

Processing

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1 Policies

1.1 General Policies

Effective Date: September 1, 1987

Review Date: June 25, 2015

New materials should be processed as quickly as possible, with due consideration being given to producing an eye-pleasing and functional product.

Collection and Resource Management staff members in consultation with the library director will determine particulars of book processing procedures.

2 Procedures

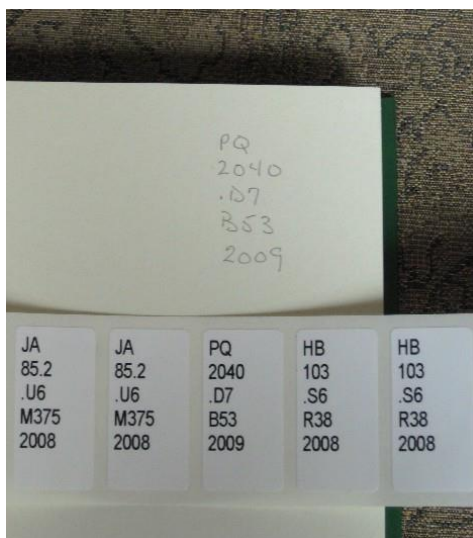
2.1 Spine Label Printing Procedures

Spine labels for each item are produced by the Catalog Assistant before the materials are sent to processing. Currently labels are produced on the Zebra GX420t thermal transfer label printer. For detailed instructions on label production, see the document titled [Spine Label Printing in OCLC's Connexion Client with the Zebra Label Printer GX420t in Windows 7](#)

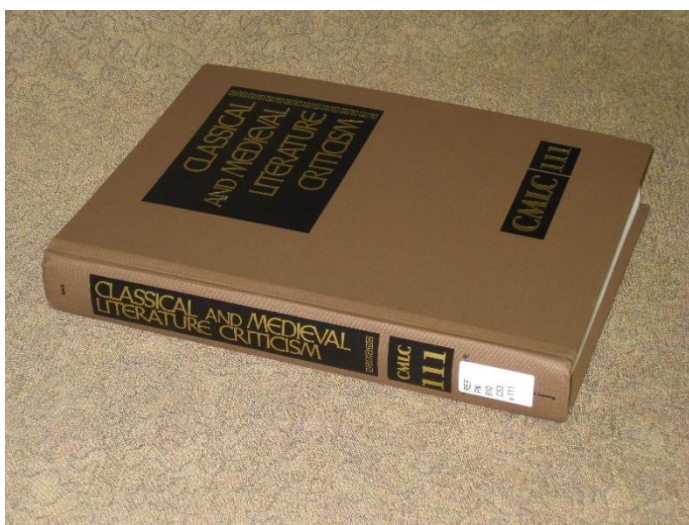
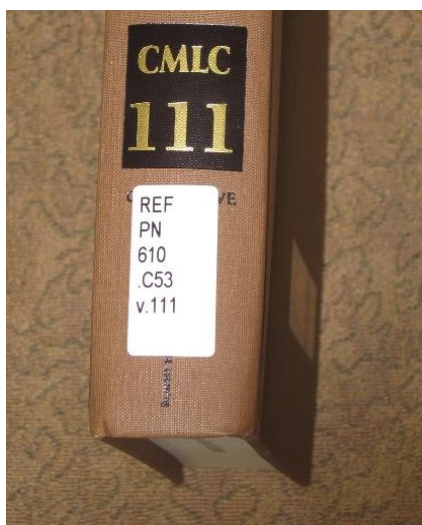
2.2 Circulating Book Processing Procedures

2.2.1 Spine Label Placement

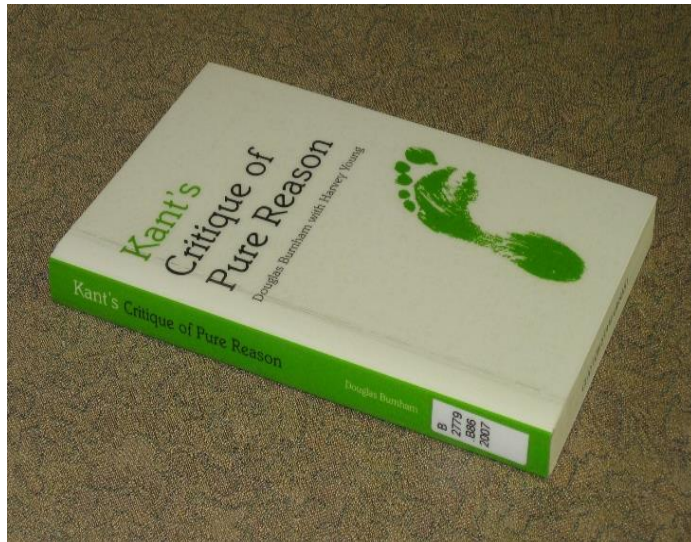
The most important part of processing a book is placing the right label on the right book. The Cataloger will write the call number assigned to the book in the upper right quadrant of the page opposite the title page verso. The processor should check this number against the call number on the label to ensure that the correct label is in hand.



The spine label should be affixed to the book so that the bottom edge of the label is approximately 1/2 inch from the bottom edge of the book spine. This placement may vary if the label will cover a volume number, or other important information.



If the label is wider than the book spine, yet the text of the label is not, the label should be trimmed to fit the spine. Trimming is best done with the paper cutter rather than scissors in order to get a true vertical cut. Do not fold labels over the edges of the spine, for they most likely will not stay in place.



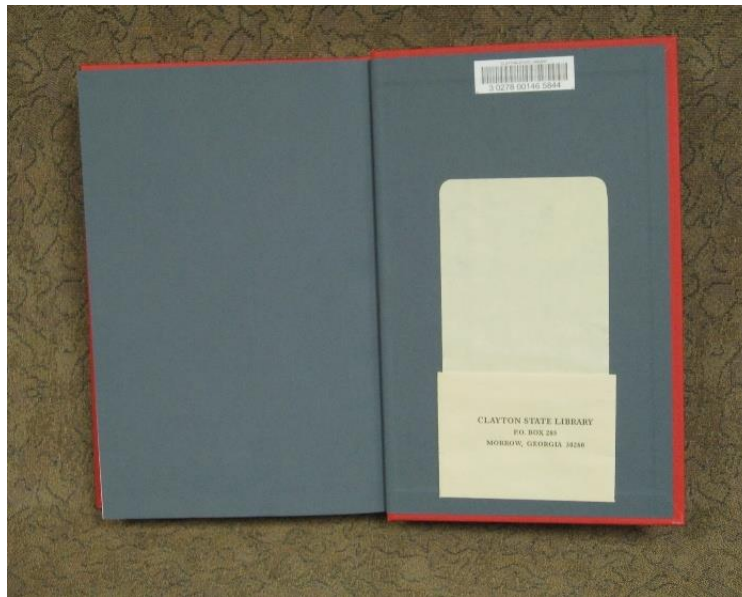
For narrow books with spines too small to accommodate the full text of the label, the label should be placed near the top left corner of the front cover of the book at least 1/2 inch down and 1/2 inch in from the spine. Placement of the spine label may be adjusted if the label would obscure part of the title.



