
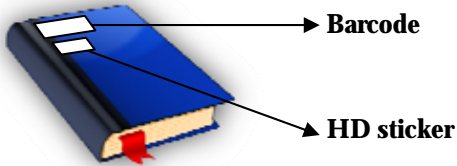


Books and Pamphlets

Individual print acquisitions (monographs and serials) for the general circulating collection¹

Technical Services

<p>Acquisitions</p>	<p>✓ Place a single barcode on the book or pamphlet <i>unless</i> the standard barcode placement would cover information critical to a cataloger. In this case, temporarily attach the piggyback barcode to a BSP goldenrod flag and insert the flag within the item before directing it to Cataloging.</p> <p>Barcode specifications and placement²</p> <ul style="list-style-type: none"> • Only one barcode (no larger than 2 ½" x ¾") should be applied to an individual item. • As of May 1, 2011, please use the 32044 style of barcode exclusively. HD prefixed (short) barcode stickers should no longer be used. Please note: the 32044 barcodes will not include the library name. HCL orders barcodes from: http://hul.harvard.edu/ois/systems/aleph/f-barcodes.html (#30517, Smart 2-mil") • With the book or pamphlet's spine facing left, place a barcode on the outside cover, adjacent to the spine and parallel to the upper left corner of the item, not more than ½" from its edges. Barcode placement remains the same regardless of language or the direction in which the text is read.³ 
<p>Cataloging</p>	<p>✓ If Acquisitions temporarily attached the piggyback barcode to a BSP goldenrod flag inserted within the item, place the barcode on the item <i>after</i> the ALEPH item record has been completed.</p> <p>✓ For HD items: Place a single HD sticker upon the outside cover of the book or pamphlet, centered directly below the barcode.</p> <p>HD sticker specifications and placement²</p> <ul style="list-style-type: none"> • As of May 1, 2011, HD stickers will also include the three letter ALEPH sublibrary code as a visual ownership indicator. • Initial runs of the new HD stickers will be distributed to Technical Services staff. Once supplies have been depleted, please obtain label stock from the Technical Services Administrative Coordinator and use the HD sticker templates posted under "Forms" on the HCL website in order to print the required stickers. 

Conservation Services

<p>Binding and Shelf Preparation</p>	<p>✓ Should a barcode become defaced or lost, using the item record, identify, recreate, and reapply the barcode. (Refer to the barcode specifications and placement standards outlined for Acquisitions.)</p> <p>✓ Place a single edge stamp upon the center fore edge of the book, <i>unless</i>:</p> <ol style="list-style-type: none"> 1. the fore edge is rough and the head of the text block is smooth, apply the stamp to the head of the text block instead. 2. the book possesses rough or irregularly trimmed pages, gold leaf, fore edge treatments, or black/dark colored edges. In this case, the stamp should be placed at the bottom of the verso of the title page. 3. the book's text block is narrower than stamp. In this case, place the stamp at the bottom of the verso of the title page. 4. the book was previously marked as the property of another library. Do not attempt to remove previous markings or restamp. Instead, allow the book to be routed based on the item record and other HCL ownership markings. <p style="text-align: center;">continued</p>
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Books and Pamphlets *continued*

Individual print acquisitions (monographs and serials) for the general circulating collection¹

Conservation Services

Binding and Shelf Preparation (BSP)

*Edge stamp specifications and procedures*²

- Edge stamps should read HARVARD COLLEGE LIBRARY. To ensure consistency of font and size across HCL, Conservation Services orders, pays for, and distributes the stamps.
- Permanent, quick-drying black ink (Avery-Dennison Carter's Neat-Flo Black Stamp Pad Inker, manufacturer's ID #21448) and stamp pads made of felt or sponge (Avery-Dennison Carter's Felt Stamp Pad, manufacturer's ID #21021) should be used with the stamps. Each department may order their own ink and stamp pads.
- Apply the stamp only once.



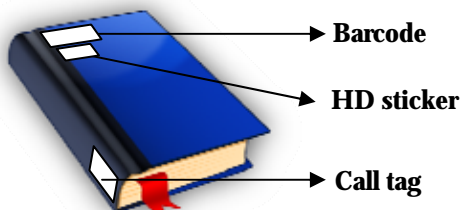
- ✓ Place a single **security strip** (a.k.a., tattle-tape) in the book.

Security strip specifications and placement

- Use only single-sided tattle-tape manufactured by 3M (product code 3M-DS 165).⁴
 - Apply tattle tape in full length strips³ as per training provided by BSP supervisors.
- ✓ For **STACKS** items: Create and place a single **call tag** upon the lower edge of book's spine **unless** the spine is too narrow to accommodate the information. In this case or in the case of a pamphlet, the call tag should be placed upon the outside cover, centered directly below the barcode.

