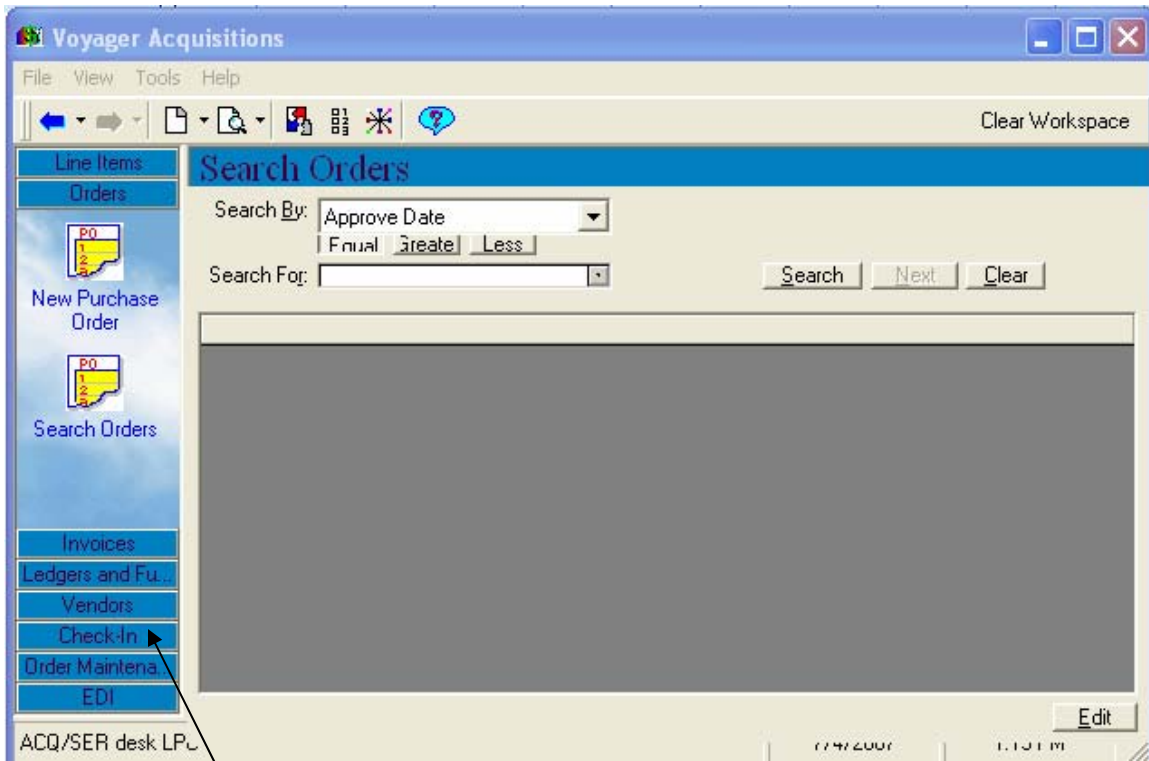
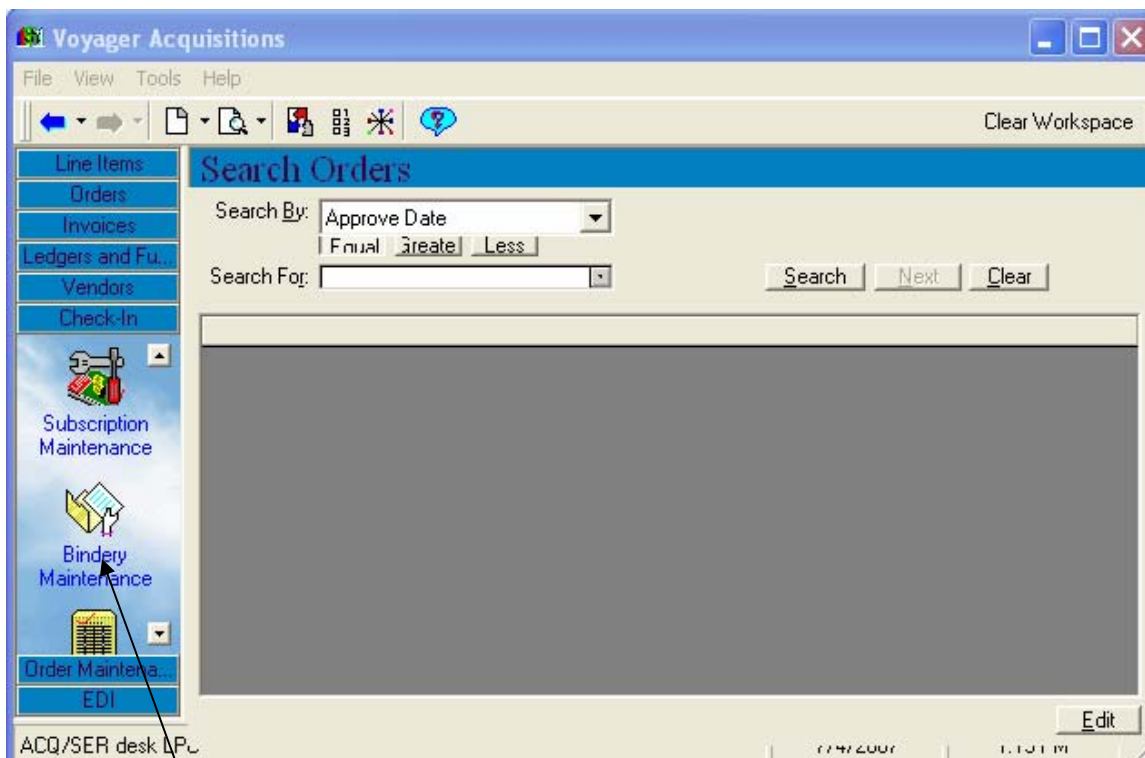


