

TECHNICAL SERVICES BUREAU
Guideline No. 01-2015 (revision of 01-2014)



Title: Shelf-processing for items cataloged/checked-in/distributed

Impact/benefit:

- Patrons
 - shelf processing helps patrons to locate items; consistency makes it easier for patrons
- Public Services
 - shelf processing helps staff to locate items; consistency makes it easier for staff

Mainly affects the work of:

Principal Cataloger Documents Cataloger Dewey Cataloger Bureau Chief
 TSB Fed Docs Technician TSB State Docs Technician TSB Serials
Technician
 PSB Librarians PSB Docs Librarian PSB Docs Technician

Policy involves these rules, systems:

RDA SALSA Polaris OCLC CONTENTdm other:

Policy involves these records:

bib auth item serial holdings/pub pattern check-in/issues Cdm
 other:

History:

This guideline replaces one that applied only to processing optical discs. See attachment for assorted historical procedures.

Policy addresses these problems, needs:

- For efficiency and consistency we need to harmonize many different historical procedures

Policy/Procedure:

- see next page

Processing supplies/Used for which collections

- Property stamps
 - all collections
 - State and Federal collections have a special stamp
 - State pubs sent to repositories also get State stamp
 - use label if surface too dark/too slick for stamping
 - stamp on title page; cover or first inside page if no title page
 - Barcodes
 - all collections
 - place on back cover, upper corner near spine
 - for microfilm place barcode on box flap opposite the flap with the title info
 - periodical issues no longer get barcodes/item records; exceptions apply
 - no barcodes on microfiche or newspapers; yes barcodes on newspaper microfilm
 - Spine labels
 - all collections
 - on bottom section of spine; try to not cover critical text; MARCIVE labels go on top left of cover
 - if not enough room on spine then front cover top left (lower left for Southwest)
 - align labels with edges of spine and cover; no crooked labels
 - Fed collection gets MARCIVE labels; for additional labels it has its own label maker with special stock; instead of on the spine favor placing MARCIVE labels on top left of cover.
 - don't cover text; in case of doubt ask PSB librarian in charge of the collection
 - no labels on microforms (some exceptions) or newspapers; Dewey periodicals get no label;
 - Tattle-Tape™
 - all collections
 - we have special Tattle-Tape™ for optical discs
 - do not use if these conditions apply
 - single sheet (includes brochures, maps, posters, etc.)
 - all newspapers
 - microforms
 - video or audio tape
 - Packing tape plus tape dispensers
 - State collection: shipments
 - Dewey collection: withdrawal boxes
 - Jewel cases
 - all collections: if needed to protect optical discs
 - Dust jacket covers
 - all collections, if item has dust jacket
 - Colored dots
 - TSB no longer applies any colored dots to any items
- Special stamp! Copy 1 for State collection gets "Library Use Only" type stamp.