Sign on to Acquisitions:

🛤 Voyager Acquisitions	🔳 🗖 🔀
File View Tools Help	
▋━▾⇒ጘ፟፟፟፟፟፟፟ 🖛 🖧 ▾ 🖪 🔡 💥 🧇	Clear Workspace
Line Items Search Orders	
Unders Search By: Approve Date I Fruual Greate Less Search For: Image: Search For:	<u>Search Next</u> <u>C</u> lear
Search Orders	
Vendors Check-In Order Maintena EDI	_ <u>E</u> dit

Choose **Check-In** on the menu bar

Voyager Bindery Notes

M Voyager Acquisitions	
File View Tools Help	
▲・ →・ 🗋・दे・ 🖪 🗄 米 📀	Clear Workspace
Line Items Orders Orders Invoices Ledgers and Fu Vendors Check-In	Less Search Next Clear
Subscription Maintenance	
Bindery Maintenance	
ACQ/SER desk PL	1.131 M

Scroll down and choose Bindery Maintenance



(Or choose **Other Search...** to search by DBCN, call number, etc.)

Voyager Bindery Notes

🗱 Voyager Acquisitions	
File View Tools Help	
 ← - → - □ - Q ■ H 米 🦻	Clear Workspace
Line Items Bindery Maintenance	
Orders Inverse	
Ledgers and Funds	p
Vendors Check-In Title CUPC CSICI Stem CISSN Other Search	
Check-In Search For: art monthly	Search >>
Subscription	15
Maintenance 1 records. Select the correct Order record: 100% of records displayed.	
Title VendorCode Components Holdings Order Type	
Bindery Maintenance Art monthly 02046 1 MAIN stack Continuation	
New Publication	
New Complex	
Select	Vie <u>w</u> Order
ACQ/SER desk LPC 7/4/2007	1:21 PM

Title will appear. (If more than one title appears, select the correct one.) Choose Select.

UBC Library	5 August 2009
Elaine Willson	1:33 PM
file name: Voyager bindery notes.doc	Page 3 of 6

Voyager Bindery Notes



Print color Binding frequency

Library instructions Bindery instructions Binder's title number

FLUSH

Voyager Bindery Notes

🛱 Voyager Acquisit	ions				- C X
File View Tools Help	1				
🖕 • 🔿 • 🕒 • 🖸	2・ 🎝 詩 米 💎				Clear Workspace
Line Items	Bindery Mainter	nance			
Orders			10 M 10 M		
Invoices	Component Art monthly - F	AL CUJO	Location MAIN stacks	Copy ID 19250	Bindery <u>N</u> otes
Ledgers and Funds Vendors	***		C 10.85		7
Check-In	Edit Volume		<u>_</u>	Create New Volumes	Save Volume
5 -	Bind-on Date 7/4/2007		Item ID 0		<u>D</u> elete Volume
(1)	Enumeration	Land	Chronology	/	
Subscription	Enameration	-		/	
Maintenance	Year	Caption	Free text	/	Item
No.	Volume Note			/	Collapse
Rinderu Maintenance	Other Volume Data			/	Erint Pullslip
	leeuee available for hin	ding: 57	leeuee Round in thi	s Volume:	
*	Enum/Chron	Checked in date	Enum/Chron Checker	d in date Status Expect date	
Search Routing Lists	no. 303 (2007 Feb.)	2007-03-13 10:4	Bind SS	Ball date Status Expect date	
Sedicit Houding Lists	no. 304 (2007 Mar.)	2007-04-13 13:1; -	Dirid //	/	
190	no. 305 (2007 Apr.)	2007-05-09 12:1:	< Unbind	/	1.0
	no. 306 (2007 May)	2007-06-13 14:10			*
New Publication	no. 307 (2007 June)	2007-07-04 08:20		/	
Fallein	no. 308 (2007 July-Aug.)			/	-
20	no. 309 (2007 Sept.)			/	*
Var	no. 310 (2007 Uct.)			/	
New Complex	no. 312 (2007 Nov.)		/		-
Publication Patterr	no. 313 (2008 Eeb.)	~			- Bac <u>k</u>
Order Maintenance	<	>	<	>	Start <u>O</u> ver
EDI					
ACQ/SER desk LPC			/	7/4/2007	1:27 PM
			/		
		Choose	e Bindery Notes		
			·		
Bindery Copy Da	ata				
Component Law	monthly - EAL CLUP		ocation : MAIN stacks	Copy ID	19250
Alt	monthly - FAE COJO		IMAIN SIDEKS	copy to	13230
Data Type	Data Value				
Spine label forma	ART / MONTHLY				
Call number form	at				
Cloth color	BLUE				

Binding notes will indicate spine title, colour, binding format (flush or standard) and any special binding instructions.

<u>0</u>K

<u>C</u>ancel

<u>P</u>rint

Bind complete year (Feb through Dec/Jan)

UBC Library	5 August 2009
Elaine Willson	1:33 PM
file name: Voyager bindery notes.doc	Page 5 of 6

Some notes are longer than the line allotted. To view entire note, move cursor to the left column (in the example below, on the line under "Library instructions.") A line with two arrows appears; drag down until you can read the entire field.

Spine label format LIBRARY JOURNAL Call number format Cloth color Binding frequency BROWN Library instructions Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bindery instructions ELUCH	Data Type	Data Value
Call number format Cloth color BROWN Print color Binding frequency Library instructions Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bindery instructions ELUSH E	Spine label format	LIBRARY JOURNAL
Cloth color BROWN Print color Binding frequency Library instructions Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bindery instructions ELUSH ELUSH ELUSH ELUSH	Call number format	
Print color Binding frequency Library instructions Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bindery instructions ELUSE	Cloth color	BROWN
Binding frequency Library instructions Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bindery instructions FLUSH	Print color	
Library instructions Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bindery instructions	Binding frequency	
Bindery instructions	Library instructions	Check for file copies; Bind quarterly; add months in free text field of item note: v.129 no.1-5 2004 (Jan-Mar); Bi
Pinder's title number ELUCH	Bindery instructions	
binders due number FLOSH	Binder's title number	FLUSH

ndery Copy Data					
Component Library j	ournal - KR CUJO	Location :	KOERNER journals	Copy ID 20261	_
Data Type	Data Value				~
Spine label format	LIBRARY JOURNAL				1
Call number format					
Cloth color	BROWN				
Print color					
Binding frequency					
Library instructions	Check for file copies; Bind quarterly Bind supplements (Net Connect, R (journal cover has reference 'with the 2007, discard at time of binding per	v; add months in f eference, Buyer's nis issue' to suppl r eg/br/kr 29apr2	ree text field of item note: v.1 : Guide, Movers & Shakers) a ement). Library by design (lar 008ekw	29 no.1-5 2004 (Jan-Mar); after corresponding issue ge format supplement)-from	
Bindery instructions					
<pre>k = 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1 + 1</pre>	ELICU.	1		>	Ť
			<u><u>D</u>K</u>	<u>Cancel</u>	

UBC Library	5 August 2009
Elaine Willson	1:33 PM
file name: Voyager bindery notes.doc	Page 6 of 6