

STORAGE TRANSFER PROCEDURES

[Procedures Manual](#)

rev. 11/11/09

Unless there are **25 volumes** or items (periodicals or books) to be sent to bindery, call ACME to cancel the next delivery to the library. On the other hand, if there are enough items or volumes, then proceed as follows:

Every time ABLE is activated, certain defaults ought to be set:

- 1) Make sure that the defaults are set. Under the **Print tab**, **Auto UBS** should be selected (It is already checked off if it has been set up from the default. With Auto UBS checked off, the Bindery Tickets can be printed out.)
- 2) Under **Setup tab**, go to **User Parameters** and then choose **Compose +**.

Create a lot first

[ACME](#) picks up shipment and delivers bound journals or books every two weeks. Create a lot for the next shipment which is valid and stays on whenever you log in to ABLE. Once the date in the ABLE is expired, create a new lot for the next shipment.

- 1) Click **Lot** tab and enter the date of next shipment in the **Lot ID** field as follows (It has to match the date of the shipment.): e.g., 100804 (Year, Month, date to create a lot) for the main library.
- 2) Watkinson entries get the letter W at the end of the date, e.g., 100804W.
- 3) Press enter and say “yes” to create a new Lot
- 4) Click **Apply**.
- 5) You can switch back and forth between Watkinson account and Main Collection account.
 - If you want to work on Watkinson materials, for example, enter 100804W into **Lot ID** field and press enter to create tickets for bindery.

Binding Classes for Trinity

Trinity uses the following binding classes for periodicals, monographs and monographic standing orders:

- 1) **02T** format is used for Trinity periodicals. If a new periodical record needs to be created, 02T format is used. 02T format is base on the [Standard Periodical 02 of ACME](#).
- 2) **02W** format is used for Watkinson periodicals and is the same as above.
- 3) 08T format is used for Trinity monographs and 08W format is used for Watkinson monographs. Both formats are based on the [Binding Books and Paperbacks](#) of ACME standards.
- 4) 07T and 07W formats are used for monographic standing orders and treated as books.

Creating bindery tickets for Periodicals

Periodicals usually have records in the system. In the **Key** field in the upper left corner, select **Title: Text** and enter in the empty field the first two letters of the words of a title. For example, enter **EAEUEC** for the journal *Eastern European Economics*—EA for Eastern, EU for European and EC for Economics. You can also search a title by the ISSN. So:

1. Key and click the arrow sign underneath the box to retrieve the title.

The screenshot shows a library system interface with a menu bar (File, Edit, Setup, Print, Process, Update, Tools, Window, Help) and a toolbar (Add Item, Upd Item, Add Title, Upd Title, History, Collation, Lot, Cover Proof, Z-Link, Clear). The 'Key' field is set to 'Title: Text' and the search term is 'EAEUEC'. The 'Account' is 23125 and 'Lot ID' is 101013. The 'Binder Item' is TRIN. The 'Cover' is 38 - Dark Green. The 'Print' option is WHT. The main area displays a table with columns: Fnt, Spc, Plc, Lvl, Fmt, and Cover. The table contains the following data:

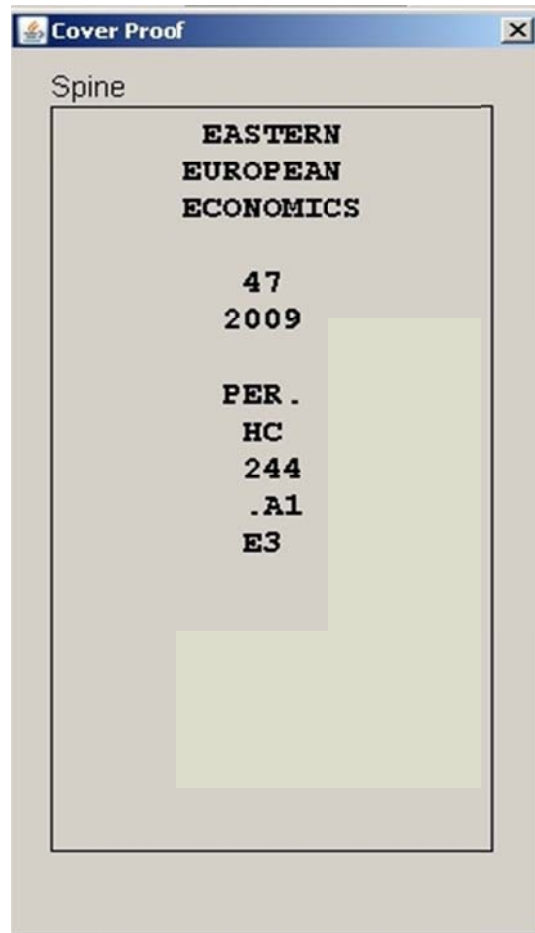
Fnt	Spc	Plc	Lvl	Fmt	Cover
2	2	C	20	EASTERNEUROPEANECONOMICS	
1		C	12	VOL47	
1		C	10	YR2009	
2		C	8		
2		C	5	CALLPER\HC\244\A1\E3	