2.2.2 Barcode and Pocket Placement

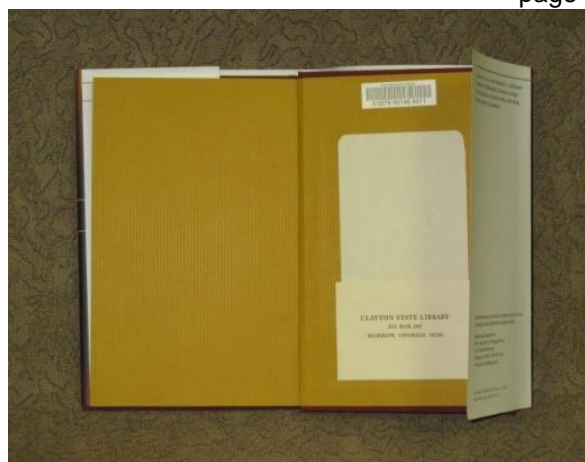
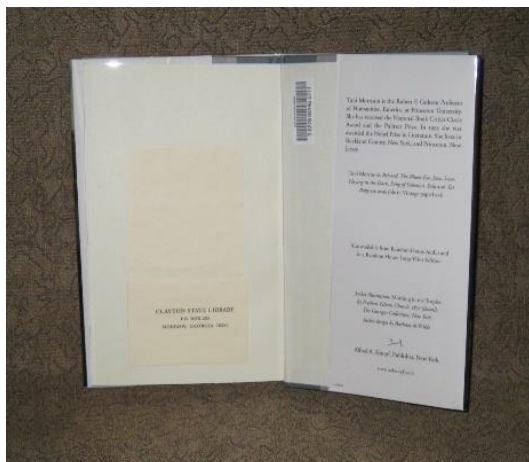
The cataloger will place the barcode on the inside back cover of the book. The barcode should be centered at the top and approximately ½ inch from the top edge of the book.

The pocket is placed on the inside back cover. Consideration may be given to decorative end sheets that contain pertinent information not found elsewhere in the book (maps, family trees, etc.) In these cases the pocket is placed either on the inside of the end sheet or inside the front cover.



For books with jackets that are to be covered with a Mylar protector, the cataloger will place the barcode on the left hand edge of the back cover. It should be placed horizontally if the jacket will not obscure the barcode. If there is not enough room for horizontal placement then the barcode should be placed vertically along the top inside edge of the back cover.

If a jacket will be covered with a Mylar protector then the pocket will be placed opposite the inside back cover, unless the book is of such a size as to allow both the pocket and the jacket flap on the inside back cover. For books with jackets that will be retained but will not be covered with a Mylar protector, barcode and pocket placement are the same as for other circulating books.



2.2.3 Book Jacket Covers

For most books, the paper jacket will be used as is. A spine label will be added to the paper jacket as well as the spine of the book. The jacket will be retained as long as it is attractive. When it becomes worn, the Circulation Dept should discard it. These books should be processed in the same way as other circulating books. The paper jacket will be placed over the book but will not be attached to it. Care should be taken by the cataloger and processor to ensure that the pocket and barcode will be visible beneath the jacket.

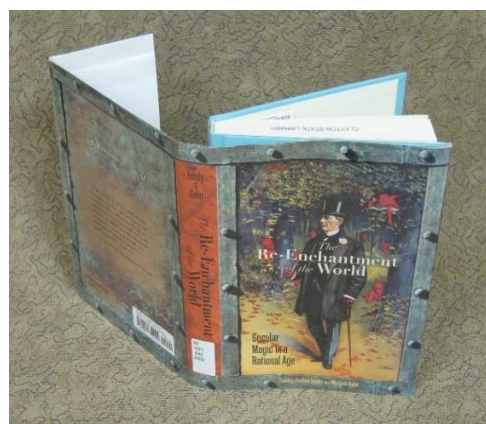
For certain books it is desirable to retain the book jacket more permanently. For these books, the paper jacket will be placed in a Mylar cover. For more information on the types of books that receive this treatment, see the [Cataloging](#) section of this manual.

The processor will be able to determine the decision made by the cataloger regarding whether to use a Mylar jacket cover based on the placement of the barcode. If the book falls into one of the above categories and the jacket can be attached without covering the barcode, then the Mylar cover should be used. If the jacket cannot be attached to the book without covering the barcode, then the Mylar cover should not be used. If there is a question about the cataloger's intent, then the cataloger should be consulted.

For books with book jackets covered with Mylar, the pocket is placed on the page opposite the back cover in a similar fashion to an uncovered book. Occasionally there may be room on the inside back cover for the pocket as well as the jacket flap. If so, the pocket should be placed on the back cover. Usually, there will not be enough space. The remainder of processing is the same as for other circulating books including the placement of the spine label and property stamps.

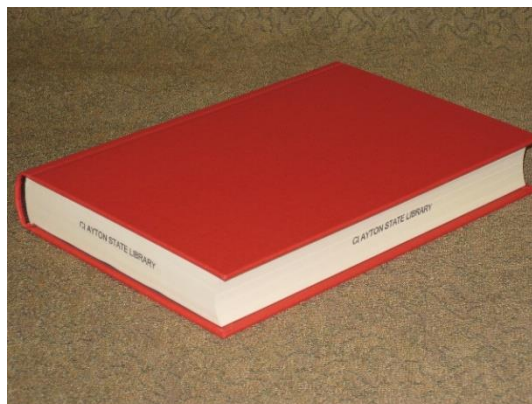
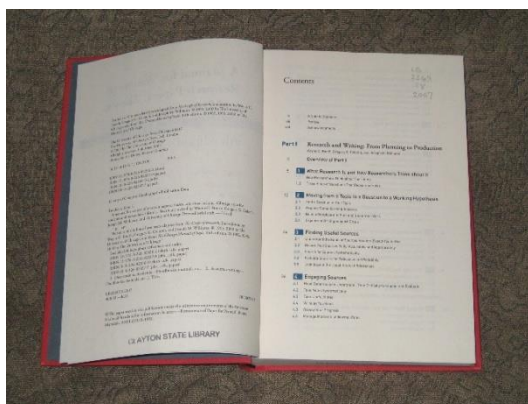
Once the book has been processed, the book jacket can be prepared. A spine label should be attached to the spine of the book jacket. It should be placed in the center of the spine area 1/2-inch from the bottom of the spine. The jacket is

then covered with a Mylar jacket cover according to manufacturer's directions. The processor should select the jacket cover that is nearest the size of the book jacket. The ends of the jacket should be trimmed so that all print on end flaps is covered and the Mylar does not extend past the jacket edges. The covered book jacket should then be securely attached to the book with clear tape. The tape should be placed over the top and bottom edges of the book in the front and the back. It is best to place the tape at a slight angle. Care should be taken that the jacket is not attached too tightly or too loosely. If the jacket is too tight, the book will not close. If it is too loose, the book may be damaged.



2.2.4 Property Stamps

Property stamps are placed at the bottom of the title page verso and on all three edges of the book so that when the book is laying face up the stamps can be read.



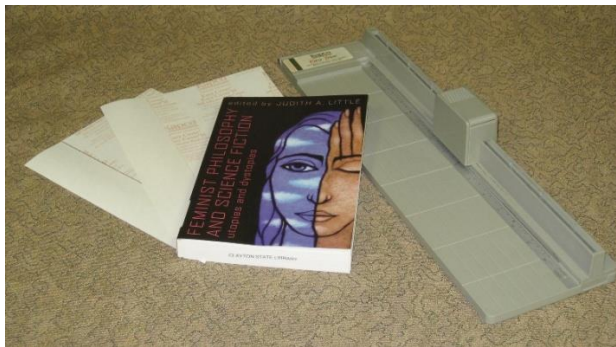
2.2.5 Security Devices

Each book should be outfitted with a security tag. The manufacturer's insertion instructions should be followed

2.2.6 Paperback Books

Paperback books are processed in the same way as other books with the following exceptions and additions. A protective cover will be added to strengthen the paper cover. In most cases, this cover will be a Kapco Easy Cover. The appropriate size should be selected and applied according to manufacturer's directions. For oversize books multiple Kapco covers will need to be used to accommodate the larger size. The spine label should be placed on the spine before the cover is attached.

If needed, the interior hinge of the book is reinforced by the addition of Easy Bind tape. The Easy Bind should be placed in the hinge of the book between the front/back cover and the first/last page. It should be trimmed evenly with the top and bottom edges of the book's cover.



2.3 Reference Book Processing Procedures

2.3.1 Placement of Spine Label, Barcodes, and Property Stamps

Placement of the spine label, barcode and property stamps for Reference books is the same as for Circulating books. See section 2.2. Some Reference books are designed to be updated by pocket parts for these volumes the barcode will be placed on the inside front cover.

2.3.2 Security Devices

Security tag placement is the same for Reference books as it is for Circulating books. See section 2.2.

