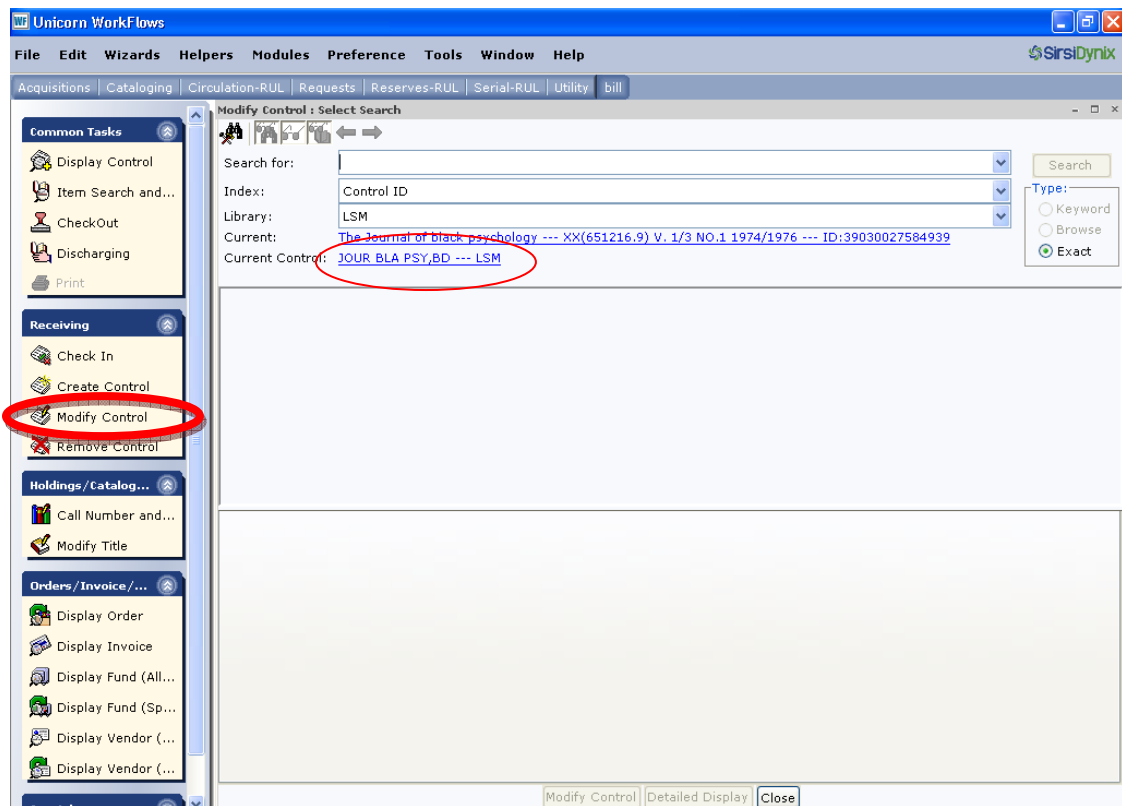
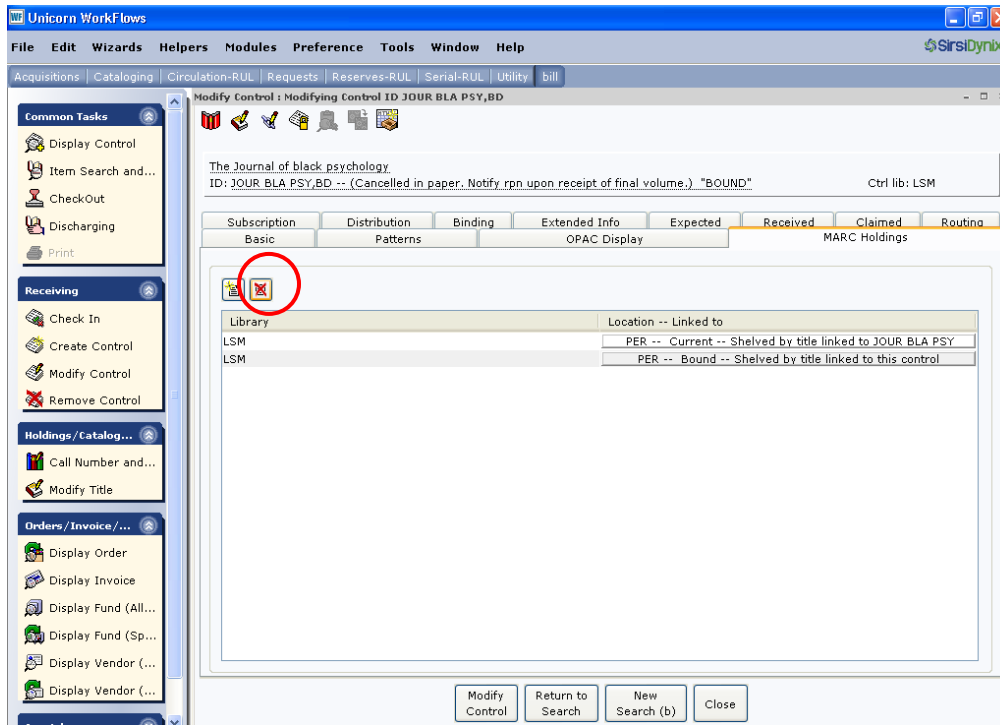