On the left side, there are fields for Title ID (384), Call ID (PER.HC244.A1E3), Priv ID (BAD8440), ISSN (0012-8775), Dept (TRIN), Collection, Category (02 - periodical), Bind Freq (Yearly), Pub Freq, Class (02 - standard), Rules (cpf), and Copies (1). At the bottom, there are fields for Spine (1 - 11/16), Height (9 - 0/8), Width (6 - 0/8), Leaf (ar - adhesive), and Vol Stat. There are also fields for Barcode, Extras (TI), and Instructions.

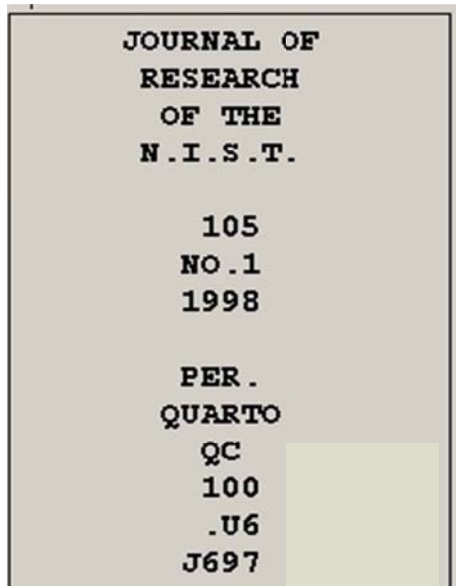
2. If the title already exists in the ABLE, you have to update only certain information, e.g., **V**, **NO.**, or **YR** information, depending on information the call number of the periodical consists of.
3. Make necessary changes. In the example above, we have to make changes only in volume (47) and year (2009).

4. Click the **Cover Proof** tab at the top to check the title and the call number stamped on the spine. Carefully review the information in this window to see whether or not there is any mistake before the item is sent to the bindery.

The stamped call number on the spine would look as follows:



5. Remember that we do not enter a **v.** for volume before the number. As you can see on the example above, 47 for volume is understood as volume number. This is, however, not true for **no.** or other designations such as **n.s.**, etc. on the call number. In the example below, the no. is stamped on the call number.



Check the volume once again for missing issues to see whether or not the pink sheet is in the volume.

6. Click **Add Item** in the upper left corner above **Key** and click print to have a bindery ticket. All the information about the binding the particular volume at hand is on the print out.
7. Click the **Upd Title** button at the top. This updates information about the entries you make. Click the **History** tab above to see the information about the previously entered volumes.
8. Check the printout for the information as to whether is correct or not
9. Fold the printout and insert it into the volume so that some of the printout sheet sticks out to be seen by the binder
10. Insert the volume or volume into an ACME box to be sent out
11. Keep the Watkinson-books box separate from the Main Collection books box.
12. Supplement issues are placed at the end of the volume.

If a Mistake is Made

If you need to revise the ticket after having printed out ticket, write down the Lot Id number and make necessary correction and click **Add Item** and print out a new ticket. Every time click Add Item, a new Lot Item is created. So the incorrect lot item has to be deleted.

1. Select and enter the Lot item number
2. Click the arrow sign under the lot item box
3. Retrieve the previous lot item and delete it.

If you need to printout bindery ticket for the second time for any reason, do not click the Add Item to print out one. Go to:

1. **Print** tab at top
2. Choose **Reprint UBS** to print out a second copy.

Instructions

If you need to enter instructions about a specific volume, you can enter the information into the **Instruction** box at the lower right corner. If the information is only about the volume at hand, then enter it into the **Temporary** area of the window. Then click **Apply** for the information to take effect. The **Instructions** box becomes blue and is active—a sign that there is a message for the ACME binder. If the instructions are to be permanent, then enter the information/instructions into the **Permanent** area of the information box. Do not forget to remove the information in the **Instruction** box when you update the title next time provided that it is temporary.

Creating Bindery Tickets for Monographs

Monographs on standing order have records in the system. If a book is not a part of a monographic standing order, it needs a bindery ticket. The record for a monograph is not saved because it is not needed to be in the system. Even though the record is not saved in the system, the bindery ticket information can be retrieved.

