Adding IN BINDERY notes in the Voyager Catalogue

To practice in the TEST catalogue, select UBC Test + Cataloguing:

- "UBC test" should be in yellow
- id "catbasic"& password "123456"

To add notes in the "Live" Catalogue:

- 1. Sign on the Voyager Cataloguing client by selecting Production UBC + Cataloguing.
 - "UBC" should be in yellow
 - use your new password
- 2. Sign on to DRA/Acquisitions + Serials (now is Inquiry only.)
- 3. In Cataloguing, check & update default settings in Options/Preferences (see "Default Settings" handout, pp.1-3)
- 4. Check DRA Serials check-in for unbound holdings to ensure bind is complete.
- 5. Check Voyager Catalogue for:
 - a) Holdings record- compare location in holding record with location printed on binding slip
 - b) Item record- check items for duplication, form of enumeration
- 6. Add IN BINDERY note to holding record (see example attached).
 - a) use TAB key, or click blinking cursor to move through the fields; do not use ENTER key
 - b) 2nd indicator in 866 should be 0
 - c) \neq a replaces DRA's subfield **\$a**, and F9 inserts a new subfield
 - d) use z subfield for colour, and put colour in \Leftrightarrow
 - e) can use Cut & Paste to add note from 8 1 and on; keyboard shortcuts: Ctrl+c & Ctrl+v Example: 866 0 +8 1 +a IN BINDERY (Lot 7/30apr2004): +z

 =z

 =z

 =z

 =z

 =z

 =z

 =z
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Please use these Formats for volume enumeration:

IN BINDERY (Lot 7/30apr2004): V.13-14 1996-97 \rightarrow 2 volumes in one bind IN BINDERY (Lot 7/30apr2004): V.13 1996 to V.14 1997 \rightarrow 2 volumes in separate binds IN BINDERY (Lot 7/30apr2004): V.10 N.1-6 1998 to V.12 N.7-12 2000 (6 vols.) \rightarrow number of vols IN BINDERY (Lot 7/30apr2004): V.13 1996 (Msg: N.10) \rightarrow one volume with a missing issue

7. *** SAVE TO DATABASE (the Sailboat in the top menu bar) ***

8. Check work in the OPAC for IN BINDERY note (see example on page 2).

- 9. When finished in Catalogue:
 - a) select File + Close All Windows
 - b) select File + Exit catalogue

Adding IN BINDERY notes in Voyager Catalogue

| Wovager Cataloging - [Hide 2775501 (bib 2527079) : Planning theory & practice,] | |
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| 035 ‡i 27fe2002ph | |
| 035 ‡i 02dec2002/rat | |
| 035 ‡i 23ja2003lrsk | |
| 852 0 ‡b MN ‡h NA9000 ‡i .P526 | |
| 866 ‡81 ‡aV.1 N.1 2000 - ‡x AS128731 | |
| 866 ‡81 ‡a Unbound issues in Fine Arts current journals. | |
| → 866 0 ‡81 ‡a IN BINDERY (Lot7/30apr2004): V.3 2002 ‡z <blue></blue> | |
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| | FULL RECORD RELATED MARC | |
| | Planning theory & practice. | |
| Relevance: | | |
| Title: | Planning theory & practice. | |
| Variant Title: | Planning theory and practice | |
| ISSN: | 1464-9357 | |
| Other Author(s): | Royal Town Planning Institute. | |
| Published: | Oxfordshire, UK : Routledge Journals, Taylor & Francis Ltd., c2000- | |
| Subject(s): | City planningPeriodicals. | |
| | Regional planningPeriodicals. | |
| Location: | MAIN LIBRARY | |
| Call Number: | <u>NA9000_P526</u> | |
| Number of Items: | 1 | |
| Status: | Available | |
| Recent Issues: | V.1 N.1 2000 - | |
| | Unbound issues in Fine Arts current journals. | |
| Library has: | IN BINDERY (Lot7/30apr2004): V.3 2002 <blue></blue> | |
| Description: | v. : ill. ; 25 cm. | |
| | 3 issues yearly, | |
| | Vol. 1, no. 1 (September 2000)- | ~ |
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