## Last to Bind Procedure for the J Client

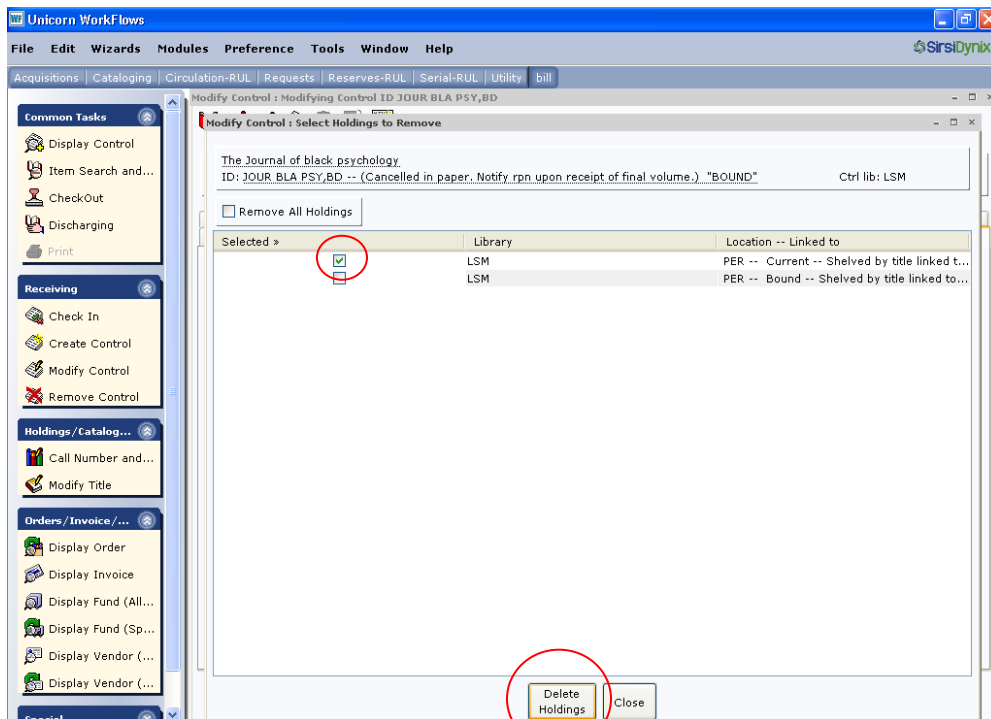
- 1- Check in title as normal
- 2- Do not generate any predictions. Instead, close out of all windows.
- 3- Click on “Modify Control” and go into the title’s **Bound Control**. (Since the **Bound Control** is the last window you were in at check-in, it should be available as the *Current Control* link):



