Binding Scenarios

Here are guidelines for the most common binding options you will encounter:

Active subscription, but no order record or component created in Voyager (e.g. 'child' title, gift)
- Create order record (gift=DBCN PO#) or (child=parent PO# +suffix)
- Order status remains pending
- Create component, go direct to bindery maintenance

Active subscription, order record in Voyager, but no component in Voyager
- Edit order record for correct location
- Order status may remain pending, or be approved
- Create component, go direct to bindery maintenance

Active subscription, order record, component & issues rec'd in Voyager
- Go direct to bindery maintenance
- If binding issues rec'd in Voyager, go to Check-in History.
- Change Display in OPAC to NO for all issues bound.
- Edit last issue bound to include note *<issues* to bindery *date>*

Receipt History	Claims History	Problem History	Payment History

Issue Identification	Receive Date	Copies Received	Display in OPAC
⊞ no. 609 (2004 Aug.)	10/7/2004	1	Yes
⊞ no. 608 (2004 July)	9/15/2004	1	Yes
⊞ no. 607 (2004 June)	8/17/2004	1	Yes
⊞ no. 606 (2004 May)	6/24/2004	1	Yes
⊞ no. 605 (2004 Apr.) <no. 602-605 to bindery 1oct04:	6/24/2004	1	No
⊞ no. 604 (2004 Mar.)	6/24/2004	1	No
⊞ no. 603 (2004 Feb.)	6/24/2004	1	No
⊞ no. 602 (2004 Jan.)	6/24/2004	1	No

Inactive subscription – cancelled or ceased prior to 2003
> Binding all unbound issues on hand
- Use Binding Template
> Binding selected volumes, retaining some issues unbound
- Create gift PO (DBCN), component, go direct to bindery maintenance

Tips and Tricks:
- Enter bindery data into the Voyager record first. Using the binding slip as a starting point produces an incorrect binding slip with default colour and item type coding and no binding type information. Data entered directly into the bindery slip does not transfer to the Voyager record.

- The binding slip program links to the Production database only; it will not retrieve data from records in the Test database.

- Make sure bindery data such as library instructions are current. Do not copy/paste out-of-date or redundant information.

- Do not use quotation marks or double angle brackets in any of the binding slip fields. The data will not transfer to the completed binding slip.

- Title changes typically share the same purchase order number. You will be prompted to select the desired title when generating a binding slip. See M670083-0 for an example.