

# End-Processing Procedures Manual

## Table of Contents

I.	BRIEF INTRODUCTION (A WHAT'S WHAT IN END-PROCESSING): .....	2
II.	PROCESSING FORMS.....	4
III.	HOW TO CREATE A LABEL: .....	10
IV.	PROCESSING OF DIFFERENT MEDIUMS:.....	14
A.	ROUTINE LABELING: .....	14
B.	RE-LABELING: HOT PEN/ELECTRIC ERASER .....	17
C.	PROCESSING CDS/DVDS.....	17
D.	FLOPPY DISK/VIDEOS .....	19
E.	MICROFILM .....	20
F.	MUSIC SCORES.....	21
G.	BOOKPLATES.....	22
H.	ARCHIVAL BOXES.....	23
I.	ACCOMPANYING MATERIAL .....	24
V.	SUPPLIES NEEDED / TOOLS USED:.....	25

## I. Brief Introduction (A what's what in End-Processing):

- ◆ **Labeling-** This is the most basic function, it means to create and apply a designation label for an item that has never been labeled before or no longer has a label on it. Most of these items will be newly received material given to End-processing from Receiving Staff.
- ◆ **Re-labeling-** These are items that need to be labeled again, either because the item changed locations (e.g. REF to STACKS) or changed Libraries (e.g. transferred from LSM to CHANG), or the call number changed, or original call number was wrong, there are multiple reasons an item may need to be re-labeled. Quite often material that needs to be re-labeled comes from Access Services/Units or stems from a project. Material may also come from Bindery/Preservation Staff after being repaired. Some of these items may be charged to a CS User (CS-LSM or CS-ALEX). It will be End-Processing Staff's responsibility to discharge items charged to a CS User.
- ◆ **Tattle Taping-** These are routinely needed security strips applied to material to prevent theft. Processing form will indicate when to use.
- ◆ **Stamping-** Ink stamps used on material to specify ownership (e.g. RUTGERS UNIVERSITY LIBRARIES) or information specific to an item (e.g. Accompanying Material). Stamping is routinely needed and processing slips will indicate which stamps to use.
- ◆ **Hot Pen (a.k.a. Electro-Pencil) -** This is a tool used to remark text printed directly on a spine. This, in essence, is another form of re-labeling except you do not use a label. Instead you use the hot pen and thermal transfer paper to remark material as if it was originally printed directly on the spine.
- ◆ **Electric eraser-** This is a tool used to remove text that has been directly printed on material. Often used in conjunction with the Hot Pen.
- ◆ **Hot Iron-** This is a tool used to heat clear view label savers over labels, in order to assure a more permanent hold.
- ◆ **Paper Bookplates (Alex only) -** These are acknowledgements of a donation/gift that are applied to front inside cover of material. This material is sent to End-Processing with a blue Bookplate slip indicating which bookplate to use. Existing Bookplate templates can be found in the Bookplate database located on the End-processing computer's desktop. In special cases a custom Bookplate may have been created, so if Bookplate indicated on blue slip is not found in database please consult with End-processing coordinator.
- ◆ **Music Scores (Alex only) -** Music Scores are routinely sent from Cataloging to DTS for End-Processing and/or Binding. Music scores are first sent to End-processing with a print out of the bibliographic record and directions for how to handle, usually it will ask to either make

a pocket for parts or a portfolio. These directions refer to how to bind the material but are also indicators of how to process. All parts of a score must be labeled, stamped and tattle taped before being forwarded to the Bindery. Processing of this material tends to be quite extensive and time consuming.

- ◆ **Accompanying Material-** Refers to circulating books with accompanying materials and nonbook materials with accompanying materials at Rutgers University Libraries. Material falling into this category will be shelved together in one location but each piece must be clearly identified and processed accordingly.

## II. Processing Forms

The Processing Form is the single most important aspect of End-Processing. It contains all of the information pertinent to preparing an item for shelving. As such, it is important to understand how to read it.

