

Preparing items for binding in LINCPlus:

1. Open LINCPlus from desktop
2. Enter Username and Password into the appropriate fields
3. See the LINCPlus Jobs screen.

To Create a New Job:

1. Click on New Job (on the right).
2. Now you will see New Job File screen.
3. In library field select Random
4. Leave comments field blank
5. Bindery is Library Bindery Co. PA
6. Job Name is usually the shipment date (every two weeks) but you can name the job whatever you want as long as it is not more than 7 characters long.
7. Click add job. You will see a new job created in Lenclos Jobs.

Saving SIRSI reports:

SIRSI Binding reports are automatically sent by email to two people in each hub. Once it is received in the INBOX it must be saved either by Pulling down the File menu and choosing Save As, or by holding down the Ctrl. key and hitting S. Files should be saved in the following path: T: - COMMON – XXXCol – BINDERY. Save the file name as the name of the library it is run for in all caps, space the date the report is run and the file extension.

e.g.: ART 7-24-04.txt

LSM 2-1-04.txt

Adding to a job in LINCPlus:

I. Import from Report:

1. From “LINCPlus Jobs” screen double-click on “Job Name” or highlight appropriate job and click on “Job Edit” button on the right.
2. SIRSI capture screen will appear, click on “Import Serials from Workflows Report.” If this screen does not appear immediately, click on the “SIRSI Import” button on the right hand side.
3. A list of files from the directory above where the SIRSI reports are saved will appear. Find desired file and select.

4. A window called “Titles from SIRSI Workflows Serials Binding Report” will appear containing the first title on the printed report.
5. Enter Patron ID
6. Make sure Caps Lock is on
7. Verify from the SIRSI binding report that variable line is entered correctly and accurately. If information is incorrect edit accordingly. If more than one bindable unit is present, remove all but one, and then follow steps 8-10. After you click “Select from list” select “Prior” and it will bring you back to same title, edit variable line again and repeat process.
8. Select correct title from the list below
9. Enter barcode
10. Click “Select from List”
11. Next title will appear. Repeat process.
12. After all titles have been imported from the report, close the “Titles from SIRSI Workflows Serials Binding Report” screen and verify format of title, variables, call number and imprint for each title on “LINCPlus Job Edit” screen. Navigation is made with the four arrow buttons in the top right corner. The outside buttons that look like |< and |> will go to the first and last item records respectively in the Job. The middle ones, < and > will move one at a time. The down arrow next to the current item number will pull down a window with all item number currently entered. Clicking one of these numbers will jump to that record. Make suitable corrections to each title and click “Save”.
13. In the event that a permanent change is needed for the title template, you will also need to click “update titles” followed by “update”

II. Import Monograph

1. Double-click on “Job Name” or highlight appropriate job and click on “Job Edit” button
2. Enter Patron Bar Code
3. Use drop-down menu to select “monograph” in Binding Type field

4. On SIRSI capture screen, scan barcode making sure that the Caps Lock is turned on.
5. If title is already charged to a user in SIRSI Workflows, click box for “Check-in” then click “Go”, the progress bar will read “Checking in title” and when finished: “Title Check-in Complete”. This will discharge title from former user and allow it to be charged to the bindery.
6. In order to get bindable unit charged to the bindery you will have to click “check-out” box and click “Go”, progress bar will read “checking out title” and instantly import title information into the “LINCPlus Job Edit” screen.
7. Title will appear in lower case. On title line, type “control+U” or double right click and select “Convert to UPPERCASE”. Also, type “control+A” or double right click and select “Add Line Feed Characters” to create line breaks. Verify levels for title.
8. Remove name and level number from the author field
9. Add corresponding library name to call number and manually add line breaks by inserting a backslash (“\”)
10. Hit Save
11. To continue importing from LINCPlus Job Edit screen choose “SIRSI capture” from the right-hand menu

III. Entering periodicals not on a report

1. From “Job Edit” select “Search titles”
2. From the “LINCPlus Titles Search” window you have different search options, most commonly used are Title and Refer #2 (which is the bind number).
3. Once you have chosen your search method and the library you would like to search from, type it in and click go. In most cases search results will appear listed below.
4. Click on matching title then choose “select title” from bottom. If there are duplicates of the same title or any uncertainty you can also choose to “view details”
5. Once you click “select title”, the “Job edit” screen will appear with corresponding title.

6. Enter in variable information and barcode and click save. If the cursor is in the “Variables” field the cursor can be made to jump to the next or previous variable by holding the Ctrl key and hitting the up or down arrow keys.
7. The “LINCPlus Titles Search” screen will automatically appear again. You can either continue searching if need be for your next title or just click “close search” to go back to “job edit” screen.

