a book using the ODBS-bookmobile setup is a simple process, and can be broken down into four simple steps:

Printing  
Cutting  
Binding & Scoring  
Trimming

Note: downloading, printing, and creating books using the procedure described below is dependent on the selected book being available at the Internet Archives in DJVU (Deja Vu) format. To see a tutorial on working with DJVU format documents, [click here](#).

### **Printing**

Digital books can be found on the Internet Archives website at <http://www.archive.org>. Our portal has a selection of easy to access books available here.

Once you have found a book you would like to print, click the DJVU (Deja Vu) download button to download and view the text; the book should appear in your web browser.

To print, select "File" and "Print" in your web browser toolbar, to bring up the print dialog box. Next click on the "Properties", and under the "Finishing" tab check the box labelled "Print on Both Sides". Under the "Booklet Printing" drop down menu, select "Letter (Left Binding)" for a letter-size, Western language book. Languages that are read from right to left (Hebrew, Arabic, Chinese) require right-binding, so for these books select "Letter (Right Binding)" for printing.

Next print your book's cover. To do this, load your printer with a heavier paper that will help to protect

it. For this simply select "File" and "Print" in your web browser's toolbar, and then click "OK".

## **Cutting**

Once the book has finished printing, place the paper in your Triumph 4700 Manual Paper Cutter. (Click [here](#) to see a video of its use). Set your cutter measurement by turning the hand-crank to half the length of your paper. For example if you have printed on letter-sized paper, which is eleven inches (11"), set the cutter to five and one-half inches (5.5"). Clamp the paper down, close the handguard, pull the red release, and cut the paper firmly.



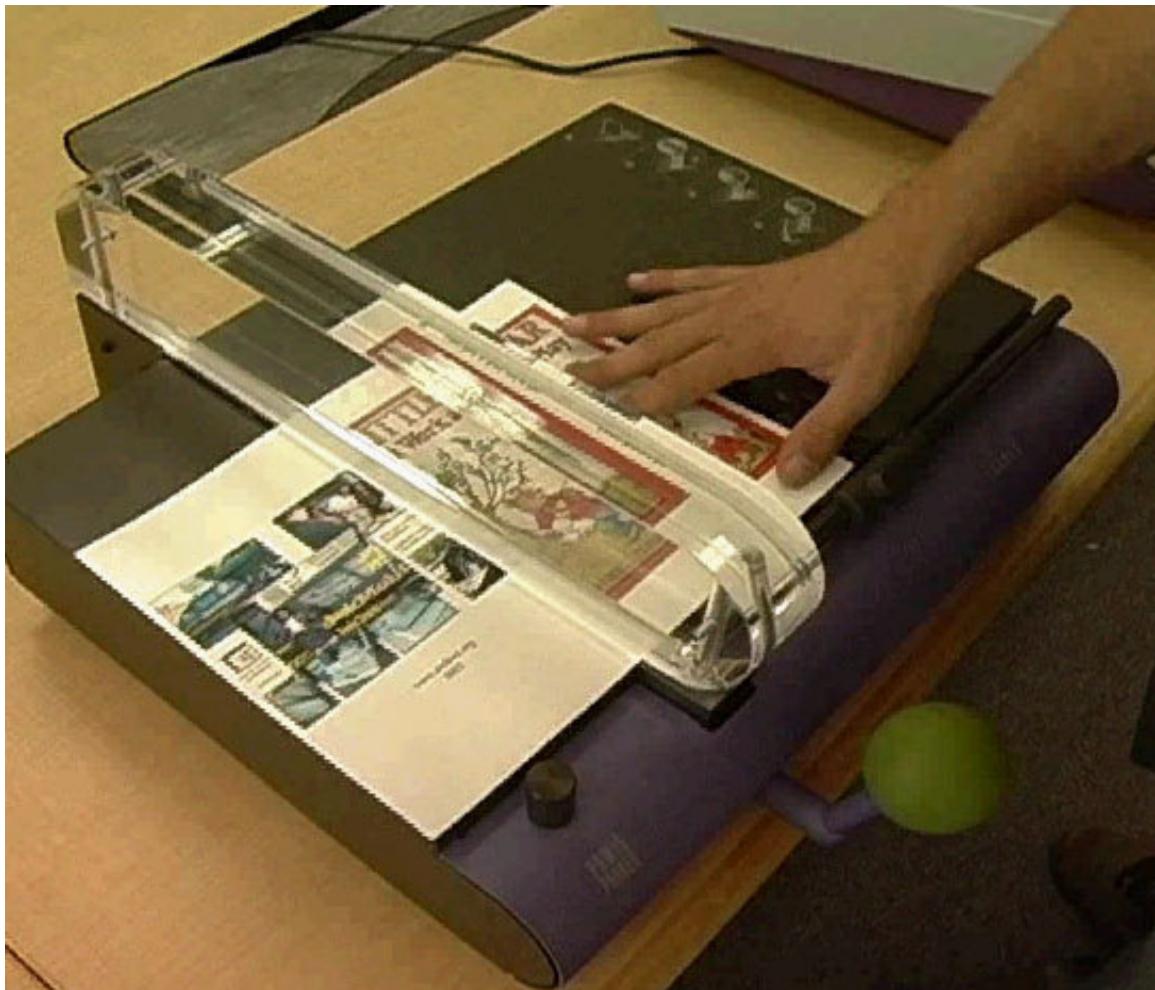
## **Binding and Scoring**

To bind and score your book, you will use two machines: a binder and a scorer. If your book is Western language and printed with a Left Binding, place the stack of paper with its left edge into the Powis Parker Fastback Model 15 binder. For a Right Binding book, place the right edge into the machine. Next press the large green button. Select the appropriate adhesive strip, feed it into the purple tray. The book will then be bound by the machine. Place the book on a cooling rank for ten minutes, or until it is cool to the touch.



To score the cover, measure the width of the book on the orange measuring plate of the Powis Parker Scoring Machine. Place the cover into position one on the scorer, rotate the green ball to the left, exerting

pressure at the bottom of the motion. Place the cover into position two and repeat.



Next flip the cover over so the blank side is up, and place it on a flat surface. Place the book to the right of the scores if the book is Left Bound; place it to the left of the scores if it is Right Bound. Peel away the top layer of the binding strip and fold the cover over onto the exposed glue, pressing down firmly. Next flip the book over and peel the back layer of the binding strip. Wrap the book around the remaining exposed glue, pressing the cover firmly against the spine of the book.



## **Trimming**

Your book is now complete except for its ragged edges. To finish the book, simply cut all the exposed edges - side, top, and bottom. When lining up the book for cutting, remember to clamp down the paper, close the handguard, pull the red release level, and cut.



Now you have a book!

See: [http://smyth.greatwhitefrog.com/ODBS/Make\\_Book.htm](http://smyth.greatwhitefrog.com/ODBS/Make_Book.htm)