### Step 1: Types of Processing Forms:

<b>LSM INTERNAL PROCESSING FORM</b> PRIORITY 1 (REF) / PRIORITY 0 (NON-REF)	<b>CD/FD PROCESSING FORM</b> PRIORITY 1 / PRIORITY 0
DATE : _____ INIT: _____ TITLE CONTROL #: _____ TITLE: _____  <b>LSM    CHANG    CHEM    MATH    PHYSICS    NEWARK</b> <span style="margin-left: 300px;"><b>DANA</b></span>  <input type="checkbox"/> LABEL <input type="checkbox"/> RELABEL <input type="checkbox"/> TATTLETAPE <input type="checkbox"/> MAKE FOLDER/BINDER/PUNCH HOLES  <b>STAMP:</b> <input type="checkbox"/> RUTGERS UNIVERSITY LIBRARIES <input type="checkbox"/> GOVERNMENT PUBS <input type="checkbox"/> ACCOMPANYING MATERIAL  <b>SUPERSEDED:</b> <input type="checkbox"/> LATEST ED/YR/VOL in REF/REFDESK/RESERVE/BUSREF/INDEX TABLE <input type="checkbox"/> PULL SUPERSEDED: _____ <input type="checkbox"/> PROCESS / DISCARD / SEND TO: _____  <b>RELABEL SUPERSEDED</b>  <div style="text-align: right;"><b>REMOVE FROM SUPERSEDED:</b></div> <input type="checkbox"/> DOES NOT CIRCULATE <input type="checkbox"/> REF / REFDESK / BUS REF / INDEX TABLE  <b>OTHER COMMENTS:</b>  <input type="checkbox"/> DISCHARGE	DATE: _____ INIT: _____ TITLE CONTROL #: _____ TITLE: _____  <b>LSM    CHANG    CHEM    MATH    PHYSICS    NEWARK</b> <span style="margin-left: 300px;"><b>DANA</b></span>  <input type="checkbox"/> ADD CD RING <input type="checkbox"/> LABEL <input type="checkbox"/> RELABEL <input type="checkbox"/> LABEL BOOKLET <input type="checkbox"/> TT BOOKLET <input type="checkbox"/> TT BACK <input type="checkbox"/> MAKE CD/FD BACK  <b>(FLOPPY DISKS ARE NEVER TT)</b>  <b>STAMP BOOKLET</b> <input type="checkbox"/> RUTGERS UNIV LIB <input type="checkbox"/> GOV PUBS OWNER  <b>STAMP BACK COVER</b> <input type="checkbox"/> RUTGERS UNIV. LIB <input type="checkbox"/> GOV PUBS OWNER  <b>STAMP</b> <input type="checkbox"/> ACCOMPANYING MATERIAL  <b>ADD STICKER</b> <input type="checkbox"/> IF FLOPPY DISK DO NOT DESENSITIZE...  OTHER:  <input type="checkbox"/> DISCHARGE

The example to the **left** identifies the processing form most often used when sending an item to be labeled/re-labeled or processed in some way. The only time this processing slip would not be used is when the item in hand is a CD or Floppy Disc. At such time, the form featured to the **right** should be used.



The call number should be **fully** written out in the space provided and the corresponding library circled above it.

Tattle taping and stamping needs should be indicated

If, for example, you have a new item with the following call number:  
LSM REF QP 310 .P83 2005, your processing form should be filled out like so:

**LSM INTERNAL PROCESSING FORM**  
**PRIORITY 1 (REF)** PRIORITY 0 (NON-REF)

DATE: 9/27 INIT: IDS

TITLE CONTROL #: title control #

TITLE: The Book Called Something

<b>LSM</b>	CHANG	CHEM	MATH	PHYSICS	NEWARK DANA
REF		<input checked="" type="checkbox"/> LABEL			
QP		<input type="checkbox"/> RELABEL			
310		<input checked="" type="checkbox"/> TATTLETAPE			
.P83		<input type="checkbox"/> MAKE FOLDER/BINDER/PUNCH HOLES			
2005		<b>STAMP:</b>			
		<input checked="" type="checkbox"/> RUTGERS UNIVERSITY			
		LIBRARIES			
		<input type="checkbox"/> GOVERNMENT PUBS.			
		<input type="checkbox"/> ACCOMPANYING MATERIAL			

**NOTE:**

**Government publication** materials should be stamped “Government Publications”. These, for the most part, *do* circulate, but there are exceptions. For that reason, it is important to carefully review all relevant information on the processing form.

