

Procedure for binding serials (procedure # 12)

1. Serial staff put the checked-in materials to be bound in the plastic containers according to country and alphabetically within country.
 - a. Serial check-in staff are to insure the LC copy has all its pages and the printing is acceptable. If not show the copy to the head of the section who will review the issue with the FD the same day for possible action.
 - b. Serial staff are to give serials noted for filming, ficing and or scanning to the Preservation Section directly.
 - c. Rep offices are to bundle serials noted in subsection (a) to be sent to the Preservation Section with a packing list
2. Irregular and Annual English language Indonesian serials should be sent bound to Southeast Asian Division. All English languages serials with a frequency more than annual shall be sent unbound to Southeast Asian Division.
3. Annuals of all language should be sent directly to the binder via the Preservation Section , do not pile
4. Preservation staff check the content of the containers regularly to avoid overload. All plastic boxes are to have their covers on them. At the end of each work week all serials are to be put into their plastic boxes or into the shipping area for CAPSEA / Southeast Asian Division and or be locked in the check-in cabinets.
5. Preservation staff collates serials by titles. Put all numbers in order. The information about the issues can be obtained from the packing list database previously prepared by serial staff. If there are missing issues try to purchase a replacement copy or make a photocopy.
6. Preservation staff prepares delivery list of serials to be bound, complete with call numbers. The list is given to binder along with the serials.
7. 2 containers must be processed every week
8. Binder must finish binding in no more than one month
9. Bound materials from binder must be checked by shipping clerk against delivery list (# 6)
10. Shipping clerk labels those bound materials with LC book property seal
11. Ship to Washington with a packing list.

Jakarta, September 2008