

## Binding Slip Template

When to use:

- Inactive subscriptions – ‘one time only’ – binding
- No order record, component, possibly no DRA binding information

Operator:	<input type="text" value="kmcgrath"/>
Lot number:	<input type="text" value="30"/>
Shipment date:	<input type="text" value="29oct04"/>
Order number:	<input type="text" value="ABC-9999"/>
<input type="button" value="Search"/>	

Use ABC-9999 as your order number (note case sensitive).

Click Search to enter binding slip template.

### UBC Library Binding Slip

Order number	<input type="text" value="ABC-9999"/>
BIB_ID	<input type="text" value="3125042"/>
Title	<input type="text" value="Binding Slip Template"/>
Author	<input type="text"/>
Call no	<input type="text"/>
Bound loc	<input type="text"/>
UBC Information:	
Label volume	<input type="text"/>
Item type	<input type="text" value="Journal (non-circulating)"/>
Item note	<input type="text"/>
Missing	<input type="text"/>
Library instructions	<input type="text"/>
Binder Information:	
Spine title	<input type="text" value="Binding Slip Template"/>
Spine volume	<input type="text"/>
Binding type	<input type="text"/>
Colour	<input type="text" value="Black"/>
Binder instructions	<input type="text"/>
Binder instructions	<input type="text"/>
<input type="button" value="Show Binding Slip"/>	

Edit slip as you would a word document to include:  
Bib info: title, call #, bound location etc.

UBC info: label volume, item notes, library instructions etc.

Binder info: spine title, volume, binding type, colour, instructions.

Keep in mind this is a one time only slip.

See next page for completed sample.

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## UBC Library Binding Slip

**UBC information:**

Order number: ABC-9999  
 BIB\_ID: 3125042  
 Operator: kmcgrath  
 Lot number: 30  
 Shipment date: 29oct04  
 Binding type: FLUSH  
 Title: Icarus  
 Author:  
 Bound loc: mn  
 Spine Call no: QB1 I3  
 Label volume: V.162 N.1-2 2003  
 Item type: Journal (non-circulating)  
 Item note:  
 Missing:  
 Library instructions:

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**Binder information:**

Spine title: ICARUS  
 Spine volume: 162 1-2 2003  
 Binding type: FLUSH  
 Colour: Grey  
 Binder instructions: Tattletape

Retrieve bound location, call #, and item type info from Catalogue.

Retrieve binder information from Snapshot record, or create new if never bound previously.

**Note:**

Catalogue holding records will require some or all of the following editing:

- Close 866 holdings summary note
- Delete 866 unbound note
- Add 866 In bindery note