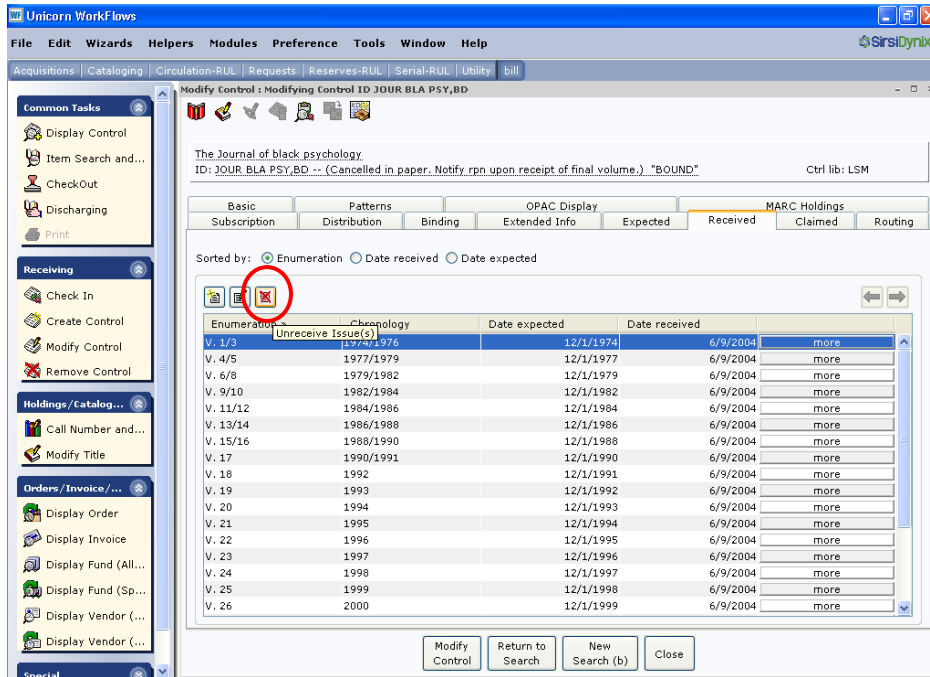
- 4- In the *MARC Holdings* tab of the **Modify Control** window, click the “Delete Serial Holdings Record” button, circled in red below:



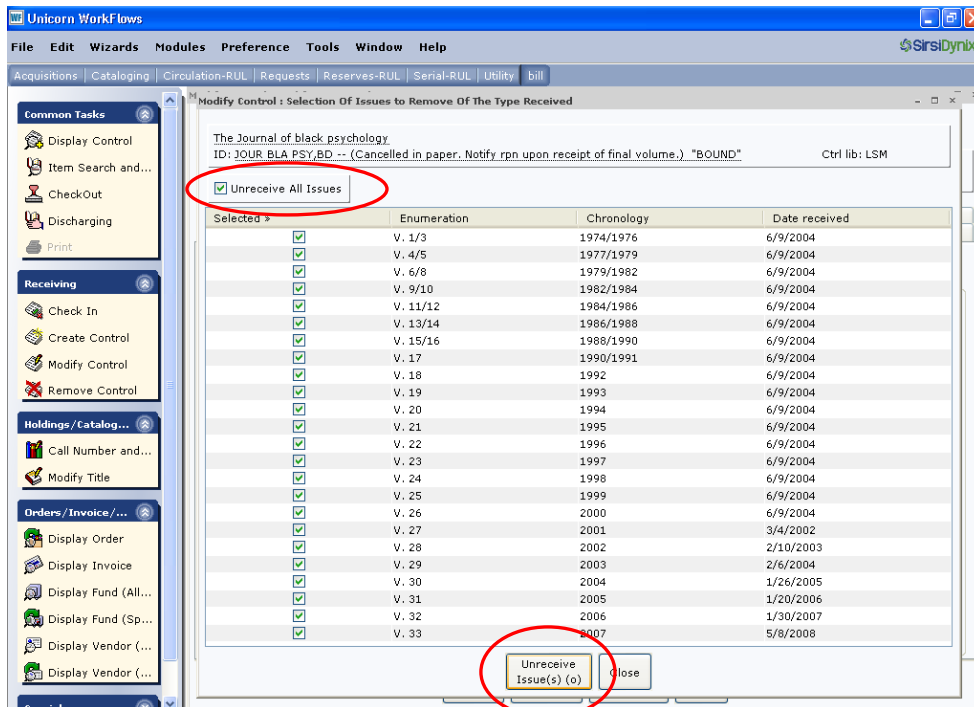
- 5- This will open the **Select Holdings to Remove** window. In this window, be sure to select the **CURRENT Holdings** (NOT the Bound Holdings!!!) and click the “Delete Holdings” button.



