Adding issues to previously incomplete volumes: a checklist

- ✓ Remove/update LACKS note on MFHD

- ✓ Erase (inc.) at end of primary in piece *if completing*

    - ▪ NOTE: If adding an issue at the beginning of the unit, X through the original adding and copy the adding into the new first piece

- ✓ Delete (inc.) from end of primary/Enum in item record *if completing*

- ✓ Remove/update "This Volume Lacks" slip

- ✓ Note on binding slip whether rebinding temp. or perm.

- ✓ Carefully separate temp. binding, and insert issue(s) in proper order

- ✓ If rebinding temp., save cardboards and send along with unit for reuse

- ✓ If rebinding temp., charge to Collections Conservation instead of Binding Services