*Call tag specifications and placement*²

- The call number should be printed upon the call tag as it appears in the ALEPH item record.
- Call tags are created using Times New Roman 11 or 12 pt. bold font, printed upon thermal transfer pressure-sensitive printing tape and custom cut to fit the width of the item's spine.



- ✓ For **HD** items: If one is not already present, place a single **HD sticker** upon the outside cover of the book or pamphlet, centered directly below the barcode. (Refer to the HD sticker specifications and placement standards outlined for Cataloging.)

¹ The acquisition of non-circulating, rare and/or special collections materials, as well as changes to the circulation status and/or location of library materials, will be addressed in separate document.

² If any of the required labels or stickers will not adhere to the item, please indicate the issue on a BSP goldenrod flag and insert the flag within the item before directing it to Preservation Review.

³ This procedural change represents a pragmatic return to a previous policy. Both Security and HD staff have expressed a workflow preference for the standardized placement recommended herewith.

⁴ As they have the greatest security activation rate, only full-length 3M security strips should be used. Security-strips with double-sided adhesive should not be used, as they create stress on adjacent pages.

Enclosed Books, Pamphlets, and/or Ephemera

Single or multi-piece **print** acquisitions for the general circulating collection¹ housed within an envelope or a phase box

Technical Services

Note on Barcoding: Both the enclosure and all enclosed items will receive the same barcode number. The enclosure and, if deemed reasonable and feasible², considering the nature of the enclosed items, all the pieces of a multi-part “item” will each receive a single barcode label.

Acquisitions

- ✓ Place a single **barcode** on the enclosure *unless*:
 1. the standard barcode placement would cover information critical to a cataloger. In this case, temporarily attach the piggyback barcode to a BSP goldenrod flag and insert the flag within the item before directing it to Cataloging.
 2. multiple pieces of an enclosed item require replicated barcodes. In this case, temporarily attach the piggyback barcode to a BSP goldenrod flag, insert the flag within the item and direct it to Preservation Review. Conservation Services staff will replicate and affix the required barcodes.

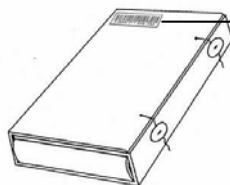
Barcode Specs and Placement³

- Only one barcode (no larger than 2 ½” x ¾”) should be applied to an individual enclosure or item.
- As of May 1, 2011, please use the 32044 style of barcode exclusively. HD prefixed (short) barcode stickers should no longer be used. Please note: the 32044 barcodes will not include the library name. HCL orders barcodes from: <http://hul.harvard.edu/ois/systems/aleph/f-barcodes.html> (#30517, Smart 2-mil”)

Barcode ←



- ENVELOPES: Place a barcode on the face of the envelope, in its upper left corner, adjacent to the left side and parallel to the top opening, not more than ½” from its edges.



→ **Barcode**

- PHASE BOXES: Regarding the phase box with its spine facing left, place a barcode on its outside cover, adjacent to the spine and parallel to the upper left corner, not more than ½” from its edges.

- ENCLOSED CONTENTS: If required, regard each of the contained object with its spine facing left and place a barcode on its outside cover, adjacent to the spine and parallel to the upper left corner of the item, not more than ½” from its edges. Barcode placement remains the same regardless of language or the direction in which the text is read.⁴



→ **Barcode**

Cataloging

- ✓ If Acquisitions temporarily attached the piggyback barcode to a BSP goldenrod flag inserted within the item, place the barcode on the item after the ALEPH item record has been completed.
- ✓ In the ALEPH item record, fill out the circulation note: “Please check for (# of) items (Cataloger should designate types of items).”

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Enclosed Books, Pamphlets, and/or Ephemera

Single or multi-piece print acquisitions for the general circulating collection housed within an envelope or a phase box

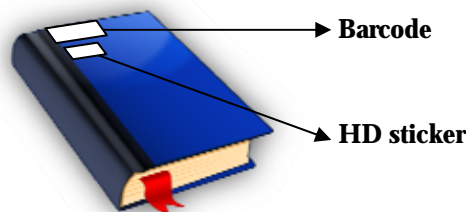
Technical Services

Cataloging

- ✓ For **HD** items: Place a single **HD sticker** upon the outside cover of the enclosure, and another upon book(s) or pamphlet(s), centered directly below the barcode. Whether other types of ephemera should receive HD stickers should be evaluated on a case by case basis.