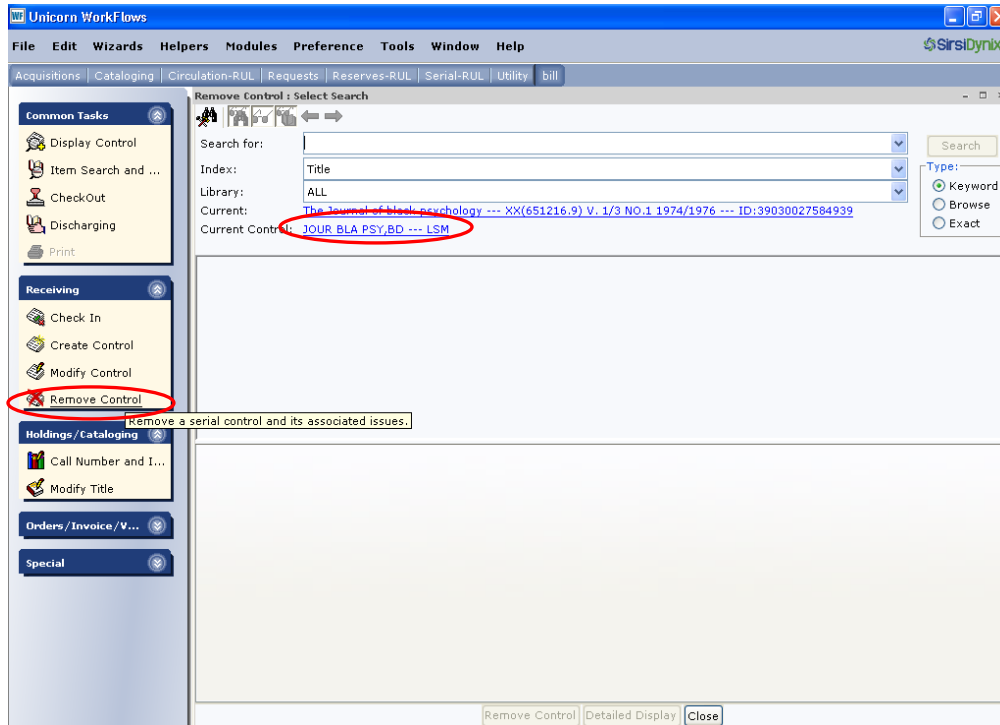
- 6- A prompt will state that the Current MARC has been removed. Click “OK”
- 7- Still in the **Modify Control** window—in the *Received* tab, click on the “Unreceive Issue(s)” button, circled in red below:



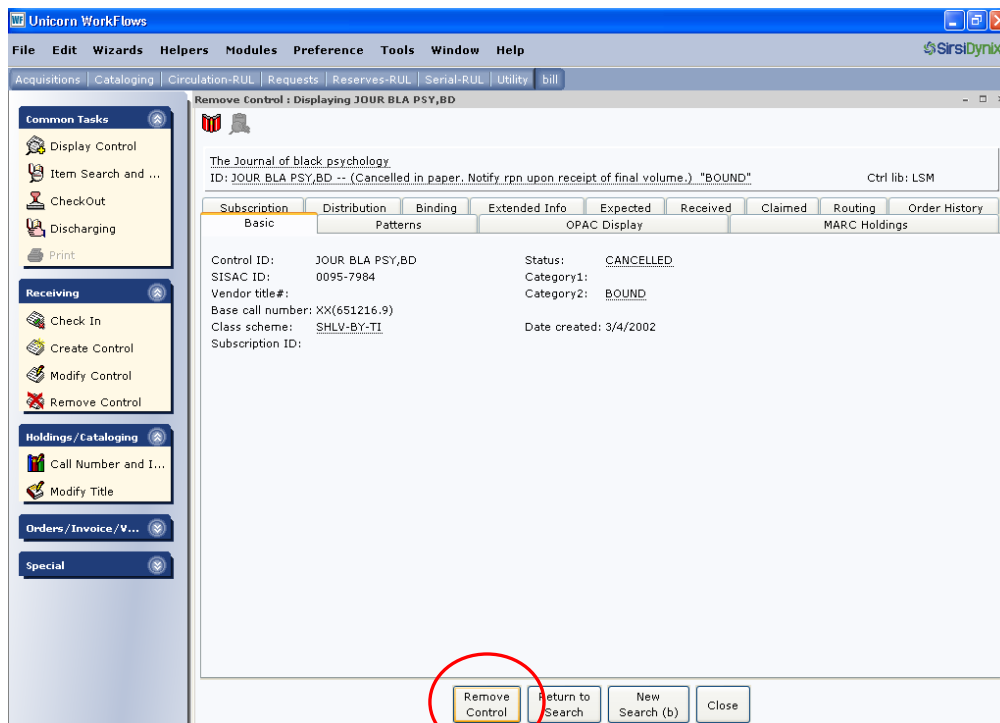
- 8- In the next window, select the “Unreceive All Issues” box and click the “Unreceive Issue(s)” button:



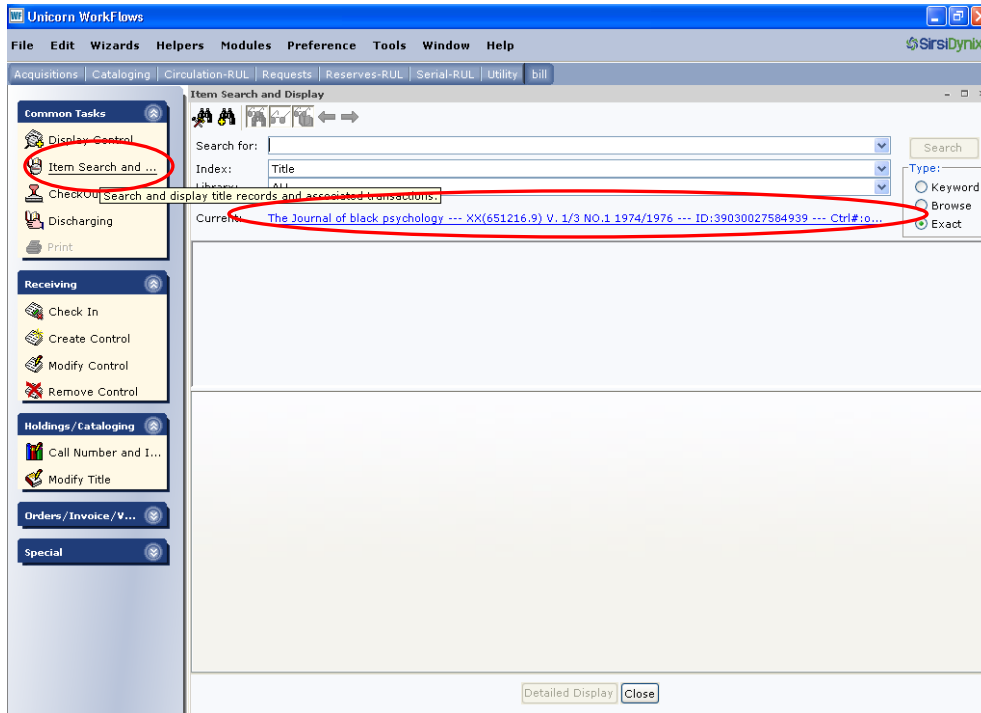
- 9- A prompt will state that the issues have been unreceived. Click "OK".
- 10- Repeat steps 7- 9 for the *Expected* tab, and close out of all windows.
- 11- Click on "Remove Control" and go into the title's **Bound Control**. (Since the **Bound Control** was your last window, it should be available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