The Next part of the processing form may or may not be filled out depending on if the material supersedes a prior edition. The superseded section is specifically intended for material that will be replaced by the item in hand.

In the example above, if the 2005 Reference item you are holding in your hands will replace the existing 2004 edition in REF, then the superseded section should be filled out like so:

**SUPERSEDED:**

LATEST ED/YR/VOL in REF / REFDESK / RESERVE

PULL SUPERSEDED: 2004

PROCESS DISCARD / SEND TO:

STACKS

**RELABEL SUPERSEDED**

LSM  
QP  
310  
.P53  
2004

**REMOVE FROM SUPERSEDED:**

DOES NOT CIRCULATE  
 REF / REFDESK

This is telling us that the latest year (2005) will be shelved in REF and that the prior year (2004) must be pulled from REF and relocated/relabelled to STACKS.

How this process works is that once the latest year (2005) is labeled, the Processing coordinator reviews material, crosses out the top section as seen below and places material with original processing slip on the superseded cart or sends to the corresponding library indicated on the slip.

~~LSM CHANG CHEM MATH PHYSICS NEWARK  
DANA~~

REF	<input checked="" type="checkbox"/> LABEL
QP	<input type="checkbox"/> RELABEL
310	<input checked="" type="checkbox"/> TAPETAPE
.P53	<input type="checkbox"/> MAKE FOLDER/BINDER/PUNCH HOLES
2005	<b>STAMP:</b>
	<input checked="" type="checkbox"/> RUTGER UNIVERSITY LIBRARIES
	<input type="checkbox"/> GOVERNMENT PUBS
	<input type="checkbox"/> ACCOMPANYING MATERIAL

**SUPERSEDED:**

LATEST ED/YR/VOL in REF / REFDESK / RESERVE

PULL SUPERSEDED: 2004

PROCESS DISCARD / SEND TO:

STACKS

**RELABEL SUPERSEDED:**

LSM  
QP  
310  
.P53  
2004

**REMOVE FROM SUPERSEDED:**

DOES NOT CIRCULATE  
 REF / REFDESK

The processing form will remain with the item and then get transferred to the superseded edition once it is pulled. The pulled item (in our example 2004) will return to the processing shelves for re-labeling with the top portion of the original processing form crossed out, indicating to re-label according to bottom half of the processing form. Please see example below:

**RELABEL SUPERSEDED:**

**LSM**  
**QP**  
**310**  
**. P53**  
**2004**

**REMOVE FROM SUPERSEDED:**

DOES NOT CIRCULATE  
 REF / REFDESK

If the item in hand is replacing an issue that will be ‘DISCARDED’ then it should simply be tossed away. No further processing is needed. Similarly, an item needing to be “MAILED” can be sent out once it is pulled.

The last section on the Processing form includes **OTHER COMMENTS** and in the case of the regular processing form, **DISCHARGE**.

If the item in hand requires further instructions or handling, you may find something written in the other comments, example:

**OTHER COMMENTS:**

**Please give to JEM after Processing**

In some cases, the items you are dealing with will be charged out to a CS User and will need to be discharged before returning to the shelves. In such instances, the “Discharge” instruction may be checked as so:

**DISCHARGE**

This is to let the Processing Coordinator know that the item has further requirements within Workflows.