*HD sticker specifications and placement*²

- As of May 1, 2011, HD stickers will also include the three letter ALEPH sublibrary code as a visual ownership indicator.
- Initial runs of the new HD stickers will be distributed to Technical Services staff. Once supplies have been depleted, please obtain label stock from the Technical Services Administrative Coordinator and use the HD sticker templates posted under “Forms” on the HCL website in order to print the required stickers.



Conservation Services

Binding and Shelf Preparation (BSP)

- ✓ If the “item” consists of multiple pieces housed within a single enclosure, forward the item to Preservation Review.
- ✓ Should a **barcode** become defaced or lost, use the item record to identify, recreate, and reapply the barcode. (Refer to the barcode specifications and placement standards outlined for Acquisitions.)
- ✓ When reasonable and feasible,¹ considering the nature of the enclosed materials, place a single **edge stamp** upon each piece of the enclosed materials.

Edge stamp specifications and procedures

- Edge stamps should read HARVARD COLLEGE LIBRARY. To ensure consistency of font and size across HCL, Conservation Services orders, pays for, and distributes the stamps.
- Permanent, quick-drying black ink (Avery-Dennison Carter's Neat-Flo Black Stamp Pad Inker, manufacturer's ID #21448) and stamp pads made of felt or sponge (Avery-Dennison Carter's Felt Stamp Pad, manufacturer's ID #21021) should be used with the stamps. Each department may order their own ink and stamp pads.
- Apply the stamp only once.



continued

Enclosed Books, Pamphlets, and/or Ephemera

Single or multi-piece print acquisitions for the general circulating collection housed within an envelope or a phase box

Conservation Services, continued

Binding and Shelf Preparation (BSP)

- ✓ Place a single **security strip** in the phase box and, if possible, in each book or pamphlet.

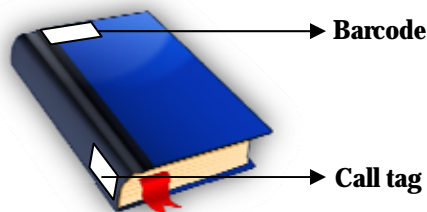
Security strip specifications and placement

- Use only single-sided tattle-tape manufactured by 3M (product code 3M-DS 165).⁵
- Apply tattle tape in full length strips³ as per training provided by BSP supervisors.

- ✓ For **STACKS** items: Create and place a **call tag** upon the lower edge of the enclosure's spine and another upon the contained items' spine *unless* the spine is too narrow to accommodate the information. In this case or in the case of a pamphlet, the call tag should be placed upon the outside cover, centered directly below the barcode. Whether other types of ephemera should receive call tags should be evaluated on a case by case basis.

Call tag specifications and placement²

- The call number should be printed upon the call tag as it appears in the ALEPH item record.
- Call tags are created using Times New Roman 11 or 12 pt. bold font, printed upon thermal transfer pressure-sensitive printing tape, and custom cut to fit the width of the item's spine.



- ✓ For **HD** items: If one is not already present, place a single **HD sticker** upon the outside cover of the enclosure, and another upon book(s) or pamphlet(s), centered directly below the barcode. (Refer to the HD sticker specifications and placement standards outlined for Cataloging.) Whether other types of ephemera should receive HD stickers should be evaluated on a case by case basis

¹ The acquisition of non-circulating, rare and/or special collections materials, as well as changes to the circulation status and/or location of library materials, will be addressed in separate document.

² Not all enclosed items require replicated barcodes. When determining if barcoding is necessary, consider the type, condition, and size of, as well as the number of pieces which make up the enclosed item. Please consult the Preservation Review Librarian for guidance. Conservation Services staff will replicate and affix required barcodes as deemed necessary.

³ If any of the required labels or stickers will not adhere to the item, please indicate the issues on a BSP goldenrod flag and insert the flag within the item before directing it to Preservation Review.

⁴ This procedural change represents a pragmatic return to a previous policy. Both Security and HD staff have expressed a workflow preference for the standardized placement recommended herewith.

⁵ As they have the greatest security activation rate, only full-length 3M security strips should be used. Security-strips with double-sided adhesive should not be used, as they create stress on adjacent pages.