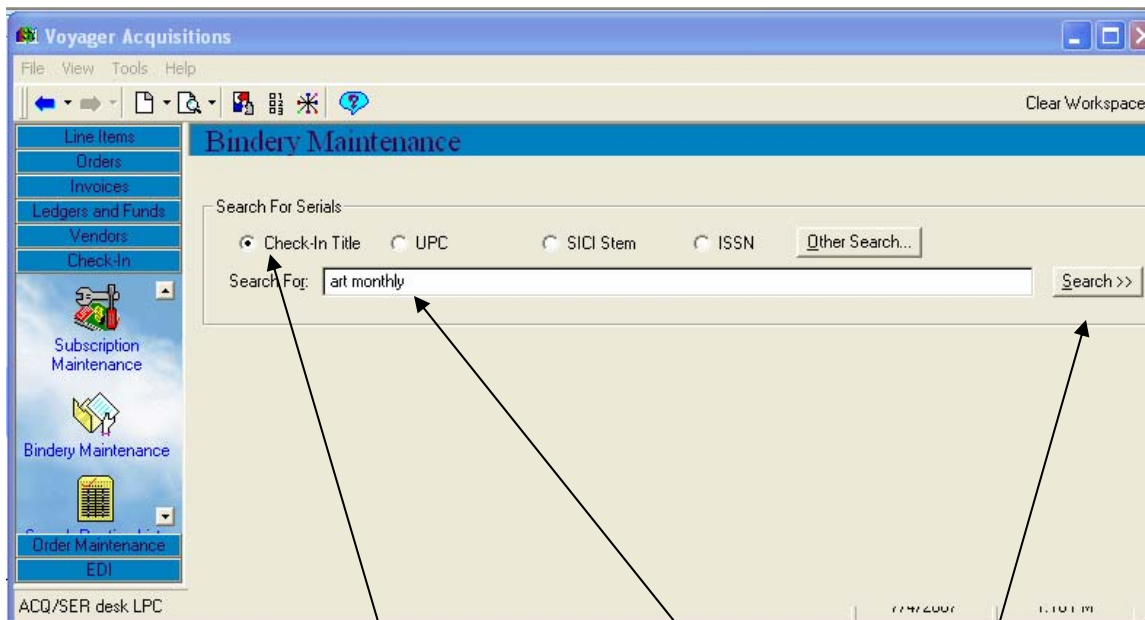
Sign on to Acquisitions:



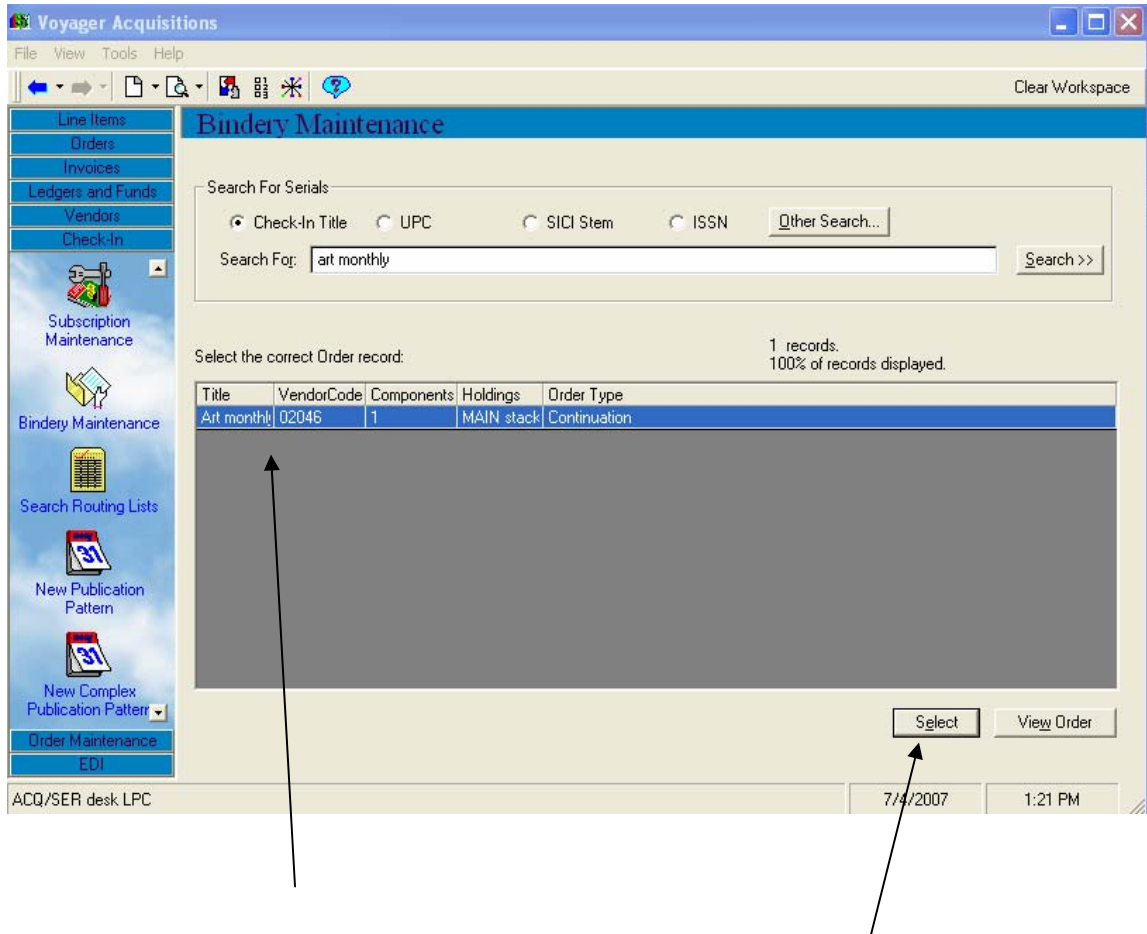
Choose **Check-In** on the menu bar



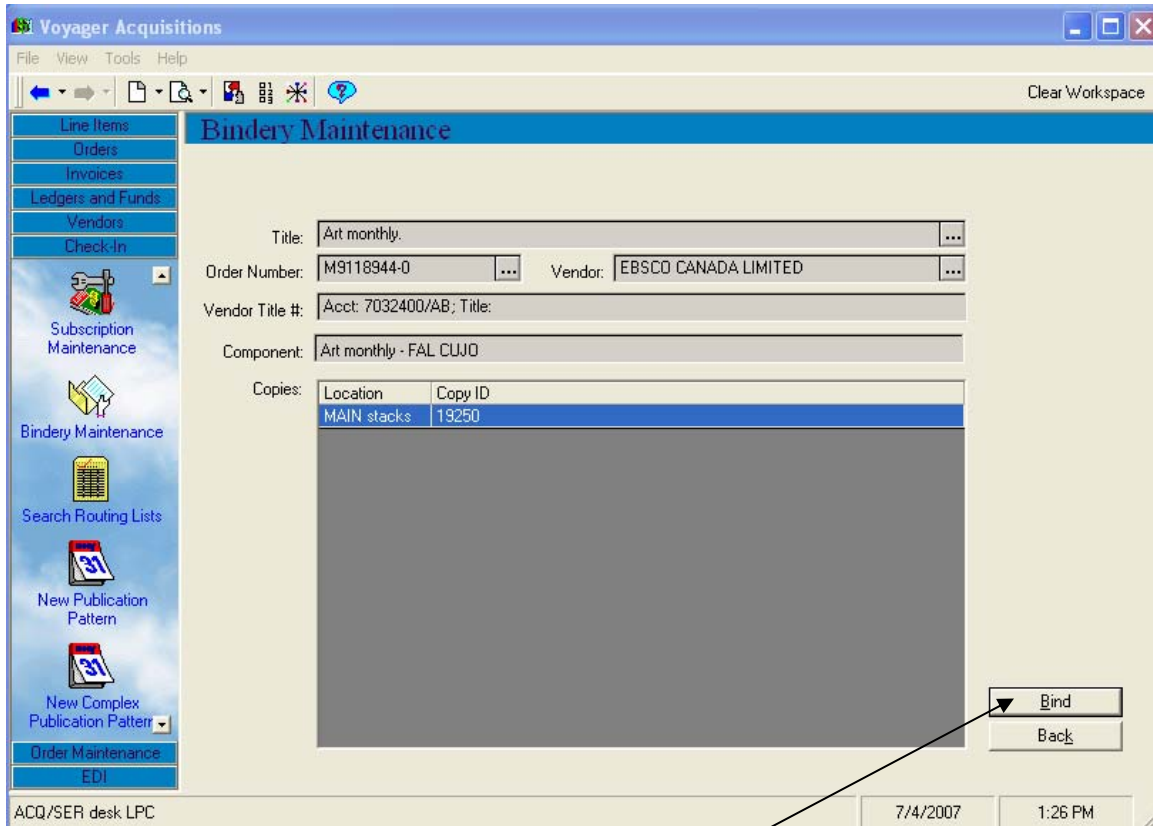
Scroll down and choose **Bindery Maintenance**



