

## "AT BINDERY" Item Status

Effective 1.21.2003, Acquisitions will add the "At Bindery" status on item records of all paperback titles *cataloged*, EXCLUDING the following locations/formats:

- Branch libraries, including Vet Med & Studies Abroad
- CML
- Data Services
- Leisure
- Map Room
- Reference
- Repo (*Exception: new receipts, including gift books, or as part of a project, upon request by Bibliographer, etc.*)
- RUSH
- Russell Library - all
- Spiral bound materials excluding cookbooks. *\*\*\*if the left margin is wide enough to safely trim for binding, it is ok to bind.\*\*\**
- Student Learning Center - Reference & Reading Room materials

*\*You can use the following keystrokes or macros to apply the "At Bindery" status:*

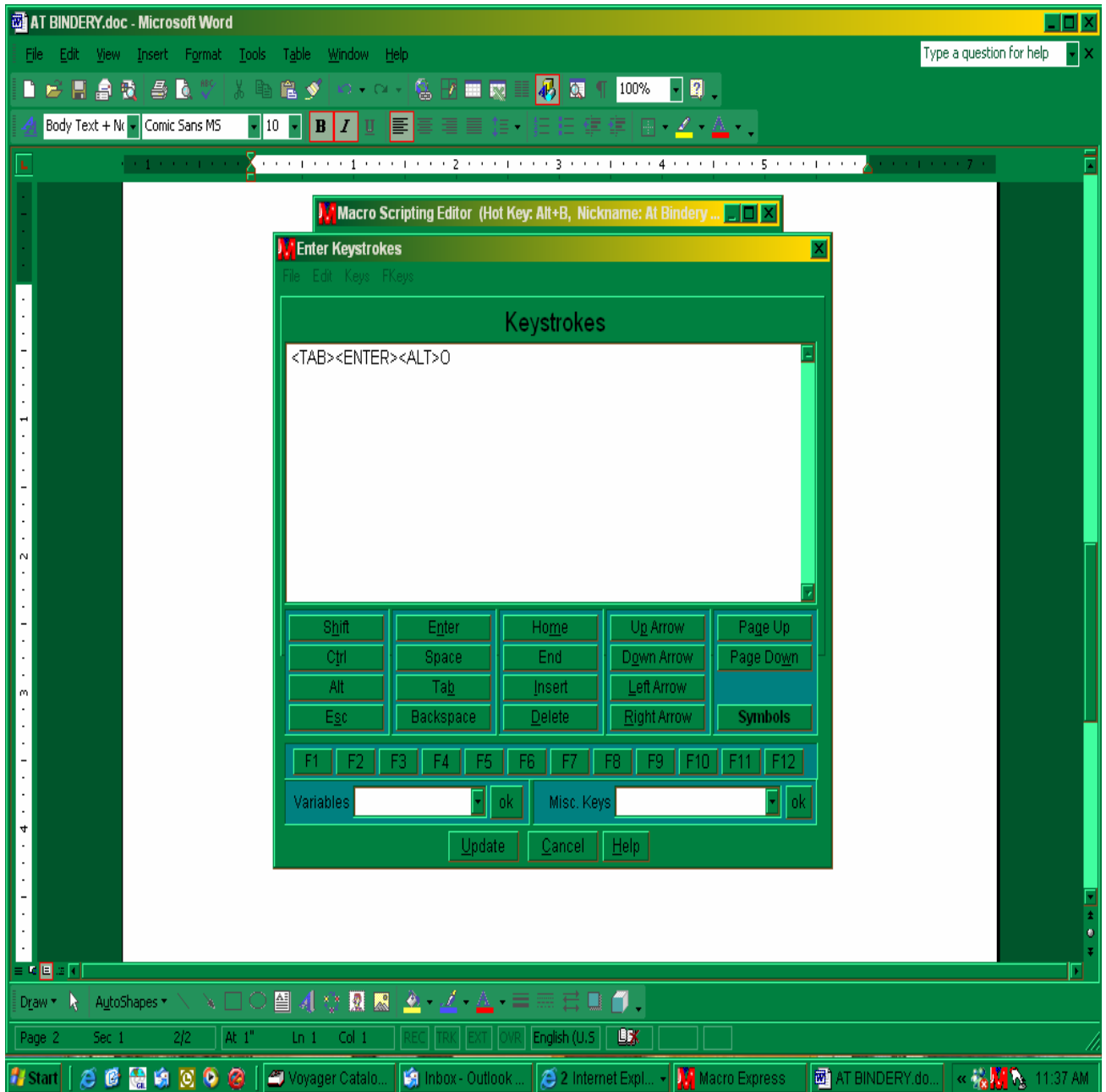
### In Acq—

- Click open status box
- Tab once - highlights blue up arrow
- Enter - applies "At Bindery" status
- Alt+o - to close status box
- Save