### III. How to create a label:

At both Alexander Library and the Library of Science & Medicine a computer has been designated for End-Processing operations. On both of these computer desktops there is the RUL Spine Labeler web application which is set as the homepage on designated computers. Open up Mozilla Firefox and you see a page like this:



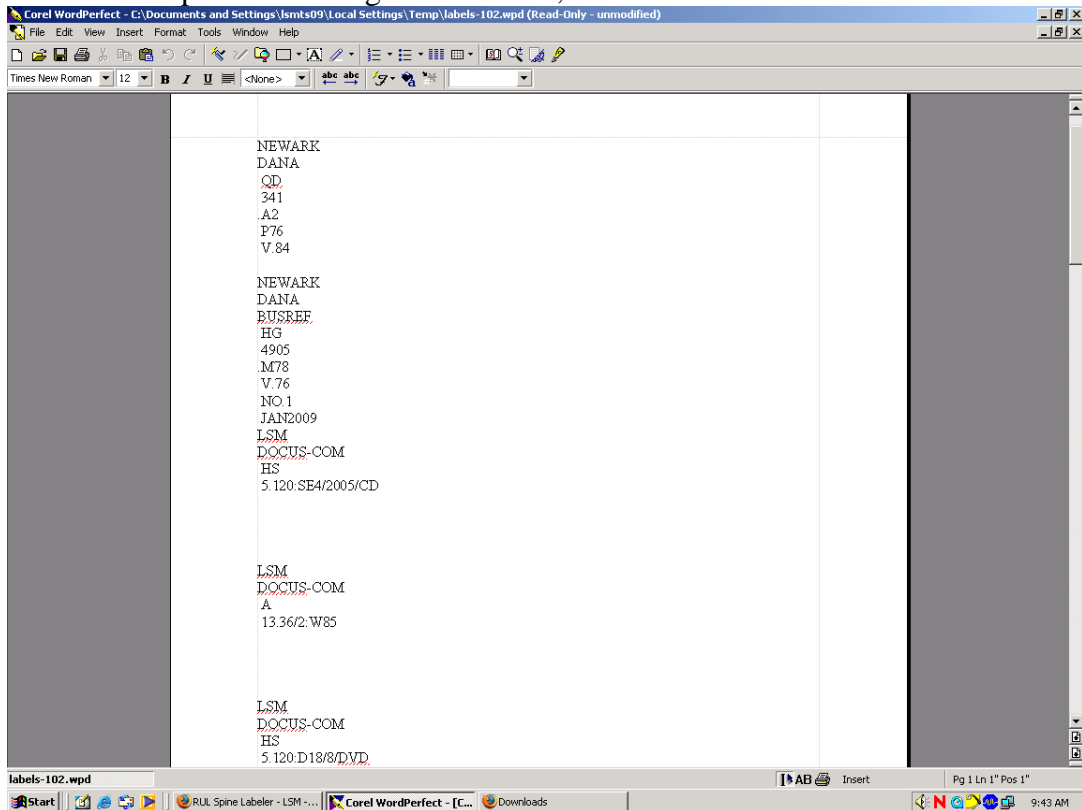
You will use this application to scan in barcodes from the books that need labeling/relabeling.

After scanning the barcodes you will be able to create a file for download and import call number information into a WordPerfect template.

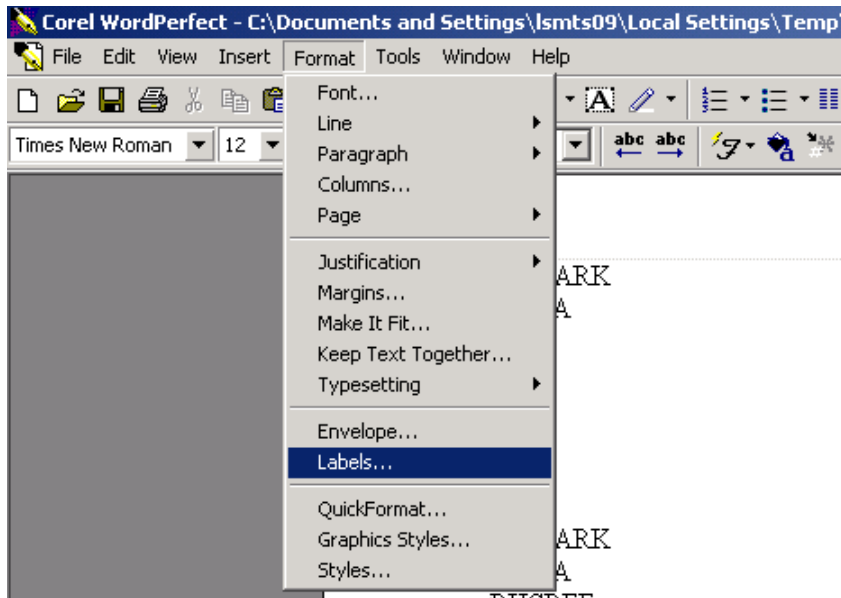
Titles without barcodes, which cannot be scanned, downloaded or imported, must be manually added to the template. Call number information will not be automatically populated so you will have to rely on the Processing slip.