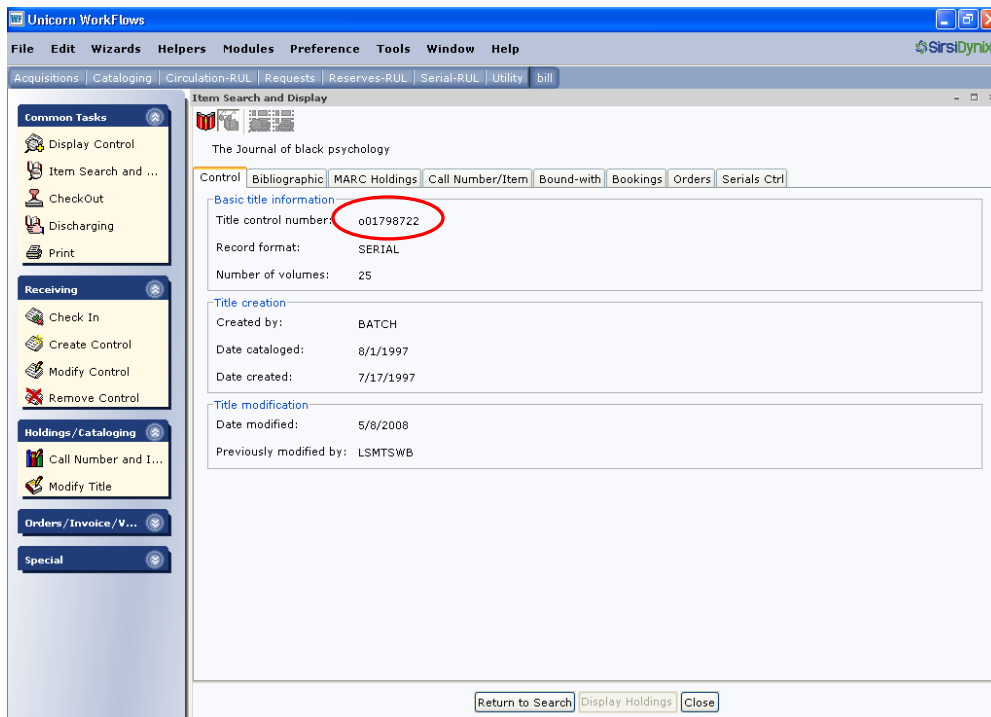
- 12- In the following window, click the "Remove Control" button:



- 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:

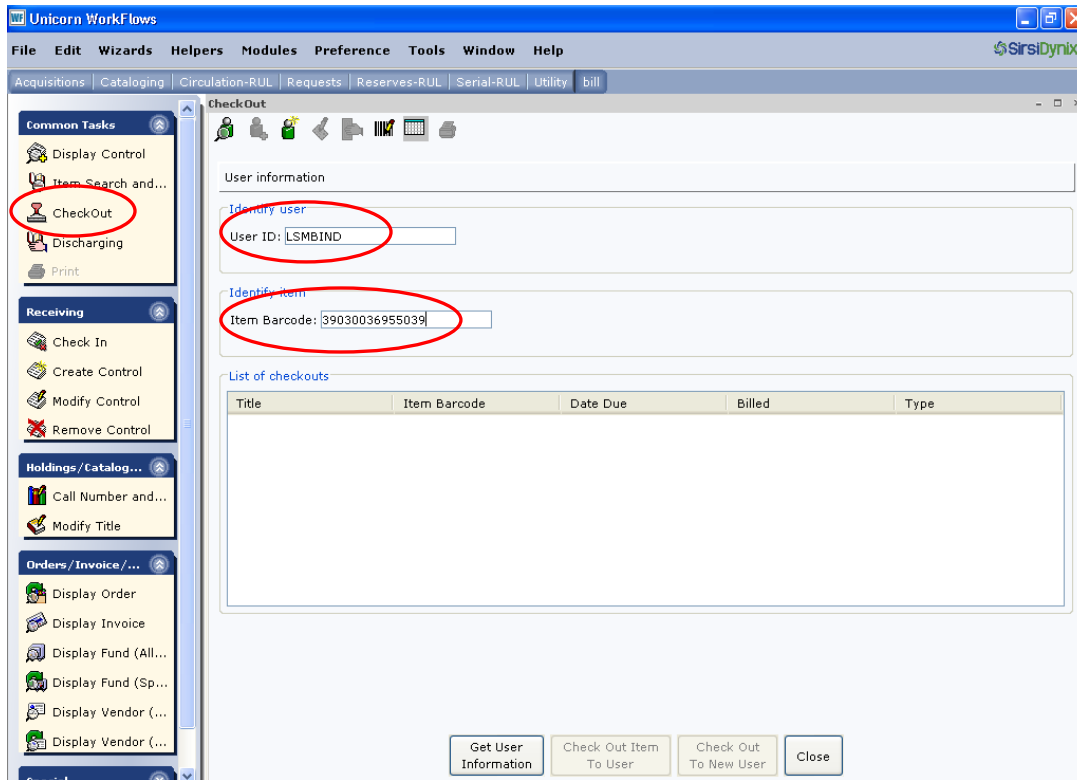


- 15- In the *Item Search and Display* window, under the *Control* tab, write down the item’s Title Control Number on your print-out:





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