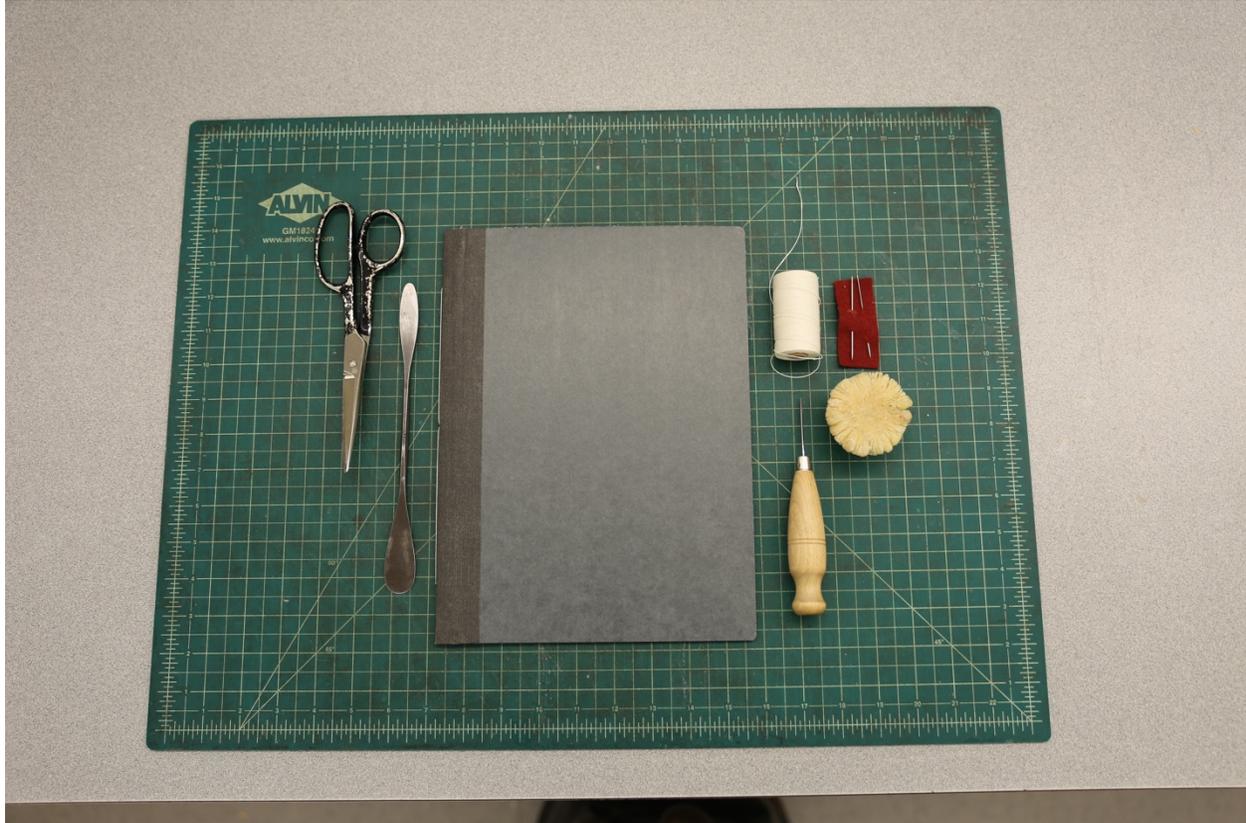


# A Simple Book Repair Manual: Sewing a Single Signature Pamphlet



## Suggested Equipment & Supplies

- Scissors
- Knife or microspatula (for removing staples)
- Acid free pamphlet binder
- Unbleached linen thread
- Sewing needle with large eye
- Thin awl
- Beeswax
- Board shear or heavy-duty paper cutter
- Corner rounder cutter (optional)

## Procedure:

1. Open the pamphlet to its center and remove staples by unbending the legs of each staple using an instrument with a dull blade such as a knife, staple remover or in this case a microspatula.



2. Slip the blade under each staple along the outside of the spine of the pamphlet, and using a back-and-forth rocking motion, remove the staple.



3. Using a pre-made binder select the size closest to the pamphlet. Trim as needed leaving a 1/4" square on the top, bottom, and fore-edge.



4. **Optional:** Use a corner rounder cutter to trim the corners for a smooth, rounded edge.



5. Fit the pamphlet inside the pre-made acid free binder and center it.
6. Open the pamphlet to the center. With the boards opened 45 degrees or less, punch 3 to 5 holes through the fold in the pamphlet, and its pamphlet binder. The holes at the head and tail should be no more than 1" from top and bottom. The middle hole should be in the center of the pamphlet. It is important to open the pamphlet only part way, so that the awl will pierce it through the fold and not travel off-center.