### Step by step to labeling:

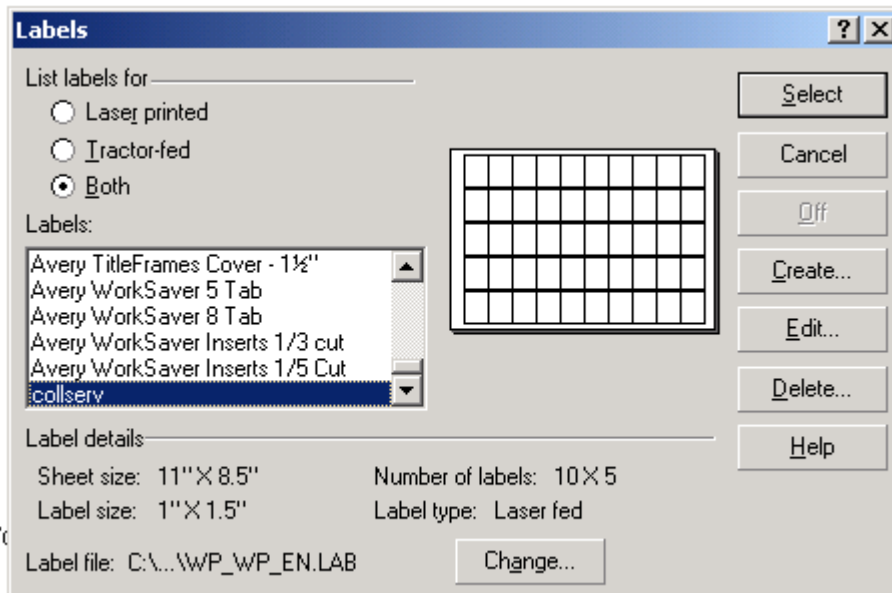
1. Choose “Scan a new file of barcodes”
2. Click on the input box and scan in the barcodes. Remember to hit “Enter” after each one
3. After scanning in the barcodes click “submit barcodes”, the screen will refresh and show you how many you have scanned.
4. After all barcodes have been scanned, choose “Produce labels for the barcodes just scanned.” This will run a program on the server to produce the labels and will refresh the screen with a blank input box.
5. Choose “Download the labels (filename=label.wpd)” This will cause a screen to appear that will ask you if you want to open the file or save it to disk.
6. Choose “Open it” and Corel WordPerfect will be launched to open the labels file.
7. It will ask if you want to convert it from WordPerfect 4.2 – click OK.
8. The file will open as one long row of labels, like so:



