

LRS- Library Reproduction Services

Large Print Books

1. TYPE SIZE:

Grades 1 through 6: minimum 20 point Grades 7 through 12: minimum 18 point

2. PRINT QUALITY:

Print qualities in order of importance:

1. Sharpness
2. Contrast
3. Boldness

In black and white reproductions, colored or textured backgrounds in the original should only be to the extent that the three print qualities are maintained.

Majority of text should be black on white. If it meets the print quality standards, reverse (white on black) print within graphs, charts, reference boxes are acceptable.

3. PHOTOGRAPHS and COLOR

Good quality copies of all photos should be provided, but not at the sacrifice of print quality. When possible, relevant images should not be split when reformatting the book. Superfluous photos, drawings and designs can be split.

Color Reproductions: Full-color recommended for all Math, Science, and books containing atlases, map sections and where there is use of color-coding. Full-color reproductions recommended for textbooks in Grades 1-4, where the use of color attracts the student to the material.

4. PAPER

Paper must support good contrast and sharpness of print. It should be off-white, with a matte finish, 50 - 60 pound weight and high opacity of at least 85%.

5. FORMAT

Large print books must retain the integrity, pagination, and format of every page in the original text.

While always maintaining the minimum type sizes, as noted above, the preferred closed-book size should average 9 by 12 inches, with a maximum thickness of one (1) inch. Each volume should average 150 pages. Margins should be three-quarter (3/4) inch. Print must not fall into the "gutter".

6. MULTIPLE VOLUMES

Original books with over 180 pages should be broken up into multiple volumes with an average of 150 pages per volume. Volume breaks should be set in the following order: 1st: Units, 2nd: chapters. If appendices, glossaries, chapter tests and exercise answers are at the back of the text, then these should be placed in a smaller or separate volume. For lower grades, if glossary is only a few pages, it should be added to each volume. Each volume must include the title, copyright, and table of contents pages.

7. BINDING

All binding, including hardcover, should allow book to lay open flat and be bent back. Spiral binding should be used on all workbooks and manuals, as well as grade 1 and 2 textbooks.