

Voyager Acquisitions Training

Bindery Maintenance

May 16, 2005

The Bindery Maintenance function will be used:

- to create bindery pullslips to substitute for yellow binding streamers,
- to create item records for each volume sent to the Bindery, and
- to serve as a record of binding activity for departmental units.

A. Display the Bindery Maintenance workspace.

1. Open Voyager Acquisitions.
2. Click the **Check-in tab** in the listbar on the **Voyager Acquisitions** window.
3. Click the **Bindery Maintenance** button.
4. Search for and select a serials title.
5. Select the component (if more than one).
6. Select the copy (if more than one).
7. Click **Select**.
8. Click the **Bind** button. The **Bindery Maintenance** workspace displays.

B. Create bindery notes (first time only).

When you are binding issues of a serial title for the first time, you might want to create Bindery Notes that consist of instructions for the Bindery. You can add or edit Bindery Notes at any time, and they will appear on all future pullslips generated for the title.

1. Click the **Bindery Notes** button (or press **Alt + n**). The **Bindery Copy Data** dialog box displays.
2. The bottom section contains the Data Type fields: spine label format, call number format, cloth color, print color, binding frequency, library instructions, bindery instructions, binder's title number. Place your cursor in one of the fields and enter the information.
3. All units should enter in the "Library instructions" field a note indicating the location of the bound volumes, using Voyager location abbreviations. For example:

Copy Number
Send to STX
Send to OAK ST.
Bound volumes in SPX
Bound volumes in SPR-NC

4. All units should enter in the “Bindery Instructions” field any notes indicating standardized concerns for the binding of this particular title. For example:

Narrow Margins
Watch for folds
Bind on Asian Margins

5. Click OK (or press **Alt + o**) to save the information. This information may be edited at any time by following the procedures outlined in this section.

C. Create new volumes.

1. The Bindery Maintenance process begins with creating volumes. Each volume corresponds to a bundle of issues to be bound together.
2. Click the **Create New Volumes** button (or press **Alt + c**). The **Create Volumes** dialog box displays.

Note: If no issues display in the Issues Available for Binding list box, the **Create New Volumes** button is not available.

3. Select the first issue to be included in the volume you are creating by clicking on it once. The system defaults to the first issue in the **Issues Available for Binding** listbox.

Note: Both checked-in and future issues are acceptable for creating new volumes.

4. Enter the number of volumes that you want to create in the **Volumes to Create** field. The system defaults to the number one, and you should leave it set to one. You should create only one volume at a time.
5. Enter the number of issues to be included in the volume in the **Issues in each volume** field. The system defaults to the number one. You can also click the up and down arrows to increment the counter.
6. Leave the **Bind-on-interval** date set to zero.
7. Click the **Show Me New Volumes** button (or press **Alt + s**).

Result: Based on the settings defined in the steps above, the system displays the new volumes in the **New Volumes** list box to the right of the **Create Volumes** dialog box.

8. If you are satisfied with the volume you have created, click the **Create New Volumes** button on the lower right section of the **Create Volumes** box (or press **Alt + n**).

Note: New volumes are automatically saved in the system when you click the **Create New Volumes** button in the **Create Volumes** dialog box. You do not

have to click the **Save Volume** button on the **Bindery Maintenance** work space. The **Save Volume** button is used when you edit existing volumes.

9. If you are not satisfied with the volume you have created, you may close the window and start over again. Click on the **Close** button, and start over at Step 2 of this section.

Alternatively, you may create the volume and adjust the issues.

- Click the **Create New Volumes** button on the lower right section of the **Create Volumes** box (or press **Alt + n**).
- Adjust the issues that appear in the **Issues Bound in This Volume** box. To remove an issue, highlight it by clicking on it once, and then clicking the activated **Unbind** box. To add an issue from the **Issues Available for Binding** box, highlight the issue and click the activated **Bind** button.
- Then click the **Save** button.

NOTE: If you have changed the first or last issue, you will need to edit the volume as it appears in the **Edit Volume** field (a display-only field). This is done by editing the **Enumeration** and **Chronology** fields. Alternatively, you may delete the volume by clicking on **Delete Volume** (or press **Alt + d**) and start again at Step 2 of this section.

D. Edit volumes.

Once you have created one or more volumes, you must edit the **Bind-on Date** information and the **Enumeration** and **Chronology** information, in the fields which display in **red**.

1. Highlight the volume you wish to edit in the **Edit Volume** box.
2. Change the **Bind-on Date**. Click on the ellipsis and select today's date in the calendar. Click OK.
3. Clean up the **Enumeration** and **Chronology** fields so that they conform to the standards used for yellow binding streamers (see handout entitled *Bindery Maintenance Supplement on Notation Standards*).
4. Click **Save Volume** after completing the edits.

E. Create an item record for each bound volume.

1. Click the drop-down arrow in the **Edit Volume** box to choose a volume. If an item record has already been created for the volume, the **Item ID** field displays an Item ID number. If not, it indicates "No Item."

2. To create an item record for a newly created volume, click the **Item** button (or press **Alt + m**). The **New Item Record** dialog box displays. The cursor defaults to the **Barcode** field.
3. Place a barcode on the back of the last issue, on the upper right side, and scan the barcode into the **Barcode** field. Click the **Save** (sailboat) button in the top toolbar.
4. Select the correct **Copy** number at the bottom of the dialog box.
5. Change the item status to “At Bindery.”
 - Click on the graph icon on the top toolbar.
 - In the **Status List** section of the **Item Status** dialog box, select the status **At Bindery** and click the **up arrow** button (or double-click the status). This moves the status into the **Status** section of the upper half of the dialog box.
 - With **At Bindery** highlighted, click **OK** (or press **Alt + o**).
 - Click **Save** (sailboat) again. Click **Close**.
6. Acquisitions and Binding staff are not required to add or edit any other information in the item record.

Note: Because the item record created in **Bindery Maintenance** is associated with the serial component in the **Serial Check-in** function, it is linked to the holdings record associated with the serial component.

Note: Preferences should be set before beginning work in the Bindery Maintenance function to generate standard values for the Item Type. The standard for serial bound volumes held in departmental libraries is SERIAL NOCIRC and for those held in Stacks it is SERIAL2.

F. Print a pullslip for each bound volume.

1. In the **Edit Volume** box, highlight the volume for which you wish to print a pullslip.
2. Click the **Print Pullslip** button (or press **Alt + p**). The **Bindery Pullslip** dialog box displays.
3. Edit the pullslip information if necessary. Edits created in the **Bindery Pullslip** dialog box will print out, but they will not be saved in the system.
4. Click the **Print** button.
5. Click the **Cancel** button when you have finished printing the pullslip.

G. Deleting volumes.

The **Edit Volumes** box contains a binding history for the component. If an error has been made, you may delete a volume that appears here. Otherwise, it is Library policy not to delete volumes, because they serve as a record of binding activity in departmental units.

1. Click the drop-down menu in the **Edit Volume** field. Select the volume you wish to delete.
2. Click **Delete Volume** button (or press **Alt + d**). A Bindery Maintenance message box displays asking you to confirm the delete action.