PREPARING ITEMS FOR WERT (BIS)
(POSTCATALOGING STAFF)

1. Damaged books come from several places:
   - Van Pelt stacks - brought down by stack attendants
   - Circulation workroom – picked up by PC staff and placed on incoming binding truck in PC until status changed in ALMA.
   - Departmental Libraries - delivered by Library van and placed on incoming binding truck in PC until status changed in ALMA.

2. All books should have “bindery and repair” work order types assigned to them. Depending on binding and damage, all books will be reviewed; status updated, and placed on appropriate shelves in postcat until processed for Wert. See separate ALMA instructions.

3. BIS – There are 5 different types of BIS orders: monographs, phase boxes, periodicals, dissertations, and serials.
   - **Monographs/Phase boxes**
     i. Open BIS; click on current open monograph order (separate order for phase boxes); click on Add Monograph button at bottom of window; enter author (last name only), title (shorten or provide transliterated title from Alma; if necessary), call# (3 spaces between each line; use only upper case L) and any other specific instructions for rebinding item. Include location as part of call # if still applicable (eg East Asia and Lippincott are included; Chinese, Oriental, Penniman are not - any questions, please ask!). Enter PHASE BOX in Special Instructions. Click on Save
     ii. If item is a damaged, bound periodical, send as monograph but include variable information in BIS record
     iii. PHASE BOXES – create spine label for the item to be placed in the box. Create duplicate barcode for item and phase box.
     iv. Skip to Step 4.

   - **Periodicals**
     i. Most volumes will have item record printouts with barcodes attached and should be initialed in RED by a Serials staff person (if not, send issues up to Serials Department).
     ii. Compare the issues in hand to the information on the attached printout, checking at the same time for loose or folded pages (item type is bound journal), making sure the information matches, and that it is complete and in order. * If issues are NOT stapled and back covers don’t contain significant information, tear off the back covers (with the exception of the last issue) and any advertising; remove any small inserts. If any question about value of material, do not destroy.
iii. Logon to BIS (Binding Information System); click on Order Maintenance from main menu.

iv. Highlight open periodicals order; click on add/edit button at bottom of window; when order opens, click on add serial button at bottom of window.

v. When record search window pops up, call up title on BIS by one of the following search terms: KEY TITLE (1st 2 letters of 1st 4 words – may be in holdings record) or Call#.

vi. Confirm correct title and LOCATION (some titles are received in multiple locations). If no record is retrieved, look up the call number in both the active and dead card file. If you find a card, search by the BIS title number, and then proceed. If title cannot be found, create new record (see NEW TITLES below).

vii. Enter (in the yellow variable field) the enumeration and chronology (volume #s and dates) for the volume being bound, comparing with the format of the previously bound volumes (do not enter v or other abbreviations). Complete the special instructions field if applicable. Save.

• Dissertations
  i. Open BIS; create separate order for dissertations; click on Add Monograph button at bottom of window; enter author in CAPS (last name only), call number with volume information*** (3 spaces between each line; use only upper case L), color #9322 and gold print. Include location as part of call # if still applicable (eg East Asia and Lippincott are included; Chinese, Oriental, Penniman are not - any questions, please ask!). Click on Save. Check for pages with foldouts. If necessary, compare with record in Franklin for correct author entry.

• Serials (Annuals)
  i. These are processed the same as Periodicals but only consist of ONE issue.
  ii. Serials are sent in a separate order.

4. SPECIAL INSTRUCTIONS CAN INCLUDE:
   • Color (random, unless color of multi-volume set which must be matched)
   • trim
   • btf (back-to-front
   • watch for folded pages
   • repair loose pages
   • include replacement pages ## for rebinding (slip in book & rubber band)
- scan endsheets if significant (limited because very expensive)
- picture cover monograph if special cover

5. Print out BIS slips; mark any special instructions for returning item on Hilda’s copy (if item needs to be forwarded to another department); place 2 slips inside book to be sent to Wert.

6. Staple duplicate barcodes (either created on barcode machine or by creating new barcode number as in Step 8 below) on 3rd BIS slip. If book has been reclassified, print new label for the book so that it matches the call # on the BIS slip.

7. If there is an accompanying disc, place copyright and disclaimer labels on sleeve, note “CD” manually on BIS slip and keep them with order documentation (this applies to Van Pelt items only – departmental libraries keep their own discs but must indicate if pocket for disc should be made.

8. In Alma, edit Item Record by entering a new barcode number, adding the BIS order # first in internal note 2 (BISnnnn) followed by a space pipe symbol and a space; refer to separate Work Order documentation to complete procedure in Alma.

9. When order is closed, all BIS slips with barcodes are rubber banded to the order printout, until the books are returned from Wert (books are packed up in Wert carton with content label).

***Archival call numbers are printed as follows:
DISS.
POPM1985.2
NOTES FOR PERIODICALS

INCOMPLETE/INCORRECT ISSUES
Volumes with issues to be added/replaced must be taken apart and processed like a new volume.

CALL# DISCREPANCIES
Check record on Franklin. Titles going to Storage may not have call #s assigned.

NEW TITLES
If you do not find a card or if the title KEY ID does not retrieve a record, complete a card (or modify the card in hand) so that the correct call number is in the upper left corner, the title is across the top middle, and the title number is in the upper right corner. Enter the Key ID in the 852 field of the holdings of the ALMA record. There should also be a notation of the color in which the journal is to be bound near the middle of the card. If neither the old card nor the library sending the journal has specified a color, you may select one. Check out loud with the other workers to make sure none of them have a record in BIS open. Close the search window and select the New Title button. Enter the KEY ID*, write the title number on the card, select the appropriate location, and type the title in all caps. If it is English and starts with an article, skip the article. If the title is long, write an abbreviated title in the Print Title blank. The call number should use the standard abbreviation for the location and then have three spaces between what will be each line of the call number. Pick the color and consider whether you want white or black ink by the color of the cover. If there is a special case, enter that information either in Special Instructions or Notes depending on whether the oddness is a feature of the whole journal or of just this one binding, respectively. Enter location in call# field (leave one space between locations with 2 words and 3 spaces between each part of the call#).

TITLE CHANGES
If a serial has a title CHANGE, change title and key id on BIS and holdings records, and enter variable; Enter a memo: “formerly ___________); save. The memo button will be red to indicate the presence of a memo.

TABLE OF CONTENTS/TITLE PAGE
If there is a Table of Contents and title page at the back of the final issue, tear out and put in front (unless paginated or not for the entire volume).

EAST ASIA JOURNALS
East Asia journals that are included in the Wert Chinese database for spine lettering will have a code in the Special Instructions field. These journals must be BOXED SEPARATELY!!!

See ZHONGGUO SHI YAN JIU DONG TAI (Key ID = ZHSHYAJI) on Serials database as an example of this.

INDEXES

If index is to be bound in volume, note on BIS slip. Index is placed in the back.

SPINE LETTERING PLACEMENT ON PERIODICALS (LBI)

<table>
<thead>
<tr>
<th>Title</th>
<th>Vol.</th>
<th>5-1/2” f/bottom</th>
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<td>Nos.</td>
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<td>Pages</td>
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<td>Months</td>
<td>Year</td>
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<tr>
<td>Index, supplement, or missing issues following year</td>
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<tr>
<td>Call nos.</td>
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*Send back to Central Cataloging or MMW ANY conflicts between ALMA record and journals in hand, including location, volumes, etc. Change work order type to reflect work flow.

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