2.3.3 Book Jackets

Book jackets are not used on Reference books. If the cataloger has not discarded the jacket, the processor should discard it.

2.3.4 Paperback Books

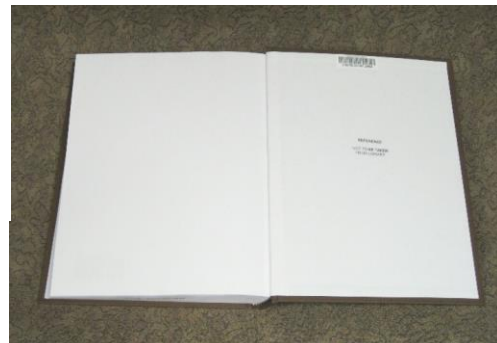
For instructions in processing this type of material see section 2.2.

2.3.5 Pockets

Pockets are not used in Reference books.

2.3.6 Reference Stamps

On the inside of the back cover in the vicinity of the barcode add the stamps: "REFERENCE" and "NOT TO BE TAKEN FROM LIBRARY".



2.4 Periodical Processing Procedures

2.4.1 Labels

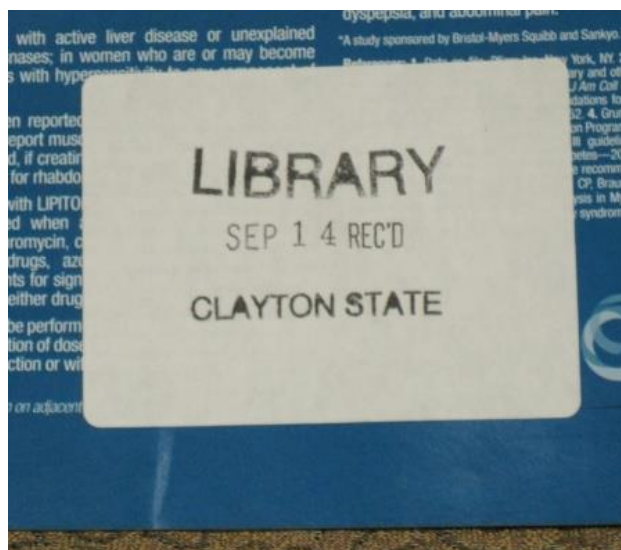
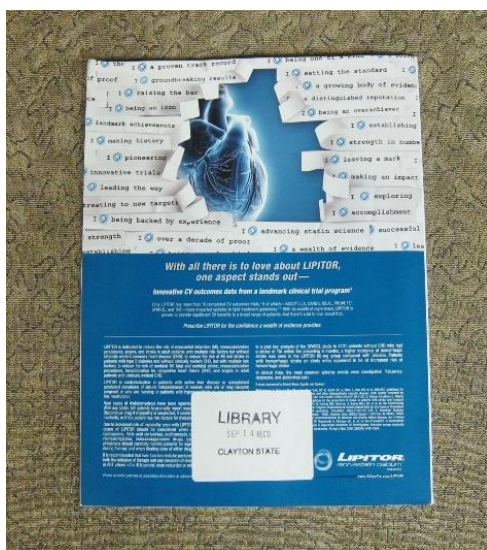
Periodicals are shelved alphabetically by title. They do not require spine labels

2.4.2 Pockets

Pockets are not used in Periodicals.

2.4.3 Current Periodical Issues

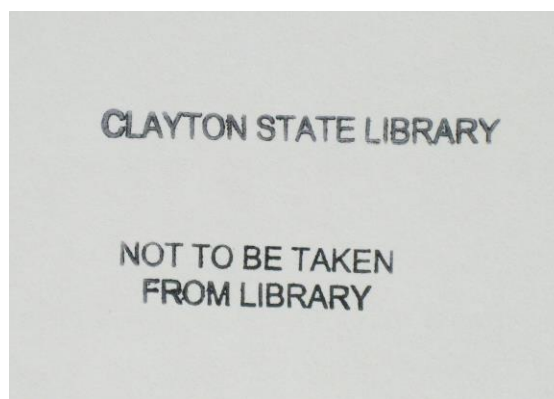
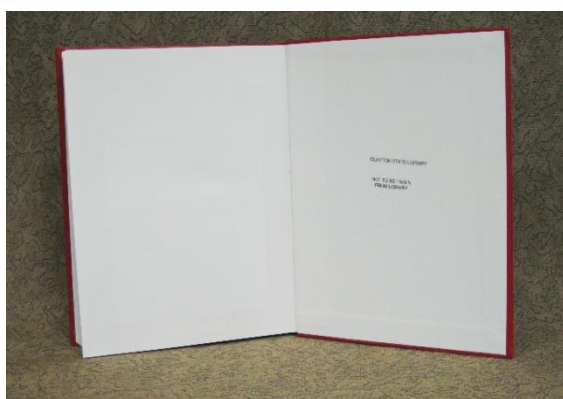
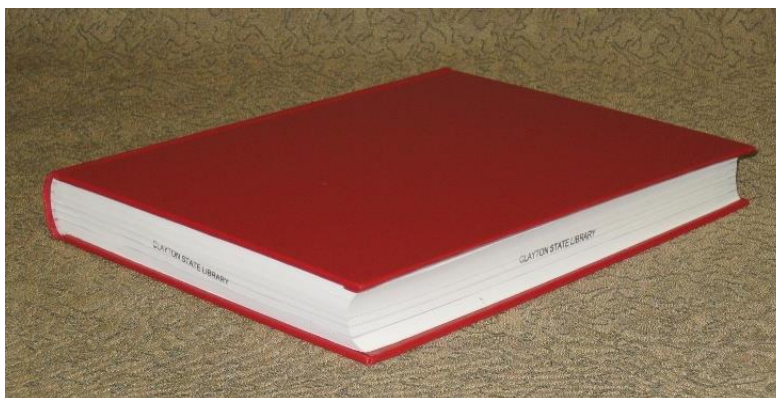
Labels that bear a Clayton State Library property stamp are placed on the back cover of current issues. The preferred location is centered $\frac{1}{2}$ inch from the bottom edge.



Each issue should be outfitted with a security tag. The manufacturer's insertion instructions should be followed.

2.4.4 Bound Volumes

Placement of property stamps and barcodes is the same for bound volumes as it is for Circulating books with the exception that no property stamp is used for the title page verso. On the inside of the back cover add the stamp: "NOT TO BE TAKEN FROM LIBRARY". This stamp should be centered on the page.



Each bound volume should be outfitted with a security tag. The manufacturer's insertion instructions should be followed.