Mixed Media

Print acquisitions (monographs and serials) in the general circulating collection¹ accompanied by CDs/DVDs

Technical Services

<p>Acquisitions</p>	<ul style="list-style-type: none"> ✓ Keep disc(s) with the book.² ✓ Insert a BSP goldenrod flag into books with disc(s). ✓ Place a single barcode on <i>only</i> the book as per the standards previously outlined within this document unless the standard barcode placement would cover information critical to a cataloger. In this case, temporarily attach the piggyback barcode to a BSP goldenrod flag and insert the flag within the item before directing it to Cataloging.
<p>Cataloging</p>	<ul style="list-style-type: none"> ✓ In the ALEPH item record, fill out the circulation note: “Please check for (# of) disc(s).” ✓ If Acquisitions temporarily attached the piggyback barcode to a BSP goldenrod flag inserted within the item, place the barcode on <i>only</i> the item as per the standards previously outlined within this document <i>after</i> the ALEPH item record has been completed. ✓ Prepare the book or pamphlets to be housed within Stacks or HD as per the standards previously outlined within this document.

Conservation Services

<p>Binding and Shelf Preparation (BSP)</p>	<ul style="list-style-type: none"> ✓ Prepare the book or pamphlets to be housed within Stacks or HD as per the standards previously outlined within this document. ✓ Using a media-safe pen to write on a pre-printed “Harvard College Library” disc-hub label, mark all discs with the nine-digit barcode string³. Media-safe pens and HCL disc-hub labels are provided by Conservation Services. Affix the hub label to the disc(s). ✓ <u>Do not</u> security strip the disc(s).⁴ ✓ Assess viability of manufacturer packaging.⁵ If the disc packaging is not up to standard, direct the item to the Preservation Review Librarian. ✓ If the item contains more than one disc, direct the item to the Preservation Review Librarian.
<p>Conservation lab</p>	<ul style="list-style-type: none"> ✓ Replace unviable manufacturer packaging with self-adhesive polypropylene disc sleeve(s) with a flap (Gaylord #113PPB) for disc storage. ✓ Disc sleeve placement is dependent on the number of discs <ul style="list-style-type: none"> • One disc: Whenever possible, put the sleeve on the back center pastedown.⁶ • Two discs: Whenever possible, place the second pocket on the front center pastedown.⁵ • Three or more discs: Create a media case if there are more than two discs with a bound object, or if the item comes with additional items/ephemera.

¹ The acquisition of non-circulating, rare and/or special collections materials, as well as changes to the circulation status and/or location of library materials, will be addressed in separate document.

² In certain circumstances, a bibliographer may make the decision to separate the disc from its print volume.

³ Staff will leave off the “32044” prefix signifying Harvard, as the hub label states “Harvard College Library”.

⁴ Because the book in which the optical media resides is security stripped, and a circulation note prompts staff to check for accompanying media when items are discharged, an additional media security strip is unnecessary.

⁵ Viable manufacturing is defined as sturdy paper or plastic cases, which close securely and do not allow the disc to be scratched or damaged. Disc holders that allow the disc to slip out **or** those that mount the disc on a button are considered non-viable and should be replaced. If questions about the viability of disc holders arise, please refer the item to the Preservation Review Librarian, Allyson Donahoe, 5-2433 or donahoe@fas.harvard.edu.

⁶ If the new sleeve would extend beyond the fore edge of the text block, send the item for commercial binding.

CDs and DVDs

General circulating collection¹ materials only. Please note the differences between the treatments specified for materials residing in OPEN stacks versus those of CLOSED stacks materials.

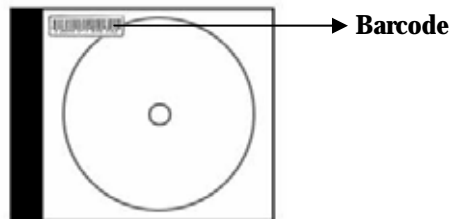
Technical Services

Acquisitions

- ✓ Place a single **barcode** on only the disc housing *unless* the media item is inadequately housed² or consists of multiple discs. In either of these cases, temporarily attach the piggyback barcode to a BSP goldenrod flag, insert the flag within the item and direct it to Preservation Review. Conservation Services staff will replicate and affix the required barcodes.

Barcode specifications and placement

- Only one barcode (no larger than 2 ½" x ¾") should be applied to an individual item.
- As of May 1, 2011, please use only the 32044 style barcodes. HD prefixed (short) barcode stickers should no longer be used. Please note: the 32044 barcodes will not include the library name. HCL orders barcodes from: <http://hul.harvard.edu/ois/systems/aleph/f-barcodes.html> (#30517, Smart 2-mil³)
- With the disc case spine facing left, place a barcode on its outside cover, adjacent to the spine and parallel to the upper left corner of the item, not more than ½" from its edges.