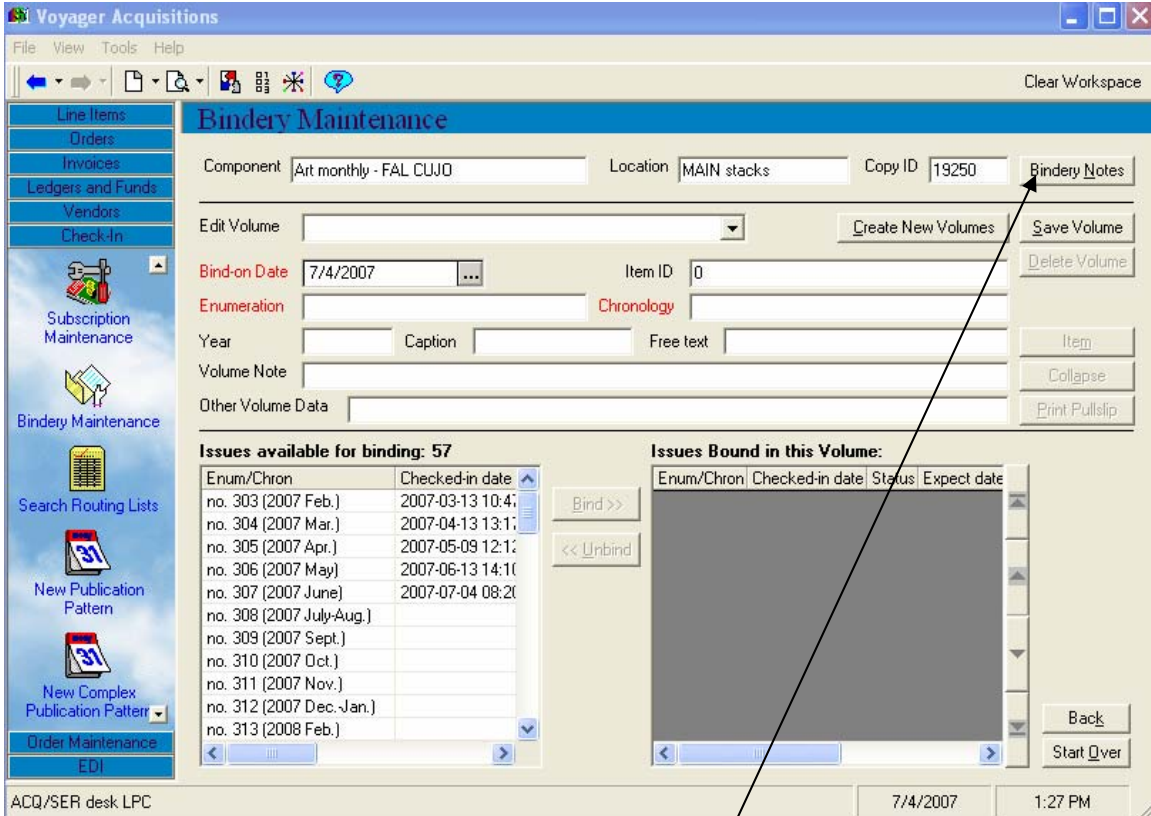
With radio button **Check-In Title** selected, key in title and choose **Search**.  
(Or choose **Other Search...** to search by DBCN, call number, etc.)



