

**a. Alternatives to Binding**

The library doesn't bind all periodicals. The decision to bind must be made by a collections/reference librarian in the branch or division. Binding staff can bring to the attention of professional staff those titles that might be treated in an alternate manner.

Some alternate processes:

- Limited retention - Keep issues for set time and then discard (often used for newsletters or other ephemeral material)
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- Added volumes - Issues thick or sturdy enough to stand alone on the shelf can be added "as is" in the catalogue.
- Discard - Consider for scattered holdings

**b. Pulling and Collating Issues for Binding****Pulling**

- For ease of processing, if there are many issues of the same title to be bound, pull and bind all at once.
- If that's not possible, pull the oldest first.

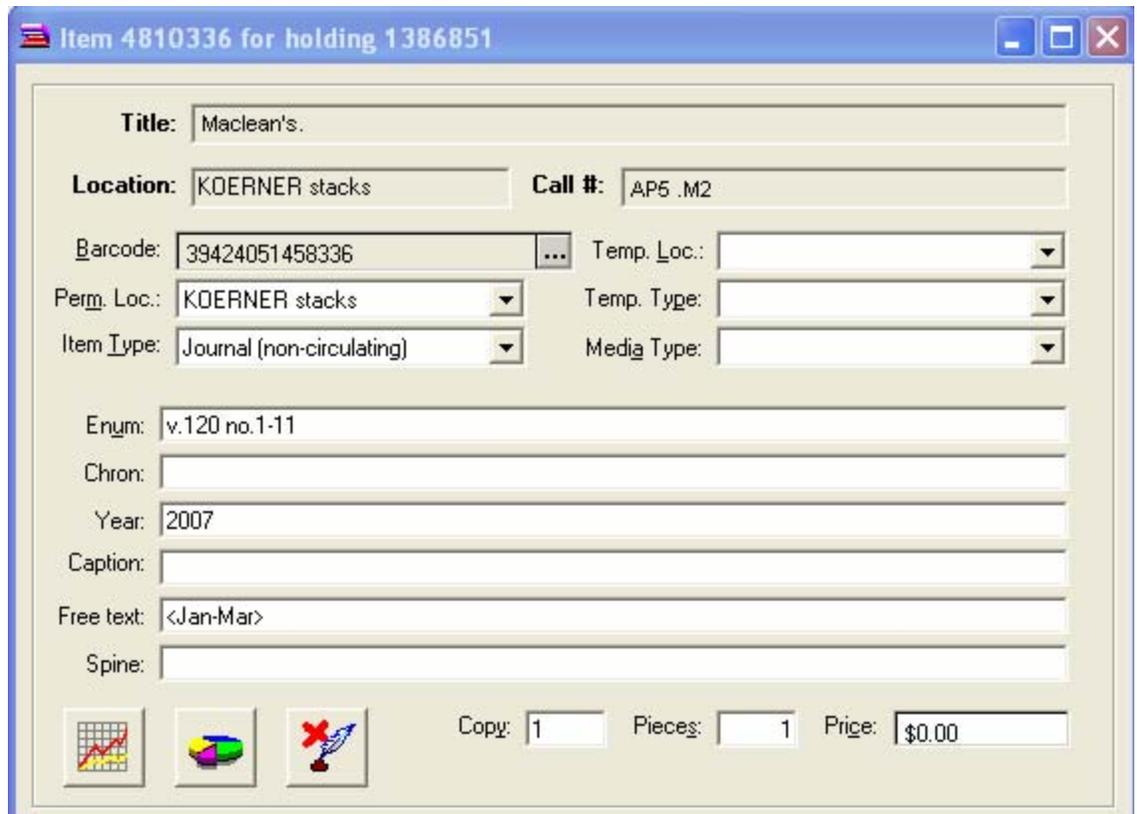
**Collating**

- Binds should be not less than one inch and not more than 2 1/2 inches. (2 3/4 inches is the absolute maximum that will fit in the commercial binder's machinery).
- Small format volumes normally should be bound thick -- 2 inches or more. If a volume or year is about one inch, wait for another volume/year and bind at 2 inches.
- Large format volumes, particularly those with thick, heavy or shiny paper should be bound thinner. (The binding will probably last longer if the volume is not excessively heavy, and the patron should be able to lift it comfortably.)
- Potential usage is also a consideration -- a very low use volume can probably be bound at the thick end of the spectrum even if it is heavy. Cost is obviously a factor -- it will be less expensive to combine two volumes rather than binding

## Selecting and Collating Issues for Binding

them separately. You might want to check items already bound to see how the title has been bound in the past.

