

04/05/12

**Processing (Periodical)**

**Title:**

**Date:**

Innopac bib record number:

(sks) Bind/Box status

Bound \_\_\_\_\_ OR Shevled unbound in stacks \_\_\_\_\_ OR Recyled \_\_\_\_\_

(sa) Get from Browse Periodicals

(sa) Get from Periodicals (Coram)

**Bound/Shelved Unbound**

**Recycled**

(bdr) Checkin boxes updated to Bind prep.

(sks) Checkin boxes deleted.

**Bound**

**Shelved Unbound**

(bdr) Pulled issues match checkin boxes (vol. number, month, year, etc.)

(bdr) Box labeled.

(bdr) Bindery slips prepared.

(bdr) Red Periodicals sticker is present (covering green Browse Periodicals sticker if applicable).

(bdr) Bindery slips inserted in issues and issues placed in Bindery boxes for UPS.

(bdr) Item records created.

(bdr) Checkin boxes updated To Bindery.

(bdr) Checkin boxes deleted.

**Back from Bindery**

(sks) Record/work checked.

(bdr) Spine checked

Notes

(bdr) Item created

(bdr) Checkin boxes deleted

(sks) Record/work checked.

**Notes**