Log onto Alma and click on Penn Libraries logo. Click on 1st drop down menu and select “Physical titles.” Click on 2nd drop down menu and select “Title” and search the title of the journal. Under title record, check to see number of holdings. If only one holdings record, click on ellipse in right corner of record and select “Items.” If more than one holdings, click on “Holdings” above column display.

Click on ellipse next to correct holdings and select “View items.”
If there is only one issue to be bound, create a work order (Bindery and Repair) for Postcat by clicking on the ellipse and then selecting “Work Order”.

Select the item records for the issues in hand to be bound (usually appearing on last screen of item list. Click "Bind Items” – this will appear above the column display (you may have to click the Actions menu).

Confirm correct items selected for binding by comparing to issues in hand. Click Next.

Binding items automatically generates the work order template.
Complete in two steps (Type=Bindery and Repair; Department=Postcat).
Click “Create and Edit.” This is necessary in order to complete the new item record for the bound volume. Note: If you click “Create”, the item record and work order will be incomplete. To resolve, return to the item list, locate the new item and edit to complete the process.

In the Item record:
- Select Item Policy “Bound Journal”
- Click “Generate” button to fill the Description field (OR type in manually). Description should match the volume to be bound.
- Assign a barcode to the new item and scan into Barcode field.
- Save
Click “Confirm” to cancel requests.

The list of items will appear, with the collapsed item displayed.

Print the item record; attach barcodes to printout. Send the printout with the issues to Postcat. Journal item list returns so that additional issues from the same title can be selected for binding. Items to be bound will appear in Postcat Department task list.