9. Go to “Format” on the toolbar and choose “Labels”, as seen here:

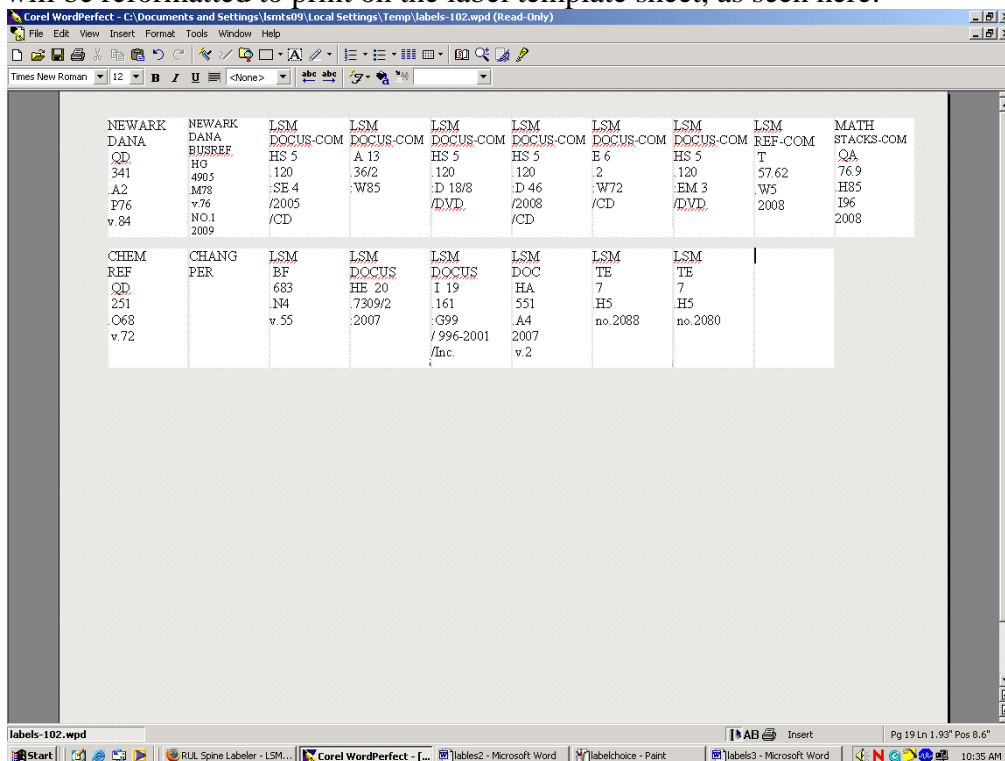


10. This will open the following window:



Here you want to choose the label template that has been specifically designed for your library. You do so by scrolling through the list under the section entitled “Labels”. At both Alexander Library and LSM it should be the last option listed, either named collserv or collservalex. Once you have chosen the correct template, click the “Select” option to the right.

11. Labels will be reformatted to print on the label template sheet, as seen here:



12. At this point you should take a look and verify that all labels look correct and that the first and last labels match the first and last call numbers for the barcodes you scanned.

From this screen you should also edit the call number according to call number standards. The most common things to look out for and most likely editing that will be needed include:

- Proper formatting of Sudoc call numbers
- Call numbers that are longer than 7 lines and spill over to the next label
- Extra blank spaces in the call number that cause extra lines to print
- Changing the variable part of the call number to lowercase (e.g. v. or no.)
- Deleting “YR” part of variable information within the call number year
- Changing font sizes for sublocations that are too large to fit (e.g. STACKS-COM)

Note: All labels are left justified and there are 50 labels per sheet.

13. After you have verified all the labels are correct you are ready to print. Please first announce “no printing” loud enough for staff to hear or make sure no one is printing at that exact moment. Place the sheet of blank labels correctly in the printer (this varies depending on which printer you are using, ask Processing coordinator when in doubt) and simply click printer icon in the tool bar.

## IV. Processing of Different Mediums:

### a. Routine Labeling:

- Compare the item in hand to the processing form it came with in order to verify that you are dealing with the correct material. If you find discrepancies, please bring it to the attention of the Processing Coordinator.
- Make sure that the item does not have a book jacket. If there is a cover that can be easily removed, please remove it and label the actual book instead. The book jacket can be tossed.
- Scan barcodes into the RUL Spine Labeler described earlier or manually type the call number written on the Processing form into the WordPerfect label template when necessary. If you are unsure about the handwriting on the form (i.e. if you're supposed to type a "1" instead of an "I", or a "5" instead of an "S"), please verify with a staff member. The initials of the person who filled out the slip should be written at the top. More often than not, that person can answer your questions. If you are unable to locate the particular staff member, please talk to your Processing Coordinator. Reading the slip correctly is the best way to avoid having to re-label the same item twice.

