Proposed Workflow for Receiving of Accompanying Materials
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**Shelf Ready Materials.**

1. Check-in using normal standard procedures.
2. Add item pieces in the Received tab of the control by editing the item received with a note in the comment field indicating number of pieces using the format: <#> pieces: <pieces>

Example:

3. Checking in shelf-ready materials will create an item line with a barcode
4. The item line will need to be modified in the STAFF, PUBLIC, & CIRCNOTES section of the modify item screen using the format:
   <#> pieces: <pieces>
   **NOTE:** The main item should be the first item listed. The other pieces should be listed after alphabetically.
5. Enter the number of pieces in the “number of pieces” field.
Example:

6. Fill out the Processing form, making sure to check off the Accompanying Material stamping option, and attach to a printout of the Vol/Copy screen (as seen above), which indicates the number of pieces.

7. If accompanying materials are loose or in an awkward format, place on the accompanying material shelf.

8. If accompanying materials are attached place them on the Processing labels shelf.

Note that the main item (book) is listed first as indicated in step 4.

Update with correct number of pieces as stated in step 5. In this case, this number would have to be updated to 2.
**Bind Upon Receipt Materials**

The procedure for receiving bind upon receipt items is similar to the way shelf-ready materials are received.

For bind upon receipt materials, follow the same steps as the shelf ready materials (*see above Shelf-Ready Materials procedures for detailed steps*). Differences are *italicized*:

1. Check-in using normal standard procedures
2. Edit item in Received tab with the number of pieces
3. Edit the STAFF, PUBLIC, & CIRCNOTES in the item line. Also update the number of pieces
4. *Print out the ext-info and the Vol/Copy screen. Write the enumeration information and Bind number on the ext-info printout.*
5. *Place the printouts and item on the “items to be bound not on a report” shelf in the Bindery.*
**Loose Journals that have accompanying materials**

*Note:* Music Library CD handling procedures will not change. They will still get sent to Charlotte Toke.

1. Journal is checked in using normal check-in procedures.

2. The receivers will, in addition to adding the RR to the front of the journal, place a pre-printed label below the RR that says “Accompanying Material Shelved at BIND-PREP”. Processing will provide these labels to the receivers.

3. All accompanying material (regardless of format) is checked in as a supplement and will be sent to the **BIND-PREP** shelves as a temporary shelving location.
   - **NOTE #1:** The title will be written on the accompanying material if it is not directly evident. Additionally, the enumeration and chronology information will also be written on the accompanying material if it is not evident.
   - **NOTE #2:** CD’s will be placed in a CD envelope that will be provided (if it does not have one).
   - **NOTE #3:** For print accompanying materials (posters, pamphlets, etc), the title will be written along the top.

4. The receiver will enter a note indicating shelving location of BIND-PREP in the chronology field when checking in the accompanying material as a supplement.
Example:

The Journal of energy and development
ID: JOUR ENE DEV  ctrl lib: ALEXANDER

Prediction Information
- According To Pattern
- Special
- Type of special issue:
  - Basic
  - Supplement
  - Index
- V.:
- NO.:

Enumeration: V.29 NO.1 CD
Chronology: SHIELVED AT BIND-PREP
Number expected: 1  Number received: 1
Receipt comment:

Issues Checked In:

Check In 1  Return To Browse 2  Cancel 3

It will appear in the MARC as:

Bibliographic Info

Title: The Journal of energy and development.
Publication info: [Boulder, Colo., University of Colorado]
ISSN: 0361-4476
Subject: Power resources--Periodicals.
Subject: Energy policy--Periodicals.

ALEXANDER--
Location: PER -- Current -- Shelved by title
Holdings: v.29:no.1 (2003; FALL) - v.30:no.2 (2005; SPR)
Suppl holdings: V.29 NO.1 CD (SHELVED AT BIND-PREP)

ALEXANDER--
Location: PER -- Bound -- Shelved by title

In this example, an accompanying CD is being checked in.
The shelving location note (SHELVED AT BIND-PREP) is entered in the chronology field.
5. When time to bind, the receiver will indicate that accompanying material that needs to be bound by entering a note into the “Type of binding” field stating “Bind with…” This should be entered after the library name. If the note does not say, “Bind with” it will not be treated as accompanying material.

Receivers will pull accompanying material regardless of location and send them to bindery with the report. Notes should be present in the ext-info for titles that are bound with accompanying materials. If no notes are present, receivers should notify RC to add them.

Example:

<table>
<thead>
<tr>
<th>The Journal of energy and development</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID: JOUR ENJ DEV</td>
</tr>
<tr>
<td>ctrl lib: ALEXANDER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Binding</th>
<th>ExtInfo</th>
<th>Expected</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number to bind: 0
Copies to bind: 0
Date to bind: 8/16/2005
Date sent to bindery: 8/16/2005
Type of binding: ALEX; bind with CD at BIND-PREF
Material: j29 jy2003
Color:
Bind no.: 6030