- Binding less than one inch should be reserved for unavoidable cases, e.g. the last few issues when a title has ceased or there is a title change. Pam bind if the item is less than 75 pages (square back) or 150 pages (saddleback).
- If a volume or year cannot be bound in one volume because of thickness, split the volume/year in a logical manner. Try to be consistent over time, e.g., for a title that publishes:
  - weekly - you may decide to bind three months together



Item 4810336 for holding 1386851

Title: Maclean's.

Location: KOERNER stacks Call #: AP5 .M2

Barcode: 39424051458336 Temp. Loc.: [dropdown]

Perm. Loc.: KOERNER stacks Temp. Type: [dropdown]

Item Type: Journal (non-circulating) Media Type: [dropdown]

Enym: v.120 no.1-11

Chron: [empty]

Year: 2007

Caption: [empty]

Free text: <Jan-Mar>

Spine: [empty]

Copy: 1 Pieces: 1 Price: \$0.00

- monthly - you may decide to bind a full year, or every 6 months

Check hierarchy in Voyager Cataloging to see how volumes have been bound in the past. There may be a reason you don't want to follow the pattern for a particular volume (e.g., it's thicker than usual), but generally speaking it will be easier for the patron to find the desired issue if the issues are bound in a consistent way.

Holdings and Items for bib 1227914						
Bib ID	Title	Owning Library				
1227914	Pediatric infectious disease journal. —	General Collection				
MFHD ID	Location	Call Number	Order Status			
1395489	HAMBER,journals	W1 .PE3147				
Item ID	Location	Item Type	Enum/Chron/Year	Copy	Item Status	
4782368	HAMBER,journals [P]	Journal (non-circulating)	v.9 no.1-6 1990	1	Not Charged	
4782370	HAMBER,journals [P]	Journal (non-circulating)	v.9 no.7-11 1990	1	Not Charged	
4782371	HAMBER,journals [P]	Journal (non-circulating)	v.10 no.1-6 1991	1	Not Charged	
4782372	HAMBER,journals [P]	Journal (non-circulating)	v.10 no.7-12 1991	1	Not Charged	
4782373	HAMBER,journals [P]	Journal (non-circulating)	v.11 no.1-6 1992	1	Not Charged	
4782374	HAMBER,journals [P]	Journal (non-circulating)	v.11 no.7-12 1992	1	Not Charged	
4782375	HAMBER,journals [P]	Journal (non-circulating)	v.12 n.1-6 1993	1	Not Charged	
4782376	HAMBER,journals [P]	Journal (non-circulating)	v.12 no.7-12 1993	1	Not Charged	
4782378	HAMBER,journals [P]	Journal (non-circulating)	v.13 no.1-6 1994	1	Not Charged	
4782380	HAMBER,journals [P]	Journal (non-circulating)	v.13 no.7-12 1994	1	Not Charged	

### c. Examining the Issues

- With items in hand, examine each issue. Watch for:
  - Variations in title: if there are changes in the wording of the title, search the database for the new title.
  - Incomplete volumes - are any issues missing? Consult index, if available, or frequency information in the issues to ensure that volumes are complete. If issues are missing, a decision must be made regarding binding incomplete.
  - Missing pages - order replacement pages through Interlibrary Loan. Do not bind issues in which pages are missing.
  - Loose paper
    - junk/address labels, etc - discard
    - subscription renewal notices - send to Order Div, LPC
    - errata slips - insert in appropriate issue or volume
- Ensure that issues are in correct order.