

## New Barcoding Placement Standards

Effective 11/1/2012

*Please note that Libraries with special needs such as JAZZ, SPCOL or DANA's Newark Collection may not follow the standards outlined below.*

### **Print materials**

Please note that differing standards have been established for Circulating Monographic Titles and Non-Circulating Serial titles. The difference in handling is due to the timing of barcoding for each type of material. Non-Circulating Serial material barcoding is needed for tracking purposes before materials are outsourced for binding, meaning items will not yet have a back cover onto which a barcode can be placed, hence the need for different practices.

**Circulating Monographic Titles:** Barcode should be placed on the outside of the front cover, in the upper left-hand corner, **regardless of whether the barcode covers text or illustrations**. If the spine is too thin and the call number label has been placed on front cover, move the barcode to the right of the label. See examples below:



Fig. 1: Placement of barcode on book, regardless of language or covering words



Fig. 2: Placement of barcode on a slim book with the spine label on front cover's upper left corner

### **Remember!**

\*\*Orient the book with the spine on the left no matter which side it opens on.

\*\*It is okay if the barcode covers words or images.

\*\*Place barcode no more than ¼ inch from the spine or gutter and no more than ¼ inch from the top edge of the book.

\*\*On slim books for which the spine label must be at the top left corner, place barcode 1 inch from left edge or gutter, and no more than ¼ inch from the top edge of the book.

\*\*Items in archival wrappers should be barcoded on the inside left flap, not on the item itself.