Where the title pages, contents (TPC) and indexes are provided loose, bind the title page and contents before the first issue, and the index after the last issue.

CUMULATED INDEXES

A cumulated index which covers more than one volume is normally added "as is"; i.e., the issue is labelled and added to the catalogue. It may be pambound if necessary, but it is not sent for binding separately, nor is it bound at the end of a volume. The exception is a cumulated index which is numbered in as an issue of a volume.

> When the cumulated index to v.1-10 is unnumbered   - add "as is"
> When the cumulated index to v.1-10 is published as v.10 no.6   - bind with v.10

Send items to be added "as is" or pambound to the Serials Division for processing.