As mentioned earlier, if the **SUPERCEDED** section of the form is filled out make sure that you are labeling the right volume/year/edition/etc of the book. Once the current issue has been processed the top section of the processing form should have been crossed out but mistakes can happen. And it is possible that the superseded item has already been pulled from the shelf and put on the labeling shelves for re-labeling without having had the top portion of the form crossed off. Likewise, make sure it really doesn't just need to be discarded or mailed to someone without any further processing performed.

- Also, take note of the **OTHER COMMENTS** section of the slip. Some items may have special requirements that might need to be addressed before you begin the labeling process or immediately after. Such as:

**OTHER COMMENTS:**

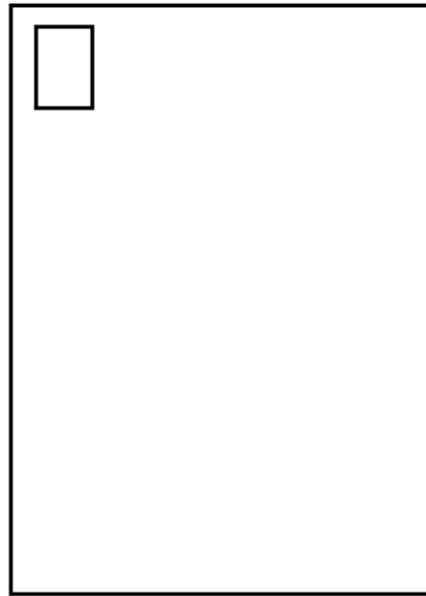
**Please also make label that says,  
"Shelved as: Current Topic in Microbiology"**

- Once you have printed all your labels, please affix them to their corresponding item and cover them with a clear view label saver.

- **The label should be placed on the bottom of the spine of the book**, unless the spine is too thin. If the label won't fit on the spine, you may place it on the top left hand corner of the front cover.



Spine



Front Cover

- After you place the label in the appropriate location and have added the clear view plastic label saver to it, make sure to use the “hot iron” on the labels to ensure a more permanent hold. Only needs about 5-10 seconds on the hotplate, if you heat to long the label saver will begin to melt.
- Most items contain further instructions. Take a look at this section of the processing form as you affix the labels to make sure that you have completed all necessary work for that particular item:

LSM    CHANG    CHEM    MATH    PHYSICS    NEWARK  
DANA

- \_\_\_ LABEL
- \_\_\_ RELABEL
- \_\_\_ TATTLETAPE
- \_\_\_ MAKE FOLDER/BINDER/PUNCH HOLES

**STAMP:**

- \_\_\_ RUTGERS UNIVERSITY LIBRARIES
- \_\_\_ GOVERNMENT PUBS
- \_\_\_ ACCOMPANYING MATERIAL

Unless you are dealing with superseded items, in this case you should follow additional instructions from the bottom half of the processing form:

**RELABEL SUPERCEDED:**

**REMOVE FROM SUPERSEDED:**

DOES NOT CIRCULATE

REF / REFDESK

- All newly processed items should be tattle taped. The tattle tape used should be double sided. To affix the tattle tape, open the book to any one of the last ten pages, and place the tattle tape as close to the inside edge (“gutter”) as possible.
- Most items will require one or more **Stamps**:

The **Rutgers University Libraries** stamp goes on the top edge of the book (on pages). If the book is too thin, you may place the stamp in the center at the top of the back inside cover (below the barcode, if there is one).

The **Government Publications** stamp goes in the center at the top of the back inside cover (below the barcode, if there is one)

The **Accompanying material** stamp (i.e. “**This barcoded item includes \_\_\_\_\_ pieces.....**”) should be placed under the barcode. If there was no room for the ownership stamp on the top edge and it has been placed under the barcode then the Accompanying material stamp may be placed right underneath that.

