3.1.6 BINDING JOURNALS INTO BOOKS

A. Departments having journals to be bound into books should box them, affix a mailing label, and take them to the Medical Library for shipment to the vendor who currently holds the bookbinding contract. A bindery ticket must be completed and submitted with the box of journals.

B. Instructions for completion of a "binding ticket", giving information needed by the bindery, may be obtained from the Medical Library.

C. When the department receives an invoice from the bindery for journals that have been bound and returned to them, they should send a confirming requisition to Purchasing, attaching the invoice if all books are in order.

D. Any discrepancies or problems should be discussed with the Serials Librarian, who will assist in resolving them.