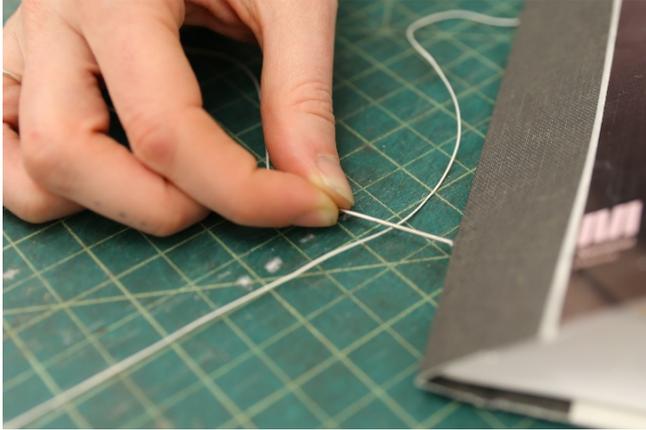
7. Leave the awl in place at the last piercing.



8. Cut a length of unbleached linen thread, 2-1/2 times the height of the pamphlet binder. Thread the newly cut end into a needle, but do not tie a knot. Leave the ends free.
9. With the pamphlet open only part way, begin sewing from the inside out, through the center hole. (Sewing will proceed more precisely if the tendency to open the pamphlet flat is resisted.) Leave a 3" tail of thread, which can be pulled shorter later.



10. Sew back into the pamphlet through the top hole and out again at the bottom hole. Thread should always be tightened in the direction in which the pamphlet is being sewn, pulling parallel to the spine of the pamphlet (not perpendicular). This minimizes the possibility of tearing the folds of the paper.



11. Re-enter at the center hole careful not to pierce the existing thread, always pulling the thread snugly in the direction of the sewing after passing through a hole.



- When the sewing is complete, tighten the thread carefully by drawing outermost stitches toward the center of the binder, and pulling up on the ends of the thread making sure the two ends are on either side of the center thread that passes along the fold of the pamphlet. Tie a square knot. Cut the thread-ends to approximately 1/4" to 1/2".

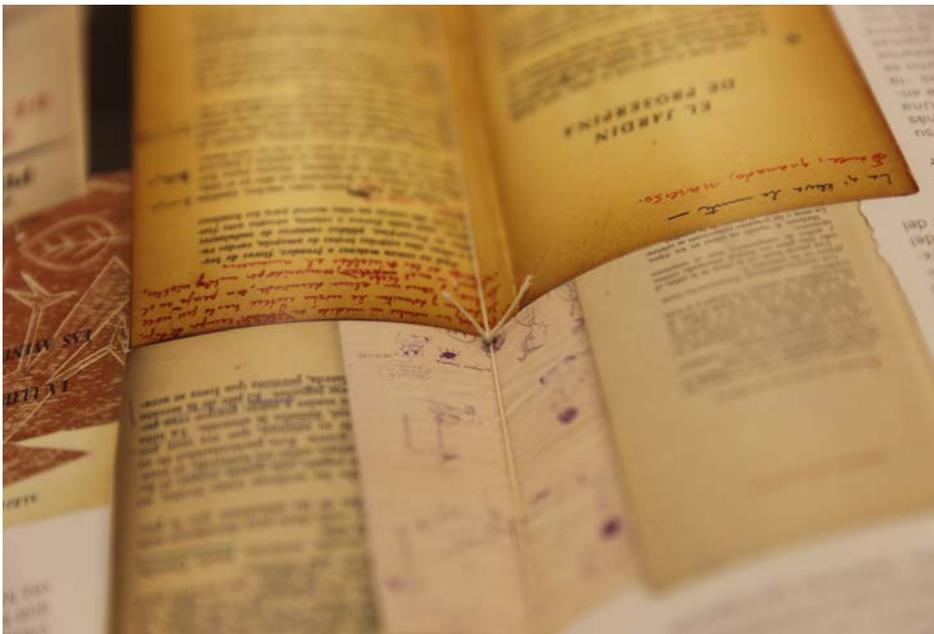
Note: For large pamphlets, 5 or 7 sewing holes can be used rather than 3. In all cases the sewing pattern is the same, with the needle passing in and out through every hole--from the middle to the head and down to the tail, skipping the middle hole on the way from one end to the other. Sewing is completed at the center hole where the two ends meet and knotted on the inside.



Tying a square knot.



Cut excess thread.



**Finished:**

