Receiving and Bindery

Extended Info – When printing an extended info for the Bindery staff, please annotate the following:

- Volume Number/Edition/Year – required
  - If a complete volume note as v.23, 2005
  - If an incomplete note as v.23:1/3, 2005 (issue range should be noted)

- Bind # – required – unless a bind number is not available

- No Bind# - Use this when either the bind number is missing from the bind folder or for reinstated titles that have been bound previously

The remaining notes should be added as appropriate:

- Last To Bind
  For these items provide one of the following reasons:
  - Cancelled
  - Ceased
  - Title Change

- First to Bind – Please use for new titles that are bound for the first time and will continue to be bound.

- One Time Bind – Use for titles that have never been bound before and will not be bound in the future.

Note: If a note is in the extended info that is relevant – please circle or highlight it

Bind Folder in the Serials Control

* Do not remove any notes in the bind folder such as NB-Eval Freq, NB-TC, etc. These are bib-cat notes that should be included in the bind report *

Modify the bind folder according to standards set out in the “Bind Folder Standards” worksheet.

Reminder:
If binding a supplement or index (or anything of the sort) add in the |x, as appropriate. Conversely, if the |x is in the bind folder, but the supplement is not being bound, it should be removed from the bind folder.

April 27, 2005