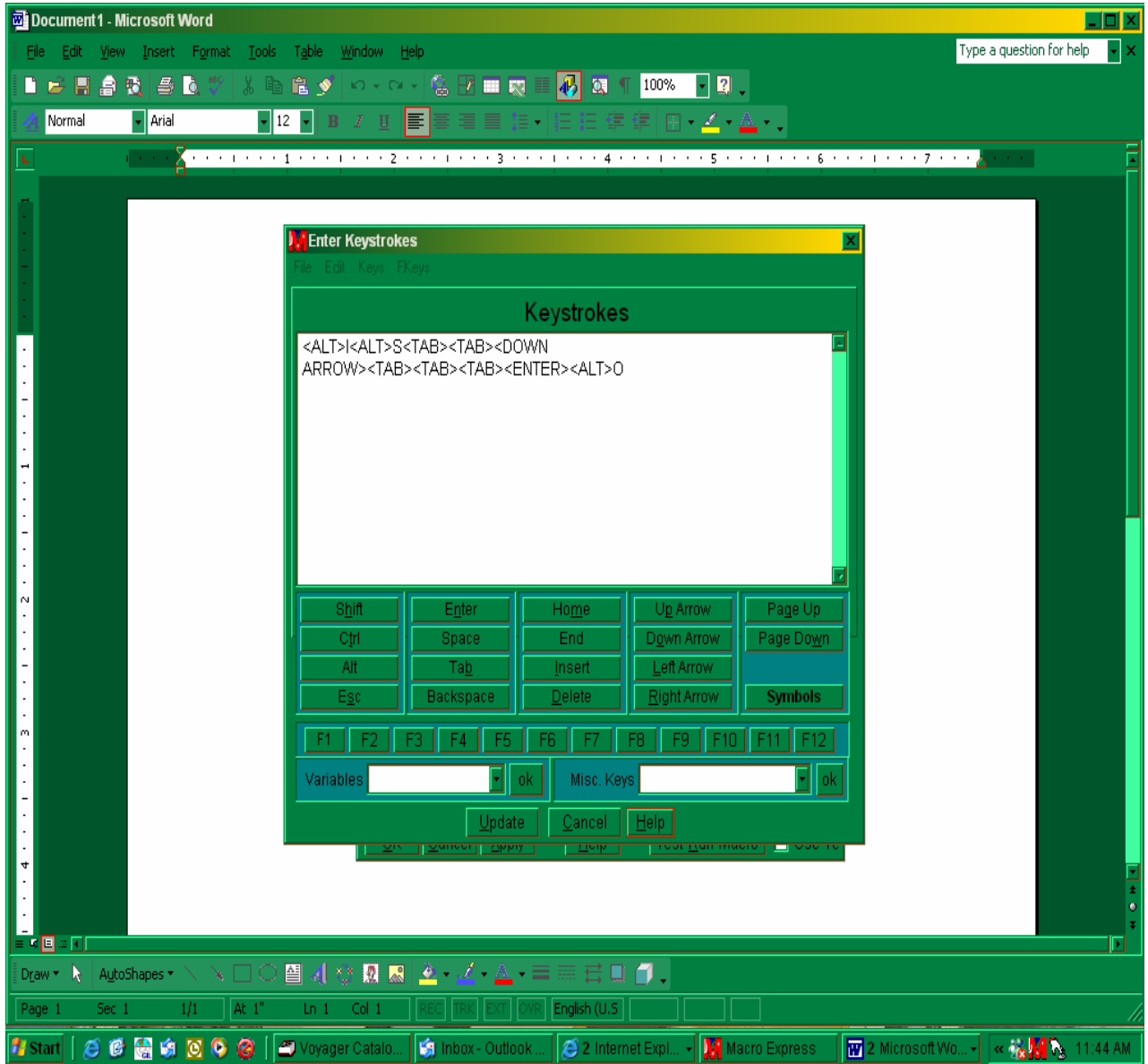
## In Cat—

- Alt+i+s - opens status box
- Tab once - highlights blue up arrow
- Enter - applies "At Bindery" status
- Alt+o - to close
- Save

## In Acq—



*In Cat—*



1.16.2003/rev. 03.30.2007