To print out a bindery ticket, choose a format. **08T** format is for the books for the Main Collection, and **08W** format is for the books for the Watkinson Library. These formats have already defaults set up. Only the title of a book and call number need to be entered for bindery ticket. Do not stamp call number for monograph for the Main Collection. The books for the Main Collection are labeled in-house. Once 08T or 08W in the **Format** field is selected, the empty ABLE interface changes immediately, showing default settings of 08T or 08W. The insertion point is already in the text area of the interface where the title of book is to be written:

- 1) Type the title in the upper case letters and every word must be separated by a backward slash (every backward slash is a return.), e. g.:
 - RISING\OF THE\STATES\\BROWN (author's name is followed by two backward slashes. Check the **Cover Proof** tab to how it would look on the spine.) *and*,
 - A call number would be entered, e.g., WATK.\PA\345\.B24\2010

The stamped title and call number on the spine of the book would look as follows:

**RISING
OF
THE
STATES**

BROWN

**WATK.
PA
345
.B24
2010**

- 2) Write a short version of the title if it too long
- 3) Do not write the subtitle
- 4) Then write the last name of the author
- 5) If the book has two authors, write the main author's name. This can be retrieved from the 100 field of the bibliographical record of the book.
- 6) If the book is edited, do not enter any names
- 7) Choose the color number **55-Random F-G** in the **Cover** field. A blank cover color means cover color #55. If you must (this might occasionally happen for special books) choose a color to match the cover of the book, go to ABLE's color site <http://www.acmebook.com/resources/stocklibrary> **Group F Buckram Cloth Colors** is the panel that we choose colors from—**Not Lighter Weight C-Cloth Colors**. C-Cloth colors are for thin books that we rarely sent to the bindery. It costs (\$.75) extra if we choose a color for every book. For the 55 Random F-G cover colors we do not have to pay extra fee.
- 8) Do not select a color followed by the letter **C-g** or **C g** because of their lesser quality.
- 9) After selecting color in the **Cover** field, then select the color of the spine label text and title from the color panel and select it in the **Print** field. The text color would be **White** for 55 Random F-G cover color.
- 10) Do not enter call numbers for Main collection books. The call number labels are done in-house. For Watkinson books, however, enter the call number into ABLE.
- 11) **Do not** click **Upd title** tab at the top
- 12) Just click **Add Item** to print out a bindery ticket.

Creating a new Title

The same process above can be followed to create a permanent record for a periodical or a monographic standing order. In this case, the record needs to be saved by clicking **Add Title** and then **Yes** button in the popup window.

Using Accents

To use accents refer to the accent chart:

- 1) Insert the desired accent character between brackets []
- 2) The characters must be in lower case
- 3) Select and drag the mouse over the character and right click the mouse
- 4) Select **Accent** from the options and the character is highlighted.

Accent Chart

ABLE Character	Accent	Example	Result
c	ç	FRANC[c]AIS	Ç
e	è		À
g	g		Ú
k	ķ		Ł
o	o		Å
p	°		a dot over O
b	°		Œ
s	°		Ø
t	°		Ñ
u	ü		Ä
v	°		Š
^	°		Ö
—	—		<u>MOM</u>
-	°		Ō
9	°		Ö
0	°	OR (bow over them)	A bow over 2 letters

PS: It is not our practice not to enter accents. We can enter accents unless the title is legible.

Oversize Books

Books over 31.1+ cm. are classified as oversize books. Retrieve 02T or 02W format according to the location:

1. Enter the title, e.g., GESAMT-KATALOG\DER\WIEGEN-DRUCKE
2. Do not enter measurements
3. Print out the spine of the book and insert it into book with bindery ticket
4. If the pages are uncut, type into the **Instructions** window:
 - “Rub attached” (spine copy) and “Please cut pages,” Click **Apply**.
5. Make necessary changes as far as the call number concerned. Watkinson, e.g., gets call number stamped
6. Enter information in the Collation window
 - Enter **p**, e.g., for trimming
 - **oc** for “Original Cover” if the publisher has sent the original cover to be put on the book. Some publishers send volume covers for the fascicules when they are bound.
 - **n** for “Notch”

Glossary

[ACME contact directory](#) Please click on the directory to view all the customer service people. If there is a question concerning bindery issues, contact

Pat Nuttall at 617-242-1100, ext. 225. She is the Library Binding Manager.

The **height** of an unbound volume should be no more than 2 1/2" thick.

Produced in the Lot Status means items are not yet bound.

Restored in the Lot Status means items from the bindery are returned to the library.

Trinity Account number is 23125

For detailed information on ABLE bindery rules, click on the following link:

<\\Tamba\Library\Staff\yserinda\TechServices\Acquisitions\ACME>