2.5 Music Score Processing Procedures

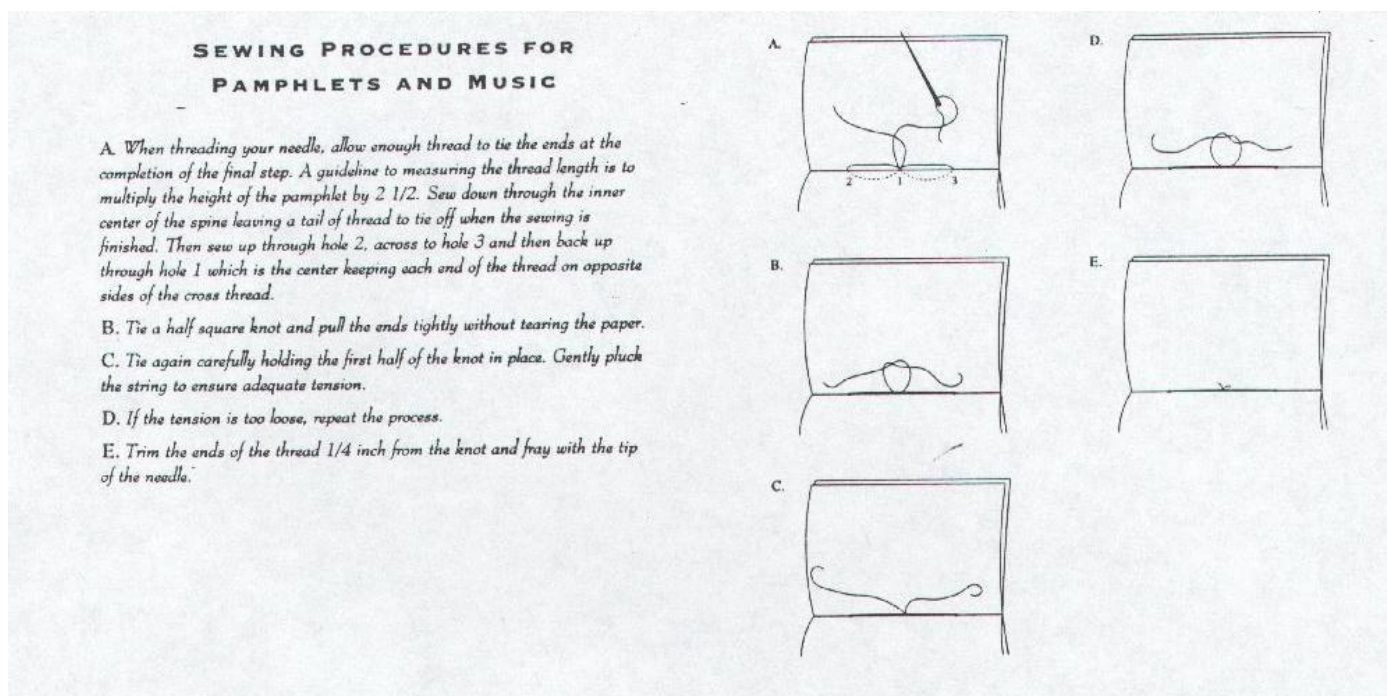
Music scores are physically different from other monographs in several ways:

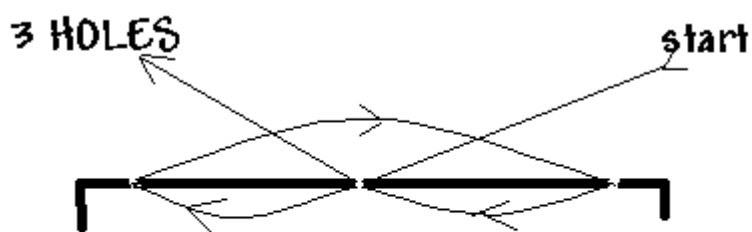
- They are usually less than 1/2 in. thick.
- They usually have paperback covers.
- They must easily lie open when in use.
- They are frequently issued with multiple accompanying parts.

For these reasons, it is necessary to process music scores for the shelf in a manner that is different from the processing of other monographs.

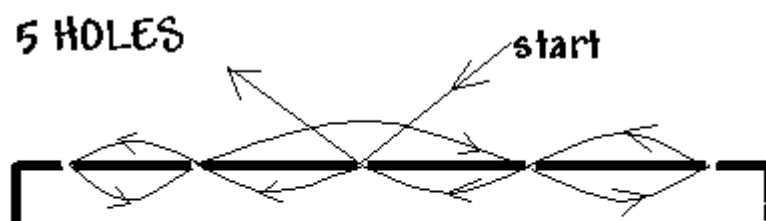
2.5.1 Binding for Music Scores and Parts

Music scores that are printed in single signatures will be sewn into a pamphlet binder (pam binder) using cotton or linen string. Sewing methods are illustrated below. For more information see the [Binding a Single Signature Pamphlet](#) section of the Dartmouth College Library Preservation Services website.



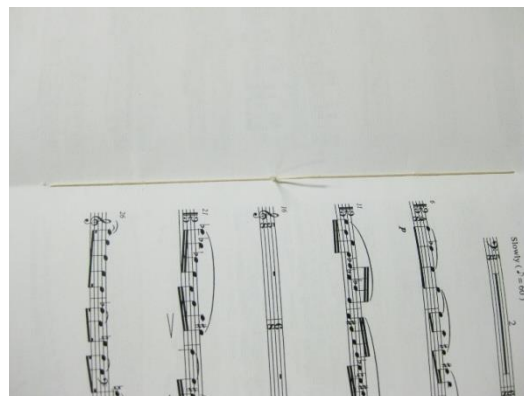
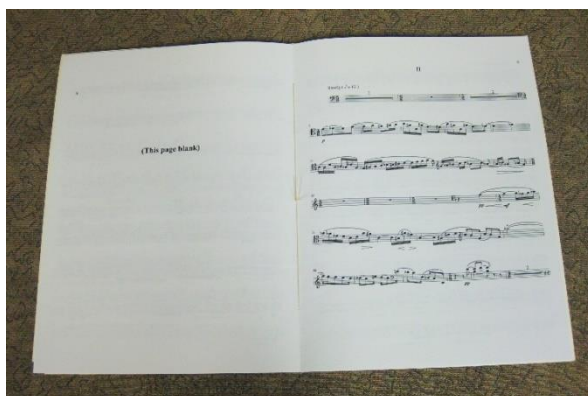


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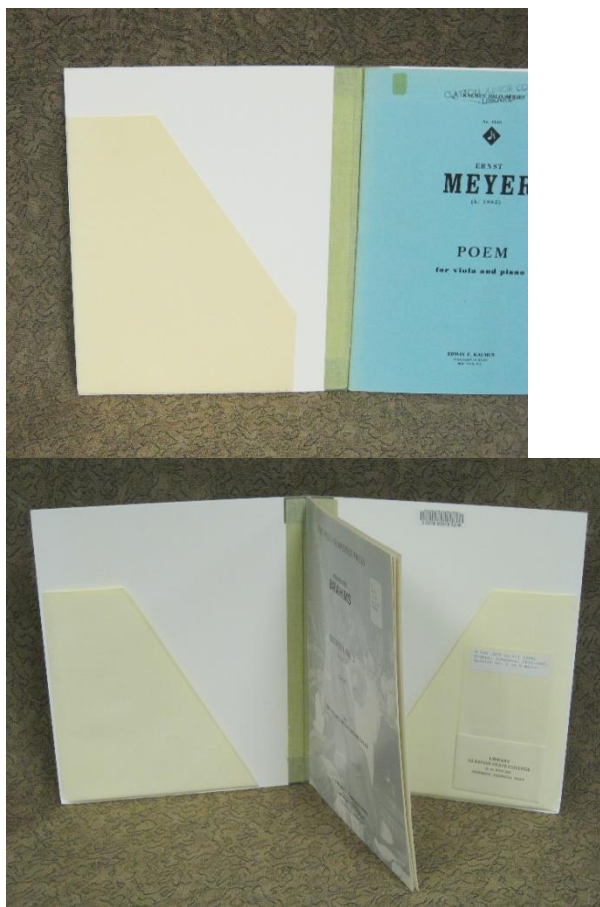
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*Diagrams from the University of Florida, George A. Smathers Libraries.

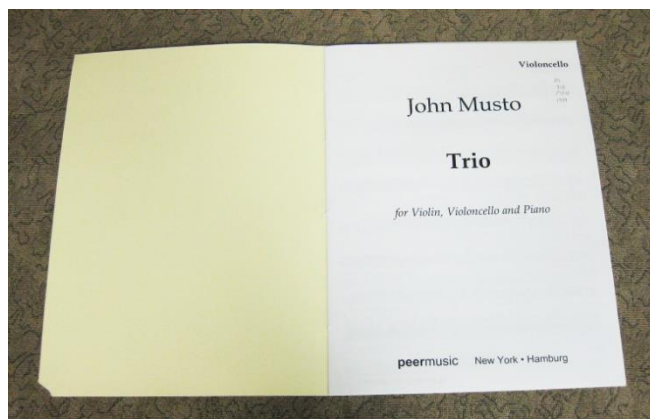
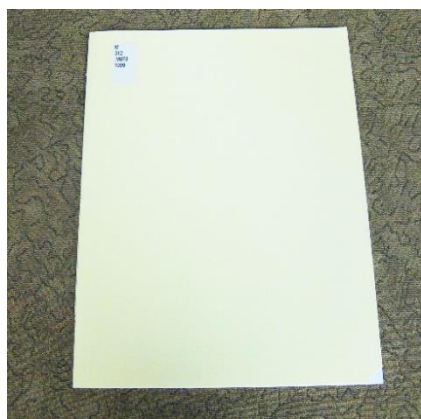


If a score is too thick to be sewn into a pam binder or if it is printed in multiple signatures, then the score will be sent to the bindery to be bound. In rare instances, a thick score may be placed into the same type of Kapco binders used for other paperbacks. For additional information, see the section on [Binding](#).

