

Adding volumes returned from the binder

- Search by Original system number (DRA DBCN)
- Verify that you have the correct bibliographic record.
- Use the Get Hldgs button to retrieve the holding record for your location.
 - o if your location is not there, consult your supervisor before proceeding to add any items for a new location.
 - o note that for current periodicals, you will initially find an extra holding record with no call number and no 866 – ignore these.
- Edit the 866 notes:
 - o ensure that your volumes fall within the range of the summary statement.
 - o delete the In Bindery note (or, if a partial receipt, delete the volumes you are adding).
- **Click on the boat!** to save your holding record changes.
- Click on the Hierarchy button:
 - o Expand the location that pertains to your volume.
 - o A pattern of volume numbering and captioning should be evident.
 - o Scroll down to where you expect your volume to fall.
 - o Highlight (click on it to turn it blue) the most recent item that fits the general pattern of your volume numbering.
 - o Retrieve the item record.
- **From the Record menu, choose the Make a Copy option (alt, r, c):**
 - o Wand in the barcode for your new volume.
 - o Enum/Chron/Year : change as needed to match your volume.
 - o Free text: use for item notes on binding slip, encased in angle brackets: e.g., <Jan-Mar><Msg: N.2>
 - o Copy: usually 1.
 - o Pieces: use when you have material in a pocket (sharing the barcode of the bound volume).
 - o Item status button: click this button and move “In process” into the upper half of the box.
 - o **Click on the boat!** to save your item record.
- To verify your work, click on Hierarchy to check that your volume is in the correct order, with correct permanent location and status. If you need to adjust the order of volumes, see section on re-sorting volumes.

- At first, you may want to view the OPAC to check your work. (Also, check the History buttons in the holding and item records to see your name).

Adding multiple volumes on the same bib record:

- Save each item as you add.
- Tip: don't close any windows. Each time you add, retrieve and copy the top record. After the first volume is added, the item copied will already be "In process", so there will be no need to change the item status.
- When all items are added and saved, check your work, then close all windows.

Re-Sorting Volumes:

- From the Hierarchy display, highlight and retrieve the appropriate holding record.
- With the correct holding record in the "active window", click on Get Items.
- Highlight the item you wish to move.
- Click on either the Move after or Move before button, to suit your needs.
- Move the cursor (now an up or down arrow) to the appropriate line and click on that line.
- Your item will have moved to the desired spot.
- Double check the new order, click Save and OK to close the window.
- Display the Hierarchy once more, to verify that all is in order.