IV. Creating New Title

A. For titles on a report

1. If you are importing a bind report and at the “Titles(s) from SIRSI Workflows serials bind report” screen no match is found in list for your title you should select “search titles” from the right. If still no match is found, select “close search” and you will be brought back to prior screen. Here you can scan barcode and select “add title to job”.
2. Minimize the “Titles(s) from SIRSI Workflows serials bind report” screen and edit title. Convert title to uppercase, add line feed characters, both by double right clicking and choosing the appropriate selection. Verify title level, modify variables if needed, add call number or Loc’n Imprint, fill in material with the number of the color you have chosen and make sure that foil is sent at W (for white).
3. If this is a one-time bind you will only have to click “save”. If this is a new title that will continue to be bound you will want to click “save” and then “update” and choose “update”.

B. For titles not on a report

1. From job edit screen click “new”
2. Make sure appropriate bind type is chosen
3. Scan barcode
4. Type in Title (should be in all caps, with line breaks inserted where needed)
5. Create variable line accordingly. If needed refer to the Spine Format document.
6. Add Loc’N Imprint or call Number.
7. Choose material number (color) and make sure foil is set at W (for white)

8. Click “save”
9. Click “update” and choose “update as new”

Note: You can also create a title this same way but from the “titles” screen rather than the “job edit” screen.

Binding Slips:

1. In the LINCPlus Jobs screen choose the Reports function.
2. On the Left hand side make sure “Job Binding Slips” is selected.
3. Pull down the “By Job” menu and select the appropriate name.
4. Pull down the “Report Ordered On” menu and select “Item Number”
5. Click on “Run Report”
6. Each slip should be folded in half and inserted under the rubber band of the corresponding bindable unit. [Note: monographs need to have the barcode changed and thus the report can be cut in half. One goes with the bindable unit, and the other has the barcode stapled to it.

Closing out a Shipment:

1. When the shipment is ready to be packed print out the report. To print reports go to LINCPlus Jobs click on reports (on the right side in the middle) In the LINCPlus reports screen in Job Reports select Job Titles listing, next select by the Job name and then select Report Ordered On (choose Item Number from the selection) click run reports.
2. Print enough copies of the report for each unit library, the reference desk, and one to keep in the bindery area.
3. Pack boxes and label them with the account number and library processing the order on the label. Serial and monograph binds should be packed separately. The serial boxes should have XL written on the box, and BR for monographs.
4. Fill out a shipping record.
 - a. Customer no.: the account number assigned by the bindery
 - b. Customer Name: the name of the library processing the shipment on line 1 and Rutgers University on line 2
 - c. Dept/Room: Bindery
 - d. Street = the name of the street that shipments will be picked up on.
 - e. City = City of the library processing shipments
 - f. State = NJ
 - g. Zip = Zip code of the library processing shipments

- h. Person to contact for information: Enter the person's name who oversees bindery processing at the processing library. Also enter the appropriate phone number.
 - i. Enter the amount of boxes and total items for each category listed. On the bottom of that line add up the totals for box count and shipment count.
5. Record the number of units sent for each unit, and note how many are in each binding category. This information will be used for statistics, unpacking the shipment and invoicing.

Receiving/Opening a Shipment:

1. From the statistics taken when the shipment was sent out, estimate how many shelves on a truck each category will occupy, and label shelves on the trucks accordingly.
2. Open boxes and place on appropriate shelf.
3. Count each category and compare to the statistics taken when closing out the shipment. Make sure the numbers match and everything was returned from the bindery.
4. If any category has changed annotate the statistics.
 - a. These final statistics are entered in the bindery stats database.
 - b. Every month the monthly statistics are calculated.
5. Each book receives the appropriate stamps.
6. All bind slips can be separated from the book and thrown away except for items that have superseded instructions.
7. The slips for superseded items should have superseded information (Latest Edition Retained etc...) and kept in the book.
8. This information should also be on the report. Superseded items with slips still in the books are put on appropriate shelves or give to End-Processing when necessary.
9. Periodicals are left on the truck and put in Bound Periodicals.
10. Each unit is sent their material.
11. Documents are put on the re-shelving carts
12. Stacks material is put on the re-shelving cart or range in end processing.

Other helpful features:

FIND JOB

1. In LINCPlus jobs click on **Find Job <J>** put in the name of the job you want to find and click OK or hit enter. This will highlight the job in the list.

QUICK SCAN

1. When you click on Quick Scan all the items in the job are displayed. One can view them in different ways, by clicking the **Item #** column header it displays as each item was entered in the job.
2. **Title** will display titles alphabetically.
3. **Call #** and **Variables** display accordingly.