

Policy: 505
Subject: BINDING

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Revised:

Policy

Each unit is allocated a budget for the purposes of binding. The budget is divided between monographs and serials. The Associate Director, Collections, should be consulted concerning any need to transfer funds between monograph and serial allocations by the unit head.

If binding needs change due to changes to collections (e.g., new subscriptions, cancellations, gifts), the Associate Director for Collections should be notified.

All units are responsible for ensuring that their binding budgets are expended.

Decisions regarding binding and binding type should take into consideration, if practical: content, format, anticipated usage, and cost and permanence of various binding types. Microform should be considered as an alternate to binding.

Materials requiring processing beyond what is identified below (e.g. pockets for enclosures, hard covers, etc.) will be handled by staff in the unit library after materials have arrived from Cataloguing/ISM.

Procedures

Lehmann Bookbinding Ltd.

Shipping

All material sent to Lehmann Bookbinding must be packed in the unit libraries in the boxes provided by Lehmann. The Lehmann shipping label should be securely fastened to the top of the box in a prominent position. A 3" x 5" card with the words **DAFOE LIBRARY** should be secured to the top of the box so that the materials will be delivered to Dafoe Shipping for pick-up by the courier. The courier will deliver the boxes to Lehmann. Unit staff should phone Truck Messenger to arrange pick-up and delivery. Since shipments will normally be picked up on Fridays, unit libraries should send their boxes no later than Wednesday if they want to make the Friday pickup.

New Monographs

Decisions concerning binding treatment are made after materials have arrived in the unit library from Cataloguing.

Sending

1. Change status to "request exempt", if necessary.
2. Charge out items to "Pre-binding", if necessary.
3. When ready to send shipment, discharge items from "Pre-binding" and charge to "Bindery" with a suitable loan period (e.g. one year).
4. Print record from Bibliographic Services for each item being sent to the bindery.
5. Using printout enter information into ABLE database as per instructions in ABLE Manual (held in each unit).
6. Ship items to Lehmann Bookbinding, and include the ABLE disc with the shipment.
7. Maintain printouts for checking against returned shipment.

Returned items

1. Match printouts with each volume returned from the bindery.
2. Discharge items from the bindery, and reinstate "request" status, if necessary.
3. Stamp items with ownership stamp on top edge of item, if necessary.
4. Notify Lehmann immediately of any discrepancies, missing volumes, etc.
5. Restore disc returned from bindery with shipment.

Periodicals

Sending

1. Withdraw each barcode for issues being sent to the bindery using the WI command.
2. Print the record from Bibliographic Services. Write holdings being sent for binding on printout, including any special issues, indexes, supplements, etc. to be bound in the volume or separately. Only one printout per title is needed. A BDM Binding Worksheet may also be used for this purpose and is particularly useful if the unit staff contact has changed since the last shipment.
 - ◆ Even if there are no withdrawn item records, the Bibliographic Services record should be printed to assist Cataloguing staff in entering new item records for bound volumes.
3. Enter data into ABLE database.
4. Ship issues in Lehmann boxes, and include the ABLE disc with the shipment.
5. Send the printouts to Cataloguing. Cataloguing will create the item records for the bound volumes and return the printouts with the new barcodes to the unit. These barcodes will be loaned to the Bindery for one year, using the appropriate unit's Bindery ID number. Cataloguing will forward the printouts to Serials Check-in for adjustment of the summary holdings.

Returned items

1. Match the printout, returned from Cataloguing, with each volume.
2. Attach barcode.
3. Stamp with ownership stamp on top edge of volume.
4. Discharge from Bindery.
5. Restore disc which is returned with shipment from bindery.

Rebinds

1. For any volume, serial or monograph that is rebound for which the contents of the volume are not altered, no change in the holdings statement in BISON is required. For these items, each unit can create a new barcode for the rebound volume using the RI command in Bibliographic Services. Charge the new barcode to BINDING when the material is shipped to Lehmann and discharge the item when it is returned.
2. For any volume, serial or monograph that is rebound and contents of the volume altered, a change in the holdings statement in BISON will be required. For these items, each unit can create a new barcode for the rebound volume using the RI command in Bibliographic Services. Print the title and holdings from Bibliographic Services, indicate that the item is a rebind, identify the relevant changes, and forward to Cataloguing. Cataloguing will correct the holdings. As per local practice, the unit library or Cataloguing will charge the item to Binding. As per local practice, the printout and new barcode will be returned to the unit. [Some units deal with their own barcodes]

Invoices

1. Invoices are sent directly from Lehmann to Material Acquisitions Department.
2. M.A.D. staff will confirm invoices and appropriate budgets with each unit library before payment is made.

Contact staff in Cataloguing and Materials Acquisitions:

Serials	Add-to Library Assistant, Cataloguing (9477)
Monographs	Library Assistant 4, Cataloguing (9477)
Invoices	Payments Library Assistant, M.A.D. (6373)

Art Book Bindery

E.K. Williams Law Library and Neil John McLean Health Sciences Library use Art Book Bindery and follow unit procedures for the binding of library materials. University of Manitoba theses are bound by Art Book Bindery.