BINDERY BOOKS

1990
(Revised: February 22, 1995)
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Books returned from the bindery need to be edge-stamped, property stamped (on occasion), tattle-taped, and barcoded. The end processing may be completed either before or after the cataloging process--depending on availability of student assistants. If the item will be circulating, date-due slips need to be attached following placement guidelines outlined in the End Processing procedure.

FOR BINDERY BOOKS WHICH ARE NEW TO THE COLLECTION:

These items are sorted into lots by the Acquisitions Technician and follow the normal processes for new items.

FOR BINDERY BOOKS WHICH HAVE BEEN PREVIOUSLY CATALOGED IN LC CLASSIFICATION:

- Find the appropriate bibliographic record in the online catalog. The accompanying bindery slip may include such information as the bibliographic record number, the previous barcode number, and the previous call number. Check the bibliographic and holding records for accuracy. Find the appropriate item record; input the new barcode and delete the old barcode entry. Save the bibliographic record to a workfile to produce a label set.

- Label the items and recheck the item records.
  Student Assistants link Bindery Book Lots by retrieving bibliographic records from the appropriate workfile. The record is then saved to the database, so that the item record can be retrieved. The item barcode will then need to be changed to reflect the item in hand; the previous or "inactive" barcode can then be deleted from the cataloging module. If an item record cannot be found, a barcode scan should be made to ensure the item is not attached to another record. Most times the barcode was input manually and typos prevent the item record from being retrieved with a barcode scan. When the correct item record is retrieved, the student assistant checks the status for any notes, which may have been attached to the record by Circulation. All such notes need to be removed from the record before linking is completed.

- Enter statistics onto the Daily Tally Sheet under **LINK**.

- Notify Circulation; deliver to the shelving station in Circulation.

FOR BINDERY BOOKS WHICH NEED TO BE RECLASSED:

- Shelflist cards are pulled prior to cataloging. Any books for which shelflist cards do not exist are flagged to inform the cataloger that the shelflist is missing. If the shelflist indicates that there are additional volumes or copies, those items need to be retrieved from the shelves; if the items are unavailable, a posted note is attached to the shelflist card to inform the cataloger why the books are not included in the lot. When possible, a HOLD is placed through the online Circulation System so that the items may be retrieved upon their return to the library.

- Find the appropriate bibliographic record in the online catalog. The accompanying bindery slip may include such information as the bibliographic record number, the previous barcode number, and the previous call number. Check the bibliographic and holding records for accuracy. Save the bibliographic record to a workfile to produce a label set.

- Label the items and recheck the item records.
  Student Assistants link Bindery book lots by retrieving bibliographic records from the appropriate workfile. The record is then saved to the database, so that the item record can be retrieved. The item barcode will then need to be changed to reflect the item in hand; the previous or "inactive" barcode can then be deleted from the cataloging module. If the item record cannot be found, a barcode scan should be made to be sure the item is not attached to another record. Most times the barcode was input manually and typos prevent the item record from being retrieved with a barcode scan. When the correct item record is retrieved, the student assistant checks the status for any notes, which may have been attached to the record by Circulation. All such notes need to be removed from the record before linking is completed.

- Enter statistics onto the Daily Tally Sheet under **LINK** and **RECLASS**.

- Notify Circulation; deliver to the shelving station in Circulation.

<u>FOR BOOKS WITH NO/INAPPROPRIATE ONLINE RECORDS</u>:

- Pull any existing shelflist card/cards. Verify shelflist through call number, accession number, title, author or editor, etc.

- Print any online records that apply.

- Place the bindery slip, shelflist and any printed bibliographic records inside the book.

- The cataloger will input or overlay an appropriate record and produce label sets for each title.

- Label the items and recheck the item records if they exist.
  Retrieve bibliographic records from the appropriate workfile. The record is then saved to the database, so that the item record can be retrieved. If no item record exists, create a new item record and follow standard procedures.

- Enter statistics onto the daily tally sheet under **LINK** and **RECLASS**.

For statistical purposes, the cataloger enters onto the Daily Tally Sheet as **Edit**s the number of bibliographic records that have undergone change.