BOUND WITH PROCEDURE

There are several reasons for needing to create a bound with title:

• A group of monographs is bound together for budgetary and/or conservation reasons (e.g. A number of pamphlets that are Extension Service bulletins).

• Two or more monographs are published bound together by the publisher.

• A serial title has changed in the middle of a volume, and the two titles were bound together. Often these cannot be separated and rebound because the paper is too brittle, or has an insufficient margin.

• A group of titles that were bound together because of their publisher. This may include serials within a series.
Determine your “family tree”

There will be one parent record, and one or more children.

• If you are dealing with bound together monographs, the Parent is the first one in the book.

• If you are dealing with a serial title change, the parent is the first title in the bound volume. The parent title must be printed on the spine. If it is not, have the volume relabeled.

• If both monographs and serials are part of a series, the series name should be on the spine (e.g. Agriculture Information bulletin). In this case, it may be necessary to add Marc Holdings information to the record manually, and add series number and year information to the auto (XX) call number.
All “children” linked records must have a copy zero item line
Set up your Call numbers and item maintenance icon with correct properties.

Behavior should be set up like this:

- Add call number
  - Prompt for library when adding a new call number
  - Auto-generate temporary XX call numbers
- Add item
- Auto-generate item ID when adding item
- Modify existing call number
- Modify existing item
- Delete call number
- Delete item
Set up your Defaults as shown in this screen.

Your library and class scheme may be different from this screen.

Please note: the library and the class scheme for the parent and child(ren) must be the same.
Change the Parent record

• Add an item line for the appropriate volume if this is a serials record.

• If the book is a group of monographs with a numbering system, change the call number to reflect the range of numbers. (e.g. The call number for An old-growth definition for Southwestern subtropical upland forests was changed from A 13.88:SRS-21 to A 13.88:SRS-21-24 to cover the range of report numbers.)
Prepare the “children” to be added to their “parent”

- Add a copy zero call number to your child record.
- **IMPORTANT!** If your screen does not look like this when you are adding the copy zero, close and reset your properties.
Here is what your child should look like at this point….

- Notice there are extra item lines... The FLMPER item line with a copy 1 and the "child line" that is a copy zero.
- The copy 1 line may need to be erased later. Leave it for now.
If there are any other children, prepare the rest of the titles to be “children”

Add copy zeroes to any other “children”. Once you are finished adding all the copy zeroes, you will be ready to link them to the parent.

Please note: It is now possible to add more than one child to a serial record. However when this is done, extra steps need to be taken so that the information is clear in the webcat. The following slides show what you must do.
Click on the Bound-with icon, and start the process of linking

- Click on the Bound-with icon.
- Call up your first child record. I use the title control number.
- Click the button on the bottom of the screen that says “Add to tree.” The item listings will be added to the Bound-with tree pane.
- Click on the copy zero item line and click the button that says Retain for Linking. The copy zero line will become bold and italicized. See the next slide for an example.
Notice the copy zero line is bold and italicized. This is the line for your linked child.
Here the second child has been searched added to the tree and the copy zero retained for linking, so it too is italicized.
Continue on

• Keep adding children to the tree and retaining them for linking until you reach the last title to be bound with your parent.

• The next thing that you will do is search the parent title. This will be the last listing that you will place in the Bound-with tree pane. Click on the item line that represents the parent and click “Add to tree.”

The next screen shows the parent item added to the tree and selected for linking.
Here the parent has been added to the bottom of the tree. The copy 1 that has the parent barcode has been highlighted. Press Link button to link them all together simultaneously.
SUCCESS! The pop-up screen shows that you have linked these two children with the parent.

Click OK, and you’re done!
And here in blue, the linkage is spelled out for you.
Here is the bound-with page of the parent in workflows.
The next screen will show you how a child of this parent will look in IRIS...
Here is how the child looks in IRIS. It has the parent call number and sublocation. It also has a bound in note.
Have a cup of coffee… You’ve earned it!

It does get easier and more automatic as you do more bound-withs.