

Barcoding Placement Standards for Different Mediums

Please note that Libraries with special needs such as IJS or SPCOL may not follow the standards outlined below.

Print materials:

Two different practices have been created for Library bound material, which is material that will be outsourced to a vendor for binding, and for Non-Library bound material. The reason for the difference is due to the timing of the barcoding. Material being outsourced for binding must be barcoded before it is sent out, in which case it will not yet have a backboard to place a barcode on.

Library Bound: Place the barcode at the top center of the backside of the last printed page, regardless of amount of text on that page, even if the backside is blank. In most cases the barcode will be on the page opposite the inside back cover.

Never place a barcode on:

- the inside or outside back cover of an issue or volume.
- on a page (**either** side) that contains a partial or full-sized tear out, perforation, or order form.
- on a page with both sides blank.

If there is no space at the top of a page, place a barcode preferably at the bottom, or if necessary at any other available space on that same page

Non-Library Bound: Barcode should be placed at the top center of the backboard. If there is no space at the top of the backboard, place the barcode preferably at the bottom, or if necessary at any other available space on the backboard. If the backboard is not available because there is an accompanying material in a pocket, for example, then place the barcode at the top center of the backside of the last printed page according to the preceding Library bound placement standards.

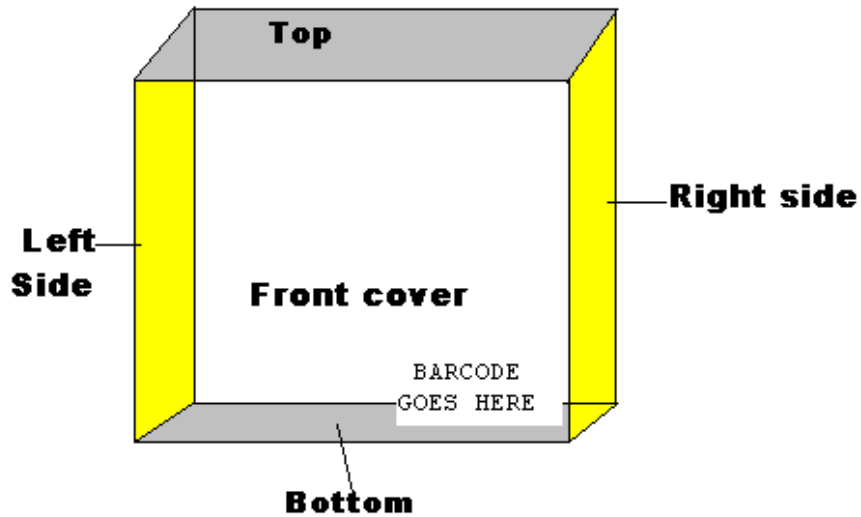
Note: Print material with non-Roman alphabets, such as Hebrew or Japanese, will be barcoded in the real back of the book according to text.

CDs/DVDs: Barcode is placed on the front lower right hand side of the jewel case.

Sheet Maps (maps located in map draws; not accompanying materials): Do not actually barcode. Handwrite barcode in pencil on backside of map, directly behind where the call number is written.

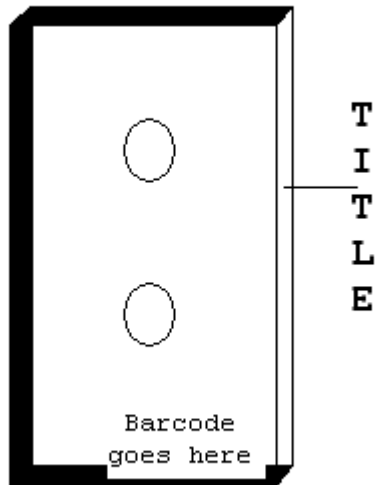
Archival Boxes: If Material to be placed in box is already barcoded, then leave barcode as is. If no barcode is on the material or a replacement barcode is necessary, place on the backside of the front cover (inside of the box) at the top center.

Microfilm: Barcode is placed on lower right hand side of front cover of box.
See diagram:



Microfiche: Barcode is placed on lower right hand side of the front of the white envelope, when necessary, not all microfiche is barcoded.

Videos: Holding the video vertically, place the barcode in the lower right corner, on the actual video itself not the case. See diagram:



Floppy disk: Floppy disk should be put in a jewel case and the front lower right hand side of the jewel case should be barcoded, just like a CD/DVD.

****Addendum****

For use of New Brunswick Music Library:

Music scores: *May come to DTS already barcoded, following the print materials standard for serials, or with barcode attached to printout of bib record. Barcode is placed on material when it is returned from Bindery according to print materials standards for serials, unless it was bound as a portfolio or pocketbook. With portfolios/pocketbooks, the barcode is placed on the inside front cover at the center of the top edge.*