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Exercise books — Specification



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Foreword

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Committee membership

- Oscar Industries Ltd
- Global Paper products
- Delux Printing and Paper Ltd.
- Uganda Consumer Protection Association
- Ministry of Education and Sports
- Uganda Revenue Authority

Exercise books — Specification

1 Scope

This Uganda Standard specifies requirements and methods of test for exercise books generally used in schools for writing, drawing and map reading. The standard applies to exercise books that are wire stitched or bound.

2 Terms and definitions

For the purposes of this standard, the following terms and definitions shall apply.

2.1

spine

the binding edge of a book

2.2

thread stitching

the process of stitching sections of a book together with thread before the book is bound

2.3

wire-stitching

the process of machine stitching by means of one or more wire staples through the spine of a fold

3 Requirements

3.1 Requirements for materials

3.1.1 Paper

- a) Paper for exercise books shall be of:
 - (i) machine finish (MF) paper of substance of 50 gsm minimum with a tolerance of $\pm 5\%$;
 - (ii) newsprint paper of substance of 48.8 gsm minimum with a tolerance of $\pm 5\%$.
- b) Paper for exercise books shall meet other requirements specified under Table 1.

Table 1 — Requirements for paper for exercise books

Characteristic	Requirement
Opacity, %, min.	70
Tearing factor, min.	50
Breaking length, m, min.	2,500

3.1.2 Stitching wires

Stitching wires shall be galvanised with a minimum gauge of 0.50 mm, tin-coated or treated against rust

3.2 Requirements for exercise books

3.2.1 General requirements

Exercise books shall have the following general requirements:

- (a) a tolerance of ± 3 mm;
- (b) be free from tears, holes, blemishes, creases and other visible defects and shall be uniform in texture;
- (c) have a good writing surface on each side when written upon with writing ink using steel pens or ball point writing instruments except books made from newsprint.

3.2.2 Workmanship and finish

3.2.2.1 Wire stitched books

3.2.2.1.1 Size

The size of these books shall fall into one of the following sizes:

- (a) 162 mm x 203 mm;
- (b) 210 mm x 297 mm;
- (c) 204 mm X 255 mm.

3.2.2.1.2 Denomination

These books shall be composed of 32, 48, 64, 80, 96, 100, 120, 160 and 200 pages excluding the covers.

3.2.2.1.3 Binding

There shall be at least two stitches on the spine of each exercise book. The size of stitch shall be of such a length as to allow a turn over of at least 3 mm. If two stitches are used, the spaces shall be as nearly as possible in the ratio 1:2: 1. If more than two stitches are used, the spaces shall be as nearly as possible equal.

3.2.2.1.4 Ruling

When ruling is required the distance between horizontal lines shall be $8 \text{ mm} \pm 0.5 \text{ mm}$ and for the margin, whether it is on the top or on the side, the distance from the end shall be $25 \text{ mm} \pm 3 \text{ mm}$. There shall be 22 continuous clear blue or grey or green lines on each page and the margin ruling at the left hand side of the page shall be red in colour.

For lower primary school exercise books, the distance between horizontal lines shall be $10 \text{ mm} \pm 0.5 \text{ mm}$. There shall be 19 clear blue or grey or green lines on each page. Double-ruled exercise books shall have twelve double lines; the distance between the double lines shall be $5 \text{ mm} \pm 0.5 \text{ mm}$ and the distance between the other neighbouring lines shall be $10 \text{ mm} \pm 0.5 \text{ mm}$. The margin shall be as specified in 7.4.1.

Square-ruled exercise books shall have $6 \text{ mm} \pm 0.5 \text{ mm}$ squares ruled throughout the entire area and trimmed to bleed all the three edges.

For lower primary schools, square-ruled exercise books shall have $8 \text{ mm} \pm 0.5 \text{ mm}$ squares ruled throughout the entire area and trimmed to bleed on all the three edges.

3.2.2.1.5 Cover

Coloured cover paper of 90 gsm and above $\pm 5 \%$ substance shall be used.

3.2.2.2 Bound exercise books**3.2.2.2.1 Size**

The size shall be as specified in 3.2.2.1.1.

3.2.2.2.2 Denominations

These books shall be composed of 160 pages, 200 pages, and 400 pages.

3.2.2.2.3 Binding

The sections shall be thread stitched and bound with binding cloth on the spine and strawboard on the top and the bottom of the books.

3.2.2.2.4 Ruling

The ruling shall be as specified in 3.2.2.1.4.

3.2.2.2.5 Cover

Solid pulp board or paperboard suitably covered with papers both from inside and outside shall be used as cover and the minimum substance shall be 450 gsm.

3.2.2.3 Wire-stitched drawing exercise books**3.2.2.3.1 Sizes**

These books shall be of the following four sizes:

- (a) 176 mm x 250 mm (B5);

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- (b) 210 mm x 297 mm (A4);
- (c) 250 mm x 353 mm (B4);
- (d) 297 mm x 420 mm (A3).

3.2.2.3.2 Denomination

These exercise books shall be composed of 20 pages and 40 pages excluding covers.

3.2.2.3.3 Binding

Binding shall be as specified in 3.2.2.1.3.

3.2.2.3.4 Quality of paper

Offset cartridge, bond, offset, drawing paper or hard paper of minimum 80 gsm substance shall be used.

3.2.2.3.5 Cover

Coloured cover paper of 90 and above $\pm 5\%$ substance shall be used.

3.2.2.4 Wire-stitched map exercise books

The sizes and specifications of map exercise books shall be 210 mm x 297 mm (A4) manufactured horizontally or vertically.

4 Packaging

4.1 General requirements

The exercise books shall be supplied in packages containing books of the same type, size, and same number of pages. Each package of exercise books shall be bound lengthwise with packing or wrapped with paper strip strong enough to prevent tear.

4.2 Cartons

The cartons used for packaging exercise books shall be:

- (a) designed so that the contents fit without movement;
- (b) of such quality and strength as to prevent busting, tearing, distortion or opening up from the weight of exercise books;
- (c) bound with a strong strip of tape at least two times, with at least one lengthwise or alternatively, glue the ends together to ensure that the flaps firmly stick together.

5 Marking

5.1 Cartons

Each carton of exercise books shall be marked and labelled with the following particulars:

- (i) name and address of the manufacturer and trade mark if any;
- (ii) description of the exercise books in the carton, including the size in mm and the number of pages;
- (iii) number of exercise books in the carton and
- (iv) country of origin.

5.2 Newsprint books

Newsprint books shall be labelled clearly and legibly with:

- (a) the following information (IN BOLD) on the front cover;

"NEWSPRINT PAPER"

"NOT FOR USE WITH FOUNTAIN PEN"

- (b) name and address of the manufacturer/importer/distributor and trade mark if any;
- (c) description of the exercise books in the carton, including the size in millimetres and the denominations;
- (d) number of exercise books in the carton;
- (e) country of origin.

5.3 Machine finish books

Each machine finish exercise book shall be clearly and indelibly marked with the following particulars:

- (a) name and address of the manufacturer/importer/distributor;
- (b) number of pages;
- (c) size in millimetres;
- (d) space for:

Name

School

ClassYear.....

Subject

6 Sampling

For ascertaining the conformity of these types of exercise books to the requirements of this standard, samples shall be taken from the market or elsewhere at random, ensuring the procedures or random selection.

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