Preparing binding slips

There are currently three kinds of binding slips that are being used for adding.
1. Binding and Preservation Services Advice slip which is filled out by hand. (Sample 1)
2. Database slips which Pre-Binding produces and supplies after receiving a handwritten form or by request or when updated. (Sample 2)
3. The BIS Binding Slip (no longer produced and should be discarded when new binding slip is received from Pre-Bindery). (Sample 3)

The Binding and Preservation Services Advice slip (Sample 4 and 5)

1. **Cataloged entry**: exact cataloged form of title.
2. **Spine title**: this is filled out ONLY if it differs from the cataloged entry
3. **Title ID**: if available (Pre-Bindery will supply with updated binding form master)
4. **RLIN ID**: MFHD number goes here. This is very helpful in a couple of ways.
   a. SeErs can use the number as a double check to ensure that the correct record is being updated.
   b. Pre-Bindery uses this number to access their database.
5. **Color**: if available (Pre-Bindery will supply with updated binding form)
6. **Variables**
   a. **Vol.**: Whatever volume or volumes you are binding into this physical unit.
   b. **Number**: if the volume is being split into 2 or more physical vols.
   c. **Yr.**: months or years that the vol. covers.
7. **Check off Standard or Temporary**
   a. **Temporary**: if a vol. is incomplete and the missing issues are going to be replaced; note what is missing on the “incomplete, lacks” line. (Note: some locations will bind temporary when the vol. is complete, but is lacking an index or table of contents—in this case, check off temporary vol. and put note on the slip that it’s waiting for the index, etc.)
   b. **Standard**: when vol. or volumes are complete. (Some branches opt to bind incomplete volumes in standard when they know the missing issues will never be supplied. In this case, check off “Bind As Is”)

Pre-Bindery produces a binding slip master a binding unit when a hand written slip is processed or if the branch makes a request. The binding slip master will have all the above information as well as any numbers, such as Title and Color, that weren’t filled in (they retrieve this information from the binding history).

Once a branch receives the updated form, they should discard any non-updated forms or old BIS masters that they have and make copies of the new form, or enter the updates into their database, if they produce slips that way.

Finally, a few “do’s” and “don’ts”
1. Use the MHFD number whenever possible
2. Use the updated binding slip master form Pre-Bindery supplies (and make sure that the title in hand matches the title on the slip)
3. Mark slip for temporary binding if the volume is incomplete.
3. Note lacking issues if the volume is incomplete.
4. Avoid using old BIS master forms or any older forms (especially in cases where title changes have occurred)
5. Whenever possible, avoid making too many changes directly on the slip. Pre-Bindery relies on the slips and the binding history when processing the serials. When changes are necessary, make a clear note of the change on the slip.

Any questions? Please feel free to call or email any questions to any of us in SeErs.
To: Sonders
From: Cat Unit II
Date: 3.23.04 Prepared by: JKS

Call: F2729
Number: P37
Catalog Card Entry:

Parlamentario

Spine Title (if preferred over catalog entry):

MFHD: 122.4749

SERIALS BINDING INSTRUCTIONS
TITLE ID# RLIN ID#

Vol. Color

No/Pr. 6746-087

Yr. 2003

Standard □ Temporary Binding □ Bind As Is □
Incomplete, Lacks □
New Title □ Title Change □
Recat/Recon □

MONOGRAPH BINDING INSTRUCTIONS
Mylar □ Paperback □
Standard □

LABELING AND PLATING
Call No. Change □

COLLECTION CONSERVATION
Repair □ Cover-up □
Tip-in □ Enclosures □
Temporary binding □ Replacement Search □
Replace Missing Pages

Use back of form for additional notes.
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<th>Order#</th>
<th>Order Seq#</th>
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Before

BINDING and PRESERVATION SERVICES ADVICE SLIP

To: CAT 4, SERDS
From: 08RE
Date: 3/1/84

Call Number: HX1 56705
Catalog Card Entry: Radical Society

Spine Title (if preferred over catalog entry):

mfhd: 4038047
SERIALS BINDING INSTRUCTIONS
TITLE ID# RLIN ID#
Vol. 29 Color 990
No./Pt. 1-4
Yr.

Standard X
Temporary Binding □
Bind As Is □
Incomplete, Lacks □
New Title □ Title Change □
Recat/Recon □

MONOGRAPH BINDING INSTRUCTIONS
Mylar □ Paperback □
Standard □

LABELING AND PLATING
Call No. Change □

COLLECTION CONSERVATION
Repair □ Cover-up □
Tip-in □ Enclosures □
Temporary binding □
Replacement Search □
Replace Missing Pages □

Use back of form for additional notes.

After

BINDING and PRESERVATION SERVICES ADVICE SLIP

To:  
From:  
Date:  

Call Number: HX1 56705
Catalog Card Entry: Radical Society

Spine Title (if preferred over catalog entry):

mfhd: 4038047
SERIALS BINDING INSTRUCTIONS
TITLE ID# RLIN ID#
Vol. 29 Color 990
No./Pt.
Yr. 2002

Standard □
Temporary Binding □
Bind As Is □
Incomplete, Lacks □
New Title □ Title Change □
Recat/Recon □

MONOGRAPH BINDING INSTRUCTIONS
Mylar □ Paperback □
Standard □

LABELING AND PLATING
Call No. Change □

COLLECTION CONSERVATION
Repair □ Cover-up □
Tip-in □ Enclosures □
Temporary binding □
Replacement Search □
Replace Missing Pages □

Use back of form for additional notes.
BEFORE

BINDING and PRESERVATION SERVICES ADVICE SLIP

To: CAT A SEEKS
From: [redacted]
Date: 3/4/04
Prepared by: [redacted]

Call: DF 701
Number: G722

Spine Title (if preferred over catalog entry):

m/hd: 2730913
SERIALS BINDING INSTRUCTIONS
TITLE ID# RLIN ID#
Vol. 8-9 Color 588
Lacks nos. 7, 11, 12
No./Pt. 1/12, 1/12
Yr. 1992, 1993
Standard □ Temporary Binding □
Bind As Is □ Incomplete, Lacks □
New Title □ Title Change □
Recat/Recon □

MONOGRAPH BINDING INSTRUCTIONS
Mylar □ Paperback □
Standard □

LABELING AND PLATING
Call No. Change □

COLLECTION CONSERVATION
Repair □ Cover-up □
Tip-in □ Enclosures □
Temporary binding □ Replacement Search □
Replacement Missing Pages

Use back of form for additional notes.