

BINDERY PROCESSING

Procedures Manual

rev. 5/12/2008

All books and periodical volumes should be fully cataloged before they get sent to our commercial bindery. Cataloging will assign a temporary barcode and attach it to the last page of the text block to expedite its identification on return.

All periodicals should be counted as added volumes on your statistics at the point of cataloging. Books and other continuations would have already been counted by Acquisitions. If a periodical is being bound despite a missing issue, roughly trim and insert a pink *Missing Periodical Issue* sheet in place of the missing issue(s). But for cataloging purposes, still treat it as complete unless it is for documents or special collections.

When creating binding tickets, separate the volumes into three lots for Trinity, Watkinson, and Private binding. This will assist in fund accounting.

Returns Processing

Give Private account shipments directly to the processing supervisor. These are personal items that get forwarded to their owners with no further work.

Trinity and Watkinson volumes need their item statuses cleared. Watkinson volumes lacking call numbers get placed on the Watkinson marking shelves for call number tabs. The rest can be left in the Watkinson workroom.

For Trinity volumes, sort them by location and call number. Then:

For **PER** and **REF**:

1. Attach a plain bookplate, centered inside front cover.
2. Stamp "Not to be Taken from Library" centered inside the back cover.
3. Reassign barcode and update item status (see below).
4. Bring to Circulation or Reference for shelving.

For other Trinity locations:

1. Check verso of title page for fund or donor name before selecting bookplate.
2. Stamp "Not to be Taken from Library" on just periodical or reference books.
3. Reassign barcode and update item status (see below).
4. Leave on marking shelves for spine labeling (if needed).

In Voyager Cataloging, call up the item record by the temporary barcode (TEMP ...). Replace the number with a new permanent barcode placed on cover, centered 1" from top. Then clear its "At Bindery" status. If you want to do this last step in batch, go to File > Pick and Scan, and set "Item Status" to "Clear All". Wand in the barcodes under the Item > Barcode helper. The item records are updated as you wand them in.