Last to Bind Procedure for the J Client

1- Check in title as normal

2- Do not generate any predictions. Instead, close out of all windows.

3- Click on “Modify Control” and go into the title’s Bound Control. (Since the Bound Control is the last window you were in at check-in, it should be available as the Current Control link):
4- In the MARC Holdings tab of the Modify Control window, click the “Delete Serial Holdings Record” button, circled in red below:

5- This will open the Select Holdings to Remove window. In this window, be sure to select the CURRENT Holdings (NOT the Bound Holdings!!!) and click the “Delete Holdings” button.
6- A prompt will state that the Current MARC has been removed. Click “OK”
7- Still in the **Modify Control** window—in the *Received* tab, click on the “Unreceive Issue(s)” button, circled in red below:

![Unreceive Issue(s) button](image)

8- In the next window, select the “Unreceive All Issues” box and click the “Unreceive Issue(s)” button:

![Unreceive All Issues button](image)
9- A prompt will state that the issues have been unreceived. Click “OK”.
10- Repeat steps 7-9 for the *Expected* tab, and close out of all windows.
11- Click on “Remove Control” and go into the title’s *Bound Control*. (Since the *Bound Control* was your last window, it should be available as the *Current Control* link):

![Screenshot of the Bound Control feature]

12- In the following window, click the “Remove Control” button:

![Screenshot of the Remove Control button]

![Screenshot of the Remove Control button]
13- A prompt will state that the control has been removed. Click “OK” and close out.
14- Click on “Item Search and Display” and go into the title. It should be available as the Current link:

15- In the Item Search and Display window, under the Control tab, write down the item’s Title Control Number on your print-out:
16- Click “Display Order” and go to your title. It should be available as the Current link:

17- In the List of Orders window, write down the most recent PO-number, then RIGHT-CLICK on it to reveal the vendor ID, and write that down as well:
18- Click “Check Out”. In the User ID field, type: LSMBIND. In the Item Barcode field, scan your item.

19- Your item will then appear in the List of Checkouts

20- The final step is to email the coordinator for cancelled serial titles, Robin Pastorio-Newman (pastori@rci.rutgers.edu). Using this title as an example, the email should look like this, using the Title Control Number, PO-Number, and Vendor ID written earlier:

Subject: cancelled title / The Journal of black psychology

Message:
Hey Rob,
The last issue of the following title has been prepared for binding and there are no outstanding claims, please update/close our records.

Title control number: o01798722
Title: The Journal of black psychology
Library: LSM
PO#: PO-15072
Vendor: HARRASS US
Thanks,
Bill