

Brief binding instructions for branches

- Bundle the issues together in the correct binding arrangement (i.e., complete volume, issues in order, appropriate thickness)
- Ensure that indexes, table of contents and/or supplements are included if they came as loose inserts or additions
- Include a green 'incomplete' form for binds which are lacking issues
- Attach a Binding preparation slip (or post-it note, or something secure) to each bind which indicates the DBCN and/or Bib number of the title, and the identification for the bind (volume/year, and numbers if necessary)
- Confirm the location where you wish the volume to be added (el jo, asrs)
- Sort the shipment by binding type - Flush or Standard
- Note: if the title was cancelled or ceased in 2003 or before, there is probably no purchase order in Voyager, therefore no way to set up a permanent binding record. Therefore, if possible for those titles, please send all the issues up to the cancellation (or cessation) date.