A pam binder can be used for a score issued with parts provided that it is accompanied by no more than four parts. Custom cut pocket/s will be glued into the front and/or back of the pam binder to hold the parts. For scores with up to 2 parts – the pocket goes inside the front cover; up to 4 parts – the pockets go inside both the front and back covers. For a score accompanied by more than four parts, it is necessary to send the score to the bindery to be bound in a special cover that has deep formed pockets.



The parts themselves are sewn into acid free protective folders prior to insertion in the pockets. The folders are trimmed down to the size of the parts they contain.



The call number should be written on the first page of the part and a property stamp applied. A call number label should be affixed to the top left corner of the folder and the parts inserted into the pocket.

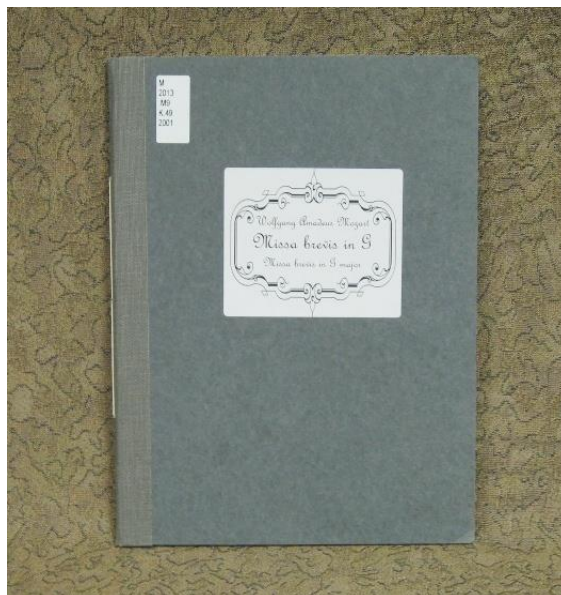
Scores that are issued with more than four parts should be sent to the bindery. The bindery will prepare a cover with pocket/s to hold the score and parts.



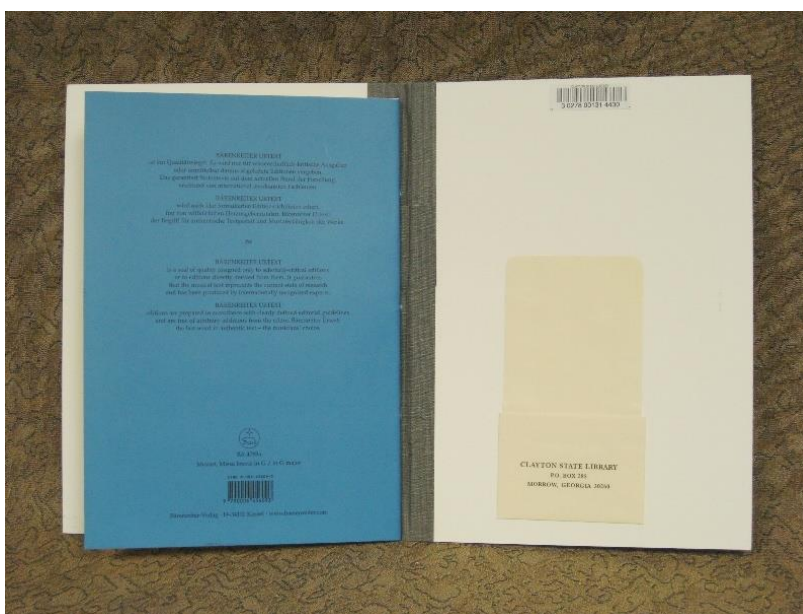
2.5.2 Music Score Labels and Label Placement

A spine label will be placed in the upper left-hand corner of the pam binder cover.

An author/title label will be placed on the front cover of the pam binder in a central location, and on the front cover of the protective folders of any accompanying parts. Decorative author/title labels can be created on the computer using 3" x 4" label stock. [A template for creating these labels is available.](#)



The cataloger will place the barcode inside the back cover of the pam binder, the same as for a book.



2.5.3 Music Score Property Stamps

Property stamps are placed at the bottom of the title page verso and on all three edges of the score so that when it is laying face up the stamps can be read. This is the same procedure used for books. Some scores may be too thin to allow property stamps on the edges.

Accompanying parts should also be property stamped.

2.5.4 Barcode Placement

The cataloger will place the barcode on the inside back cover of a bound score or on the inside back cover of the pam binder in the same manner as for circulating books. See Section 2.2. If a custom pocket for parts will be needed on the inside back cover then the cataloger will adjust barcode placement as necessary.

2.5.5 Music Score Pocket Placement

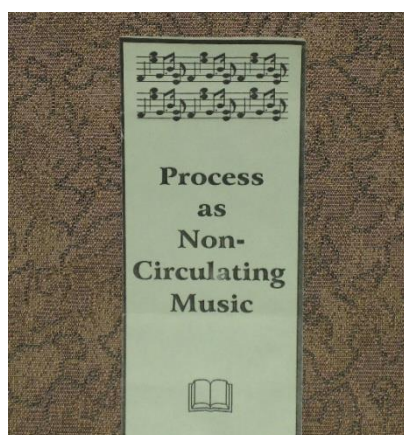
A standard pocket will be placed inside the back cover of the pam binder. If there are more than 2 accompanying parts that require a custom pocket inside the back cover, then the standard card pocket will be applied on top of the parts pocket.

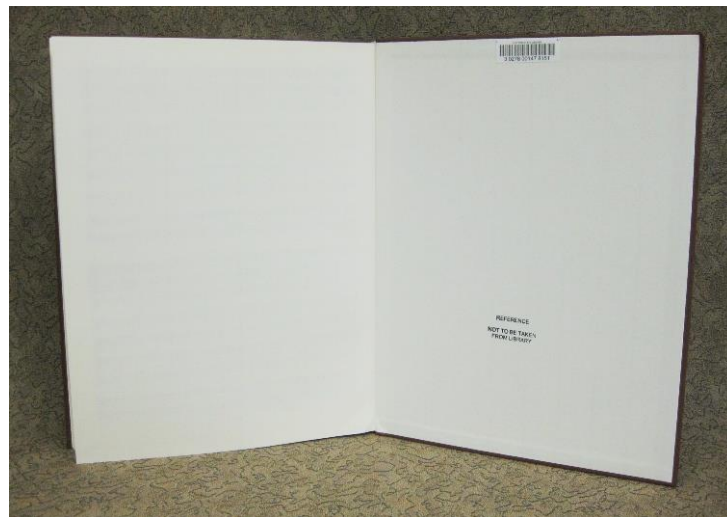
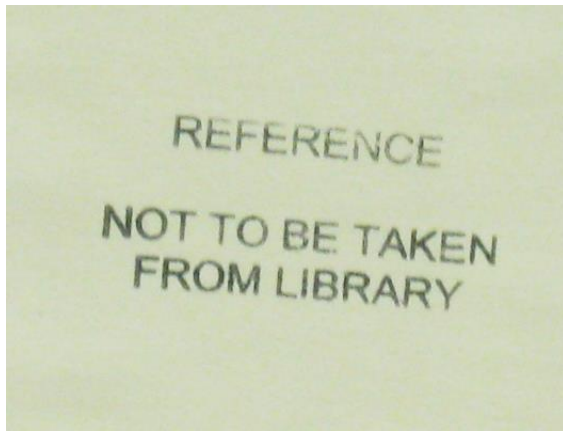
2.5.6 Music Score Security Devices

Each score should be outfitted with a security tag. The manufacturer's insertion instructions should be followed.

