This flow chart roughly outlines the progression of materials through the Library’s Bindery Preparations Process.

**Libraries**
- Materials Selected for Binding
- Materials Collated and Bundled for Binding

**Receiving and Shipping**
- Transfer Materials

**Bindery Preparations**
- Materials Sorted
- Binding Tickets Created
- Materials Packed for Transit
- Binding Information Transmitted to Bindery

**Holdings Info**

**Serials Cataloging**
- Item Records Created for Bound Volumes
- Serials Maintenance Reconciles Irregularities and Errors in Records

**Unbound Materials**

**Bindery**
- Materials are Inspected, Collated, and Sorted
- Text Blocks Prepared and Bound
- Covers Prepared and Constructed
- Text Blocks and Covers Joined (Cased-In)
- Materials Inspected, Invoiced, and Packed

**OPAC**
- New item records list status as “At Bindery”

**Item Information**

**Libraries**
- Materials Received and Inspected
- Errors are Returned to Bindery Preparations
- Materials are Barcoded and Shelved.

**Bindery Preparations**
- Materials Unpacked (Serials, then Monographs and Theses)
- Materials Inspected, Stamped, Security Stripped, and Sent to Libraries
- Errors are Re-Inspected, Evaluated for Severity, Recorded, and Either Returned or Sent to Libraries

**Bound Materials**

**Libraries**
- Materials Received and Inspected
- Errors are Returned to Bindery Preparations
- Materials are Barcoded and Shelved.

**Patrons**
- Access to Bound Items