

Adding incomplete binding units: a checklist

- ✓ Add/update LACKS note on MFHD
- ✓ Include (inc.) at end of primary in piece
- ✓ Include (inc.) at end of primary/Enum in item record
- ✓ Fill out a "This Volume Lacks" slip and paper-clip in piece, on page where the adding is written
- ✓ Note on binding slip what's missing
- ✓ Note on binding slip whether to be temp. or perm. bound
- ✓ If binding temp., charge to Collections Conservation instead of Binding Services, and put on designated shelf

REMINDER: Nothing going to Recap should be temp. bound; split into smaller complete units if necessary.