

Adding IN BINDERY notes in the Voyager Catalogue

To practice in the TEST catalogue, select UBC Test + Cataloguing:

- “UBC test” should be in yellow
- id “catbasic” & password “123456”

To add notes in the “Live” Catalogue:

1. Sign on the Voyager Cataloguing client by selecting Production UBC + Cataloguing.
 - “UBC” should be in yellow
 - use your new password
2. Sign on to DRA/Acquisitions + Serials (now is Inquiry only.)
3. In Cataloguing, check & update default settings in Options/Preferences (see “Default Settings” handout, pp.1-3)
4. Check DRA Serials check-in for unbound holdings to ensure bind is complete.
5. Check Voyager Catalogue for:
 - a) Holdings record- compare location in holding record with location printed on binding slip
 - b) Item record- check items for duplication, form of enumeration
6. Add IN BINDERY note to holding record (see example attached).
 - a) use TAB key, or click blinking cursor to move through the fields; do not use ENTER key
 - b) 2nd indicator in 866 should be 0
 - c) ~~+~~ a replaces DRA’s subfield \$a, and F9 inserts a new subfield
 - d) use z subfield for colour, and put colour in <>
 - e) can use Cut & Paste to add note from 8 1 and on; keyboard shortcuts: Ctrl+c & Ctrl+v
Example: 866 0 ~~+~~8 1 ~~+~~a IN BINDERY (Lot 7/30apr2004): ~~+~~z <blue>

Please use these Formats for volume enumeration:

IN BINDERY (Lot 7/30apr2004): V.13-14 1996-97 → 2 volumes in one bind

IN BINDERY (Lot 7/30apr2004): V.13 1996 to V.14 1997 → 2 volumes in separate binds

IN BINDERY (Lot 7/30apr2004): V.10 N.1-6 1998 to V.12 N.7-12 2000 (6 vols.) → number of vols

IN BINDERY (Lot 7/30apr2004): V.13 1996 (Msg: N.10) → one volume with a missing issue

7. *** **SAVE TO DATABASE** (the Sailboat in the top menu bar) ***

8. Check work in the OPAC for IN BINDERY note (see example on page 2).

9. When finished in Catalogue:

- a) select File + Close All Windows
- b) select File + Exit catalogue

