Binding Slip Processing in Voyager

Online tools:
- Voyager Acquisitions
- Voyager Catalogue
- Voyager OPAC
- Snapshot OPAC

Search Orders to confirm that a purchase order has been created for the title. Verify that the location for the order is correct. If not, edit accordingly.

Create component for the subscription. Assigning a pattern is NOT necessary at this point.

Useful Notes for components lacking a pattern and/or received issues:

Cancelled Dec.2003.
Continued by <new title>
Awaiting pattern. (i.e. to be created when time permits -☺)

If the title is lacking a purchase order, one must be created, as well as a component as described above.

Sign on to Acquisitions > Check-in > Bindery Maintenance

Search title. Select the correct Order record.
From the Bindery Maintenance screen, note the Order number.
Click on Bind.
Click on Bindery Notes (top right corner).
Complete the following fields, transferring binding information from the Snapshots record. Tip: Use cut and paste. Enter data in all CAPS.

Spine label format = SPINE TITLE <JOURNAL OF BIOCHEMISTRY>
Cloth color = COLOUR CODE <BLUE, RED etc.>
Library instructions =
Bindery instructions =
Binder's title number = BINDER PROFILE <FLUSH or STANDARD>

Click OK to save.

Sign on to UBC Library Binding Slip
http://montcalm.util.itservices.ubc.ca/reports/bindslips.pl?START

Complete boxes as shown:

UBC Library
Kat McGrath
file name: Binding Slip Processing in Voyager

Operator: <your Voyager ID>
Lot number: <as scheduled>
Shipment date: <as scheduled>
Order number: <for your subscription, as found in Bindery Maintenance>

Address http://montcalm.util.itservices.ubc.ca/reports/bindslips.pl?START

Operator:	kmcgrath
Lot number:	20
Shipment date:	13aug2004
Order number:	M9888090-0

Search

Click Search to display UBC Library Binding Slip.
Confirm that the data from the Bindery Maintenance record and Catalogue Holding Record has transferred correctly. Edit as necessary.
The following boxes must be completed as shown:

Label volume: <enter volume/date information that is to appear on the spine label>
i.e. V.15 N.1-6 2003

Spine volume: <enter volume/date information that is to appear as part of the spine title> ie. 15 1-6 2003

Complete Item Note and Missing boxes as required. Use angle brackets to contain information, ie. <Msg: V.15 N.3 2003>

UBC Library Binding Slip

Order number: M9888090-0

Title: International journal of geographical information science : IJGIS.

Author:

Call no: G70.2 .I59

Bound loc: mn - MAIN stacks

UBC Information:

Label volume | V.15 2001

Item type | Journal (non-circulating) ▾

Item note |

Missing |

Library instructions |

Binder Information:

Spine title | INTERNATIONAL JOURNAL OF GEOGRAPHICAL INFO. SCIEN

Spine volume | 15 2001

Binding type | FLUSH

Colour | MAROON

Binder instructions |

Binder instructions |

[Show Binding Slip]

Complete Binding Slip

UBC Library Binding Slip

UBC information:

Order number:	M9888090-0
Operator:	kmcgrath
Lot number:	20
Shipment date:	13aug2004
Binding type:	FLUSH
Title:	International journal of geographical information science : IJGIS.
Bound loc:	mn - MAIN stacks
Spine Call no:	G70.2 I59
Label volume:	V.15 2001
Item type:	Journal (non-circulating)
Item note:	
Missing:	
Library instructions:	

Binder information:

Spine title:	INTERNATIONAL JOURNAL OF GEOGRAPHICAL INFO. SCIENCE
Spine volume:	15 2001
Binding type:	FLUSH
Colour:	MAROON
Binder instructions:	Tattletape

Another Binding Slip