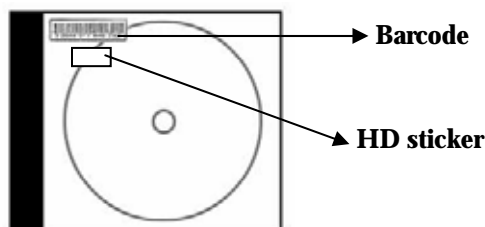


Cataloging

- ✓ In the ALEPH item record, fill out the circulation note: "Please check for (#of) disc(s) and (#of) accompanying literature."³
- ✓ For **HD** items: If the original disc housing seems appropriate¹, place a single **HD sticker** upon the outside cover of the housing, centered directly below the barcode. If the disc(s) need to be rehoused, be sure that the piggyback barcode is temporarily attached to a BSP goldenrod flag. Insert the flag within the item and direct it to **Preservation Review**. Conservation Services staff will replicate and affix the required barcodes and HD stickers.

*HD sticker specifications and placement*²

- As of May 1, 2011, HD stickers will also include the three letter ALEPH sublibrary code as a visual ownership indicator.
- Initial runs of the new HD stickers will be distributed to Technical Services staff. Once supplies have been depleted, please obtain label stock from the Technical Services Administrative Coordinator and use the HD sticker templates posted under "Forms" on the HCL website in order to print the required stickers.



Conservation Services

Binding and Shelf Preparation (BSP)

- ✓ Be sure to check whether discs are single-sided or double-sided. Double-sided discs cannot be security stripped and may not be able to receive the hub sticker.
- ✓ Using a media-safe pen to write on a pre-printed "Harvard College Library" disc-hub stickers, mark all discs with the nine-digit barcode string⁴. Media-safe pens and HCL disc-hub stickers are provided by Conservation Services. Affix the hub sticker to the disc *unless* it is double-sided and the sticker would cover the side information. In this case, please consult the **Preservation Review Librarian**.

continued

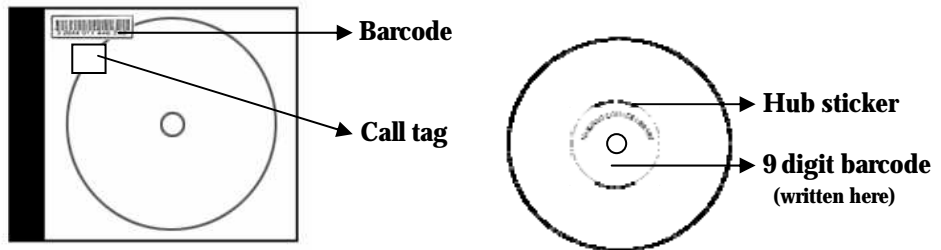
Conservation Services

Binding and Shelf Preparation (BSP)

- ✓ Items bound for **OPEN STACKS**: Do not apply security strips to the booklet or packaging. Affix a security strip to all discs **except** for double-sided discs.
- ✓ Items bound for **CLOSED STACKS**: Do not security strip the disc, booklet, or packaging⁵.
- ✓ For **STACKS** items: Create and place a single **call tag** upon the outside cover of the housing, centered directly below the barcode.

Call tag specifications and placement²

- The call number should be printed upon the call tag as it appears in the ALEPH item record.
- Call tags are created using Times New Roman 11 or 12 pt. bold font, printed upon thermal transfer pressure-sensitive printing tape and custom cut to fit the width of the item's spine.



- ✓ Assess viability of manufacturer packaging¹. If the disc holder is not up to standard, direct the item to the **Preservation Review Librarian**.
- ✓ If the item contains more than one disc, direct the item to the **Preservation Review Librarian**.

Conservation lab

- ✓ When new housing is required, use polypropylene disc cases for storage. Replicate and affix the required barcodes and HD stickers.

¹ The acquisition of non-circulating, rare and/or special collections materials, as well as changes to the circulation status and/or location of library materials, will be addressed in separate document.

² Viable manufacturing is defined as sturdy paper or plastic cases, which close securely and do not allow the disc to be scratched or damaged. Disc holders that allow the disc to slip out are considered non-viable and should be replaced. If questions about the viability of disc holders arise, please refer the item to the Preservation Review Librarian, Allyson Donahoe, 5-2433 or donahoe@fas.harvard.edu.

³ Accompanying literature would include CD/DVD inserts, booklets, etc.

⁴ Staff will leave off the “32044” prefix signifying Harvard, as the hub label states “Harvard College Library”.

⁵ Because patrons do not have access to the material until it is checked out to them, the discs are considered sufficiently secure.