2.5.7 Non-Circulating Music

Items designated as Non-Circulating Music will be flagged with a green slip by the cataloger. These materials should be processed as regular circulating music but the stamp "Not To Be Taken From Library" will be used on the inside of the back cover instead of the book pocket.





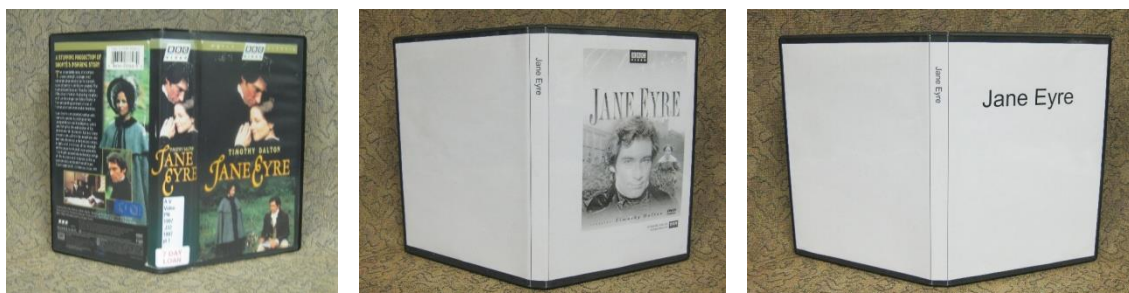
2.6 Security Devices for Audio Visual Materials

Use of security devices in audio visual materials varies. Consult the Processing Supervisor for detailed information on the placement of security devices in audio visual materials.

2.7 DVD Processing Procedures

2.7.1 DVD Packaging

If the DVD did not come in a hard plastic container, then it should be placed in one. If the container does not have title information on the outside, some sort of title labeling should be created, either by altering the original paper packaging or by designing something simple on the computer. A template for creating these inserts is available in the department manual online shared folder.

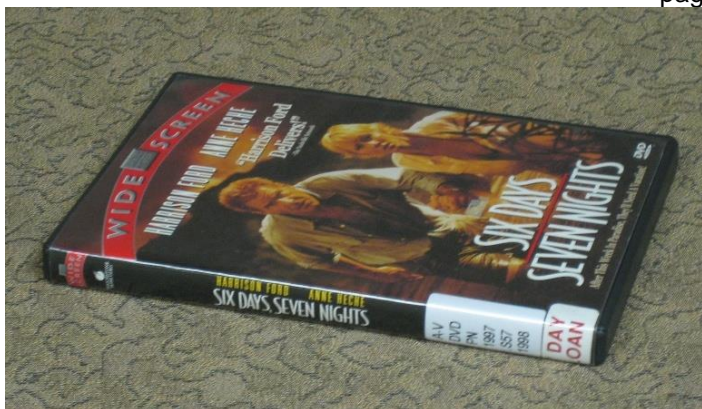


2.7.2 DVD Call Number and Property Mark Placement

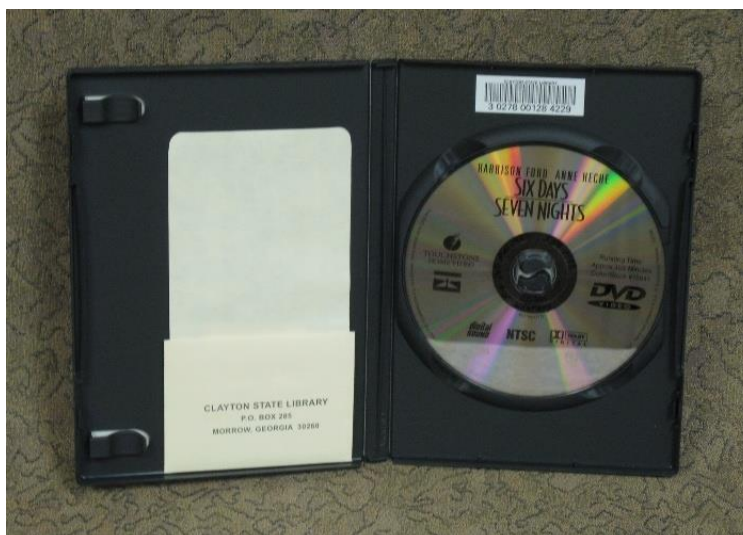
The cataloger will write the call number on the DVD. The call number and a property mark should be written in the clear circular area at the center of the DVD with a fine point film-marking pen. The cataloger will also write the call number on any accompanying material. A property stamp should also be applied to any accompanying materials.

2.7.3 DVD Label Placement

No labels will be placed on the DVD itself. A single spine label will be prepared and placed on the lower spine area of the paper insert, under the clear plastic of the container. (Previously, a small label denoting the item's circulating policy (i.e. 7-DAY LOAN) would have been placed below the call number label, but this practice has been discontinued.)



The cataloger will place the barcode in the upper area of the inside of the container. It varies as to which side, determined by the structure of each individual box but if possible it should be placed on the right hand side of the case above the DVD.



2.7.4 DVD Pocket Placement

A standard pocket will be placed inside the DVD package, on the side opposite the DVD. This usually places it under any accompanying materials.

In the case of 2 disc DVDs where there is no available space inside the package, the pocket will be placed on the outside back of the package, cut down so as to obscure the least amount of information.

2.8 CD Processing Procedures

2.8.1 CD Packaging

If the CD (or set of CDs in the case of audio books) did not come in a hard plastic container, then it should be placed in one. If the container does not have title information on the outside, some sort of title labeling should be created, either by altering the original paper packaging or by designing something simple on the computer. Templates for creating these inserts are available in the department manual online shared folder.

2.8.2 CD Call Number and Property Mark Placement

The cataloger will write the call number on the CD. The call number and a property mark should be written in the clear circular area at the center of the CD with a fine point film-marking pen. The cataloger will also write the call number on any accompanying material. A property stamp should be applied to any accompanying materials.

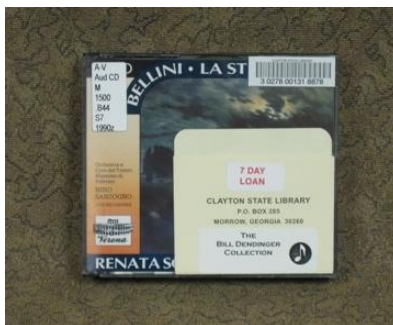
2.8.3 CD Label Placement

No labels will be placed on the CD itself. A single spine label will be prepared and placed in the upper left corner on the front of the container. In the case of audio books, the spine label should be placed on the spine, under the clear plastic of the container.

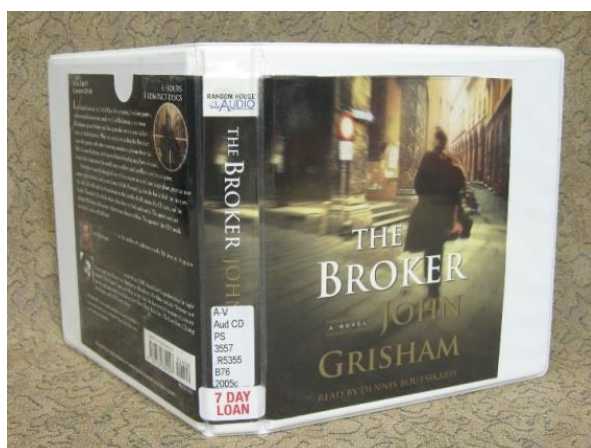
The cataloger will place the barcode on the upper right corner of the front of the CD case. With audio books, the barcode will be placed at the top of the inside front cover.

2.8.4 CD Pocket Placement

A standard pocket will be cut short in order to fit the front of the container. The pocket should be placed in the lower right hand corner on the front of the case. (Previously, a small label denoting the item's circulating policy (i.e. 7-DAY LOAN) would have been placed on the pocket, but this practice has been discontinued.)



In the case of audio books, the pocket is placed inside the front cover of the container, under the barcode.



