**Bind folder standards**

1. The “type of binding” field will now be used to annotate the library/location and for special instructions, below you will find a list of approved formats for libraries and locations, which should be typed in all caps.

   ALEX
   ART
   CHANG
   CHEM
   DGLSS
   DOC
   EAL
   KAL
   LSM
   MATH
   MED
   MUSIC
   PHYS
   SMLR

   In order to separate the library/location from the special instructions we will use a semicolon, for example please see below:

   Example: LSM DOC; Make pocket for maps.
   ALEX REF; Pull superceeded to stacks.

2. Variable information in the “Sub-location” field formatted correctly using the following codes:

   |a - Abtheilung
   |b - Band
   |x - Contents
   |e - Edition
   |f - Fascicle
   |g - Group
   |h - Heft
   |x - Index
   |is - Issue
   |j - Jahrgang
   |m - Month
   |ns - New Series
   |n - Number
   |o - Opus
   |p - Page
   |pt - Part
   |q - Quarter
   |r - Reihe
   |st - Section
   |sr - Series
There should be no space between the codes and the variables quite similar to MARC Holdings format.

Any spanned variables should be entered with the first variable and last variable in the sequence separated by a dash. Spanned years should have the full first year and only the last two digits of the second year as long as the span does not pass through a millennium mark.

Indexes, supplements and tables of contents included with a unit should be entered with an “&” space and the designated variable name (e.g.: SUPPL. INDEX CONTENTS). If an index or supplement is bound by itself the “&” is not necessary.

If variables and codes are already present in the “Sub-Location” field no not alter which codes are present but rather just replace the existing variables with the required information. If there is a change with how an item is published place a note in the “type of binding” field reflecting the change. If there is a variable or code present that cannot be filled in because of lack of information then leave it blank.

for example: V. 10 No. 1/6 2003 & Suppl. = |v10 |n1-6 |y2003 |x& SUPPL.
V. 14 2001/2002 = |v14 |y2001-02

3. The bind number will go in the “Bind No.” field all by itself. Do not put any other characters or information in this field except for the number itself.