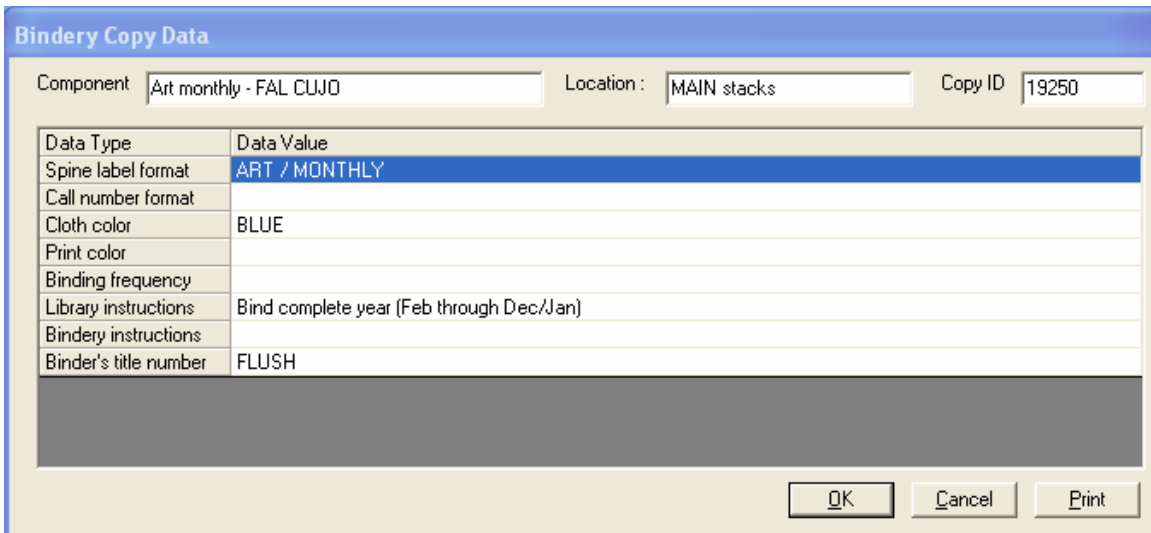
Title will appear. (If more than one title appears, select the correct one.) Choose **Select**.



Choose **Bind**



Choose **Bindery Notes**



Binding notes will indicate spine title, colour, binding format (flush or standard) and any special binding instructions.

Some notes are longer than the line allotted. To view entire note, move cursor to the left column (in the example below, on the line under “Library instructions.”) A line with two arrows appears; drag down until you can read the entire field.

**Bindery Copy Data**

Component:  Location:  Copy ID:

Data Type	Data Value
Spine label format	LIBRARY JOURNAL
Call number format	
Cloth color	BROWN
Print color	
Binding frequency	
Library instructions	Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bind
Bindery instructions	
Binder's title number	FLUSH

OK Cancel Print

**Bindery Copy Data**

Component:  Location:  Copy ID:

Data Type	Data Value
Spine label format	LIBRARY JOURNAL
Call number format	
Cloth color	BROWN
Print color	
Binding frequency	
Library instructions	Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bind supplements (Net Connect, Reference, Buyer's Guide, Movers & Shakers) after corresponding issue (journal cover has reference 'with this issue' to supplement). Library by design (large format supplement)-from 2007, discard at time of binding per eg/br/kr 29apr2008ekw
Bindery instructions	
Binder's title number	FLUSH

OK Cancel Print