2.8.5 CDs with Accompanying Booklets

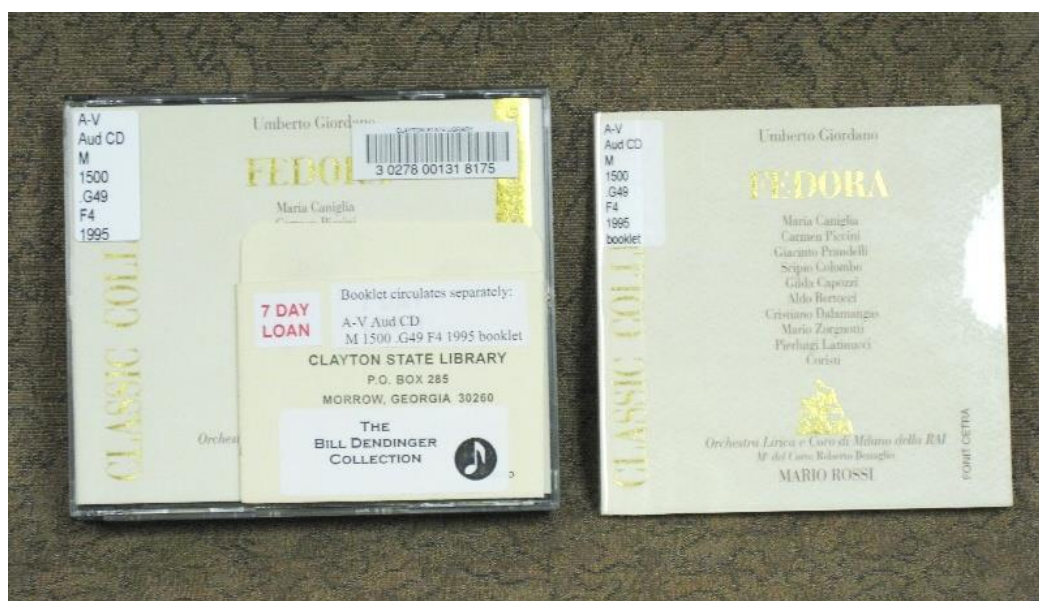
If a CD is accompanied by a booklet that is too large to be included in the case with the CD, then the booklet is to be processed separately. It will be barcoded and will have its own item record. Its call number label is placed on the upper left of the front cover. Its pocket goes inside the back cover unless it would obscure vital information, in which case it is to be placed on the outside of the back cover. The booklet is to be processed as a paperback book as regards to property stamps and the application of a Kapco Easy Cover.

A label should be prepared for the CD to indicate that there is separate accompanying material. This label should be placed on the top half of the front of the pocket on the CD case and should be in the following form:

Accompanied by text:

A-V Aud CD M1500.M3 F38 1999 libretto

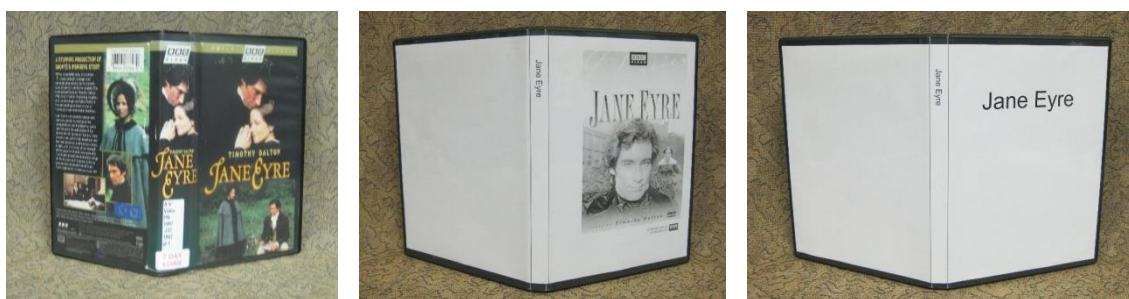
[A template for creating these labels is available.](#)



2.9 Videocassette Processing Procedures

2.9.1 Videocassette Packaging

If the videocassette did not come in a hard plastic case, then it should be placed in one. If available, the original cardboard videocassette box should be cut to fit under the clear plastic layer of the new case, so that all pertinent information is viewable to the user. If there was no original paper packaging, or if the original packaging contained no information, the processor or cataloger should create a simple title insert using graphics found on-line or simple text. A template for creating these inserts is available in the department manual online shared folder.



2.9.2 Videocassette Call Number and Property Mark Placement

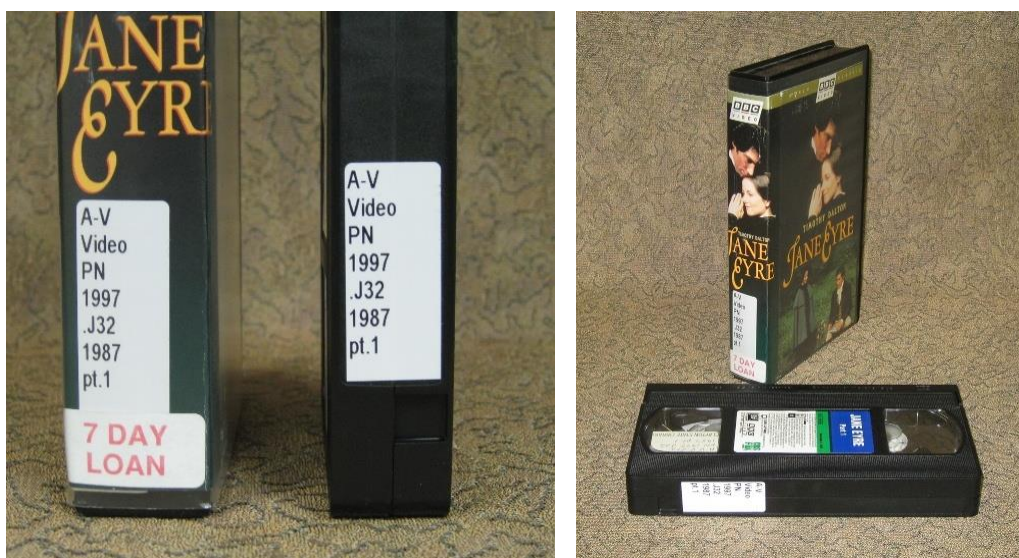
The cataloger will write the call number in pencil on the label of the cassette itself, provided that there is one. If there is not a label, or if there is not enough room on the label, the cataloger will write the call number at the top of the right spool window with a fine point permanent marker.

The property stamp will be applied to the label of the cassette, if there is room. Otherwise a property mark will be written with permanent marker in the right spool window under the call number.

2.9.3 Videocassette Label Placement

All videocassettes will need two spine labels. One will be placed on the spine of the cassette itself and the other on the spine of the videocassette case about ½ inch from the bottom edge.

(Previously, a small label denoting the item's circulating policy (i.e. 7-DAY LOAN) would have been placed below the call number label, but this practice has been discontinued.)



The cataloger will place the barcode inside the videocassette case, just below the upper edge of the side opposite the videocassette.

2.9.4 Videocassette Pocket Placement

A standard pocket will be placed inside the videocassette container, below the barcode.

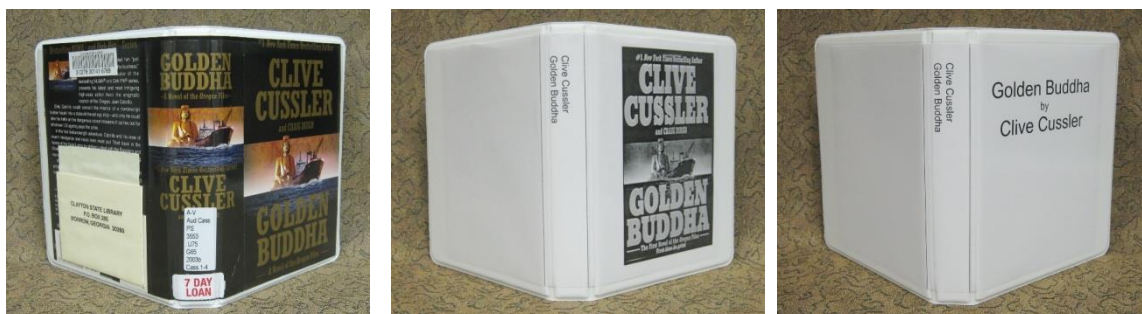


2.10 Audio Cassette Processing Procedures

2.10.1 Audio Cassette Packaging

If the audio cassette did not come in a hard plastic case, then it should be placed in one.

