

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 insure 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.

BINDING and PRESERVATION
SERVICES ADVICE SLIP

To: SeEs
From: CatUnit IV
Date: 3.23.04 Prepared by: JKS

Call F2729
Number: P37
Catalog Card Entry:

Parlamentario

Spine Title (if preferred over catalog
entry):

MFHD: 122 47 49

SERIALS BINDING INSTRUCTIONS

TITLE ID# RLIN ID#

Vol. Color _____

(No)/Pt. 676-687

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.

TITLE: PARLAMENTARIO

New binding slip
provided by the Bindery

PRINT
TITLE: PARLAMENTARIO

CALL#: F2729 .P37

TITLE#: 37587 MATERIAL: 1038 PRINT: White FREQ: 0.00

PATTERN CODE: RLIN ID 1224749

SPECIAL
INST: EC

MEMO:

Princeton University - Firestone Library

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Pre-Bindery's → Binding History for Parlamento				
Variable	Date	Order#	Order Seq#	Pattern C
15 NO.676-687 2003	03/22/2004	3209	22	
13 NO.572-592 2001	03/22/2004	3209	19	
14 NO.663-675 2003	11/10/2003	3079	13	
12 NO.606-618 2002	07/21/2003	2970	12	
14 NO.619-631 2002	05/05/2003	2894	17	
12 NO.541-553 2001	08/06/2001	2277	2	
11 NO.530-540 2000	05/07/2001	2185	15	
11 NO.480-493 1999-2000	03/19/2001	2132	42	
10 NO.450-463 1999	05/29/2000	1845	70	
11 NO.464-479 1999	05/29/2000	1845	69	
10 NO.437-449 1999	12/20/1999	1683	11	
10 NO.450-461 1999	12/20/1999	1683	10	
10 NO.424-436 1998	06/01/1999	1467	11	
10 NO.411-423 1998	06/01/1999	1467	10	
13 NO.397-409 1998	11/16/98	1209	34	
13 NO.384-396 1997-98	11/16/98	1209	33	

PF

S 196-74

TITLE NEW ENGLAND ECONOMIC REVIEW					OLD BIS MASTER (NO LONGER PRODUCED)	
PRINT TITLE / AUTHOR NEW\ENGLAND\ECONOMIC\REVIEW						
CALL # HC107 .A11F3						
TITLE# 3252	MATERIAL COLOR 1038	PRINT COLOR W	SIZE	FREQ.	FOR BINDER USE ONLY	
PATTERN CODE CB		LIBRARY USE 89-5402	SPECIAL INSTRUCTIONS EC		JOB #	BOOK #
COLLATION INSTRUCTIONS MFHD-614171					HEIGHT	WIDTH
NOTES					THICKNESS	LENGTH
VARIABLE INFORMATION 1991 2001						

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Before

BINDING and PRESERVATION
SERVICES ADVICE SLIP

To: CAT 4, SE ERS

From: BSR

Date: 3/11/04

Prepared by: [REDACTED]

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 290

No./Pt. 1-4

Yr.

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.

After

BINDING and PRESERVATION
SERVICES ADVICE SLIP

To:

From:

Date:

Prepared by:

Call

HX1

Number: 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 290

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 4, SEERS
From: [REDACTED]
Date: 3/4/04 Prepared by: [REDACTED]
Call
Number: DF 701, G722
Catalog Card Entry:
(Washington, D.C.: 1995)
Greece, ~~A New Review~~
~~from the Embassy of~~
~~Greece~~
Spine Title (if preferred over catalog
entry):

mfhd: 2730913
SERIALS BINDING INSTRUCTIONS
TITLE ID# RLIN ID#
Vol. 8-9 Color 588
Lacks no. 7, v. 8
No./Pt. 1-12, 1-12
Yr. 2002, 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 _____

After

BINDING and PRESERVATION
SERVICES ADVICE SLIP

To:
From:
Date: Prepared by:

Call DF 701
Number: G722
Catalog Card Entry:
Greece (Washington, D.C.: 1995)

Spine Title (if preferred over catalog
entry):

MFHD 2730913
SERIALS BINDING INSTRUCTIONS
TITLE ID# RLIN ID#

Vol. 8-9 Color 588

No./Pt.

Yr. 2002-2003

Standard ☐
Temporary Binding ☒
Bind As Is ☐
Incomplete, Lacks V. 8, no. 7
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.