

Volumes may be bound incomplete if desired by the relevant Collections Librarian in the branch or division.

IMPORTANT: Whenever a volume is bound incomplete, a "Missing" slip (form CR-6) must be included with the volume to be bound. Complete the "Missing" slip and send it along with the binding preparation slip. The binding assistants in Technical Services will attach the slip with removable tape to the issues before they go to the commercial binder.

Indicate the missing issue(s) on the binding preparation slip:

- The missing issue may be within the range of issues being bound:

v.8 2007 (missing no.6-7)

- When the missing issue is **outside** the range of issues being bound, indicate the exact range of items bound. Then, if the missing item appears, it can be pambound or added "as is" without changing the records for the main volume.

v.8 no.2-12 2008 (missing no.1)

v.15 no.1-5 2006 (missing no.6)

EXCEPTION: When binding two or more volumes together, indicate the complete volumes:

v.1-2 2003-04 (missing v.1 no.1) *(not V.1 N.2-V.2 2003-04)*

When the bound volume is returned to Technical Services and the item record is added, the missing issue(s) are indicated in the free text field of the item note:

Item 5020655 for holding 1332860

Title: Yazhou ren = The Asian.

Location: ASRS **Call #:** AP95.C4 Y22

Barcode: 39424059116589 **Temp. Loc.:** [dropdown]

Perm. Loc.: ASRS **Temp. Type:** [dropdown]

Item Type: Journal **Media Type:** [dropdown]

Enum: no.65-77

Chron: [empty]

Year: 1985

Caption: [empty]

Free text: <missing no.72-75>

Spine: [empty]