Multiple cassette sets (i.e. audio books) should be packaged in special vinyl cases designed to hold up to 4 cassettes each. If available, the original cardboard packaging should be cut to fit under the clear plastic layer of the new case, so that all pertinent information is viewable to the user. If there was no original paper packaging, or if the original packaging contained no information, the processor or cataloger should create a title insert using graphics found online or simple text. A template for creating these inserts is available in the department manual online shared folder.



2.10.2 Audio Cassette Call Number and Property Mark Placement

The cataloger will write the call number on the front of the cassette with a fine point permanent marker.

A property mark will also be written on the front in permanent marker with the window between the spools being the preferred location.

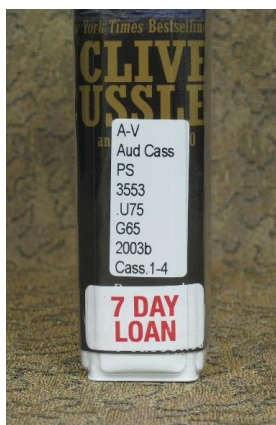
The call number should be written in pencil on any accompanying materials, and a property stamp applied.

2.10.3 Audio Cassette Label Placement

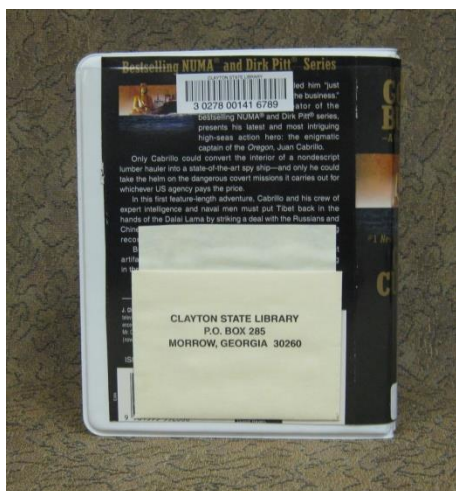
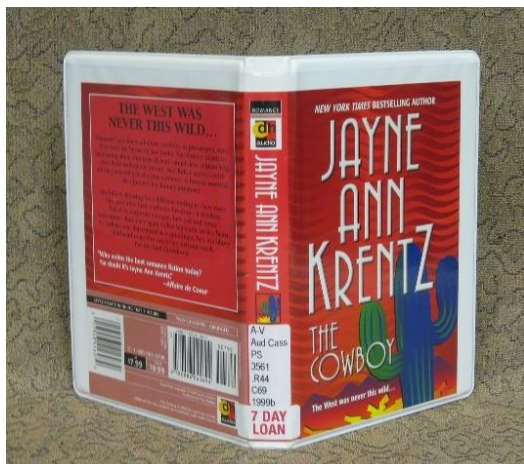
Spine label and bar code placement for audio cassettes depends on the type of case containing the cassette. For the old-fashioned small hard plastic cases, a spine label will be placed in the upper left corner on the front of the container so that the opening of the cassette container is down and any text on the accompanying material is visible through the top. The barcode will be placed on the back of the container.



For the vinyl multi-cassette cases which are most frequently used with audio books, the spine label should be placed on the paper insert of the spine under the clear plastic of the container. (Previously, a small label denoting the item's circulating policy (i.e. 7-DAY LOAN) would have been placed below the call number label, but this practice has been discontinued.)



When possible, the cataloger will place the barcode inside the case, just below the upper edge of the side opposite the cassettes. When that is not possible, the barcode will be placed on the top outside back of the container.



2.10.4 Audio Cassette Pocket Placement

On the old fashioned single-cassette cases, a pocket will not be used.

On the vinyl multi-cassette cases, a standard pocket will be cut down and placed inside the case, below the barcode. When that is not possible, a cut down pocket will be applied to the outside back of the container below the barcode.

2.11 Slide Processing Procedures

2.11.1 Slide Call Number Placement

When processing slides, the most time consuming part of the procedure is labeling the individual slides. Most slides do not carry identifying information. Because of their size, it is not possible to prepare author/title or call number labels to affix to the slides. In order to identify the slides and keep them with their set, the call number must be written on by hand. The call number will be the same for all slides in the set. No vol., pt., no., etc... information will be added. The call numbers should be written in pencil across the top edge of the slide.



2.11.2 Slide Packaging

Slides should be placed in the carousel beginning with slot number 0 and working forward, upside down and with any writing on the cardboard frame facing the ascending numbers on the carousel. This process is difficult to describe. Please ask for help in interpreting the above description if needed.



2.11.3 Slide Label Placement

If the carousel box does not carry the title, an author/title label should be placed on the spine of the box. A call number spine label should also be placed on the spine of the carousel box and on the carousel itself.

The cataloger will place the barcode at the top of the spine of the box above the call number and author/title labels.



2.11.4 Slide Pocket Placement

The pocket should be placed on the inside lid of the carousel box.

2.12 Picture Processing Procedures

For our purposes we will use the word "picture" to describe any two-dimensional opaque graphic material including but not necessarily limited to: art originals and reproductions, charts, photographs and technical drawings.

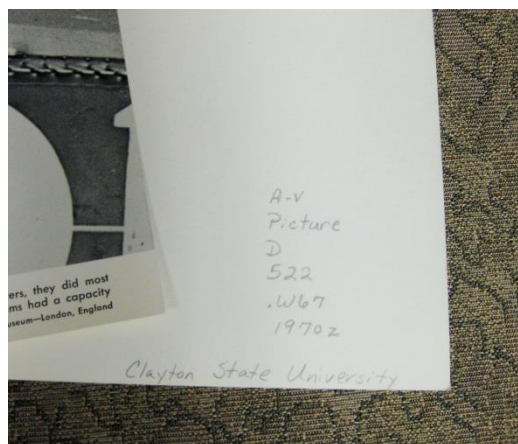
2.12.1 Picture Packaging

When processing this type of material, it is necessary to be concerned with how they will be housed. At present, we have only added sets of pictures to the collection. If we should begin to collect single pictures, it may be necessary to investigate the purchase of an appropriate cabinet to house them.

At the present, pictures should be placed into a box large enough to allow them to lay flat.

2.12.2 Picture Call Number and Property Mark Placement

The cataloger should write the call number in the lower right hand corner of the back of the picture. A property mark should be written (not stamped) in the same general area.



2.12.3 Picture Label Placement

The box should be labeled with a spine label and author/title labels. The way the box will sit on the shelf should determine the positioning of the labels. Remember the pictures should lay flat. The labels on the spine of the box should be positioned in such a way to be readable with the box laying flat.

The cataloger will place the barcode on the spine of the box.



2.12.4 Picture Pocket Placement

A pocket will be placed on the inside of the lid of the box, accompanied by a label giving the number of pieces the box contains.



2.13 Removing Temporary Location and Delivery of Materials

Instructions for removing the temporary location for each item can be found in the document titled [Clearing Temporary Cataloging Location with Pick & Scan](#)

After removing the temporary location, materials should be delivered as follows:

Audio visual materials: delivered to the Circulation Desk

Books (Circulating and Reference): delivered to the Reference Desk.

The purpose of delivering all books to the Reference Desk is to allow the Reference Librarians the opportunity to review new additions to the collection. Normally the Reference Librarians will forward the cart to the Circulation Desk when their review is complete. In the event that a second truck is delivered to the Reference Desk before the first truck is transferred to Circulation, the two trucks should be switched out. The newest materials and all Reference books will remain at the Reference Desk. The truck with the older circulating materials will be delivered to the Circulation Desk.