- Once the items have been completed, place them on a cart, and bring them to the Processing Coordinator.

## b. Re-labeling: Hot pen/Electric Eraser

- The majority of items that must be re-labeled follow the steps outlined in **Routine Labeling**. The only time that it differs is when you're dealing with material that was labeled at the bindery and does not have an actual label attached to it but rather is printed directly on the spine/cover.
- Correcting mistakes on bound volumes can be as easy as erasing a letter from a title, or as difficult as having to erase and then re-write an entire title and call number. Regardless of the amount of corrections needed, the procedure is essentially the same:

Determine the kind of correction needed. If the slip is asking you to erase any information, simply use the electric eraser to "buzz off" the white writing.

More often than not, however, the corrections entail you having to erase something and write in something different. Once you have erased the mistakes, you need to use the Hot Pen to write the appropriate corrections.

The first step in using the actual Hot Pen is plugging it in and letting it warm up.

Meanwhile, cut out a strip of correction tape, and place it on the area of the book you wish to write on with shiny side of the strip facing up.

Being careful not to burn yourself, grasp the pen by the cork (placed there for your protection), and then write normally across the shiny surface of the correction tape. The hardest part of this process is maintaining legible handwriting. Take your time. If you make a mistake, buzz it off, and try again.

- Once again, when the items have been completed, place them on a cart, and bring them to the Processing Coordinator.

## c. Processing CDs/DVDs

- CDs/DVDs have a different processing form because they require different routine work.
- Essentially, the actual labeling is the same. The main difference in processing a CD/DVD rests in the handling of the jewel case and accompanying booklets.
- Most CDs/DVDs should have the call number already written directly on the CD or DVD in permanent black ink by the time it gets to the processing shelves, this is done in case the item is separated at anytime from its case. In the rare occasion that the CD/DVD you're processing is black, it will be necessary to write the call number on a label ring.

The rings are located with all other processing materials. Write out the call number on the ring, and place it on the CD/DVD, making sure that it is lined up.

- If the CD/DVD is not black, and there is no call number written on it, bring it to the attention of the Processing Coordinator. While most CDs/DVDs should have the call number written out, there are exceptions to every rule. It is best to err on the side of caution and make sure that if there is no call number written on the CD/DVD it's because there isn't supposed to be one, and not because someone overlooked a step.
- Once you know the CD/DVD itself is properly labeled, you can proceed to typing up a label for the jewel case. The label goes on the front upper left-hand side of the case.
- If there is a title page insert or accompanying material included the processing slip should either indicate to label the insert or processing according to accompanying material standards. In this instance the insert or accompanying booklet is labeled on the upper left-hand side just like the jewel case. (Once labeled and back in jewel case, label should be blocked by jewel case label.) You should also place tattle tape in the booklet. If the tattle tape is too long to fit then cut it in half.
- The processing slip should inform you as to what other steps need to be taken. If the "MAKE CD BACK" area is checked off, that means that you must insert a pre-made CD/DVD back. This is true whenever the CD/DVD does not have a back to it:
  1. Remove the CD/DVD tray from the case. It pops out easily.
  2. Insert a CD/DVD back (width 13.7cm x height 11.7cm), which should already be available to you. If you can't find any, please ask the processing coordinator.
  3. Follow the stamping instructions from processing form and stamp the CD/DVD back with the necessary information. **Ownership stamps** (Rutgers University Libraries or Gov Pubs) go on the **top** and if you need to add a stamped sticker about "**Do not Desensitize**" that goes at the **bottom**. The **Accompanying Material stamp** should always be placed near the barcode. In the case of a CD/DVD, this means you will have to stamp a sticker and place that above the barcode on the front of the jewel case.
  4. Tattle tape the CD/DVD back diagonally, using *one-sided* tattle tape
- If the CD/DVD case already has a back to it, follow steps #1, 3 and 4 outlined above. If the existing CD/DVD back cannot be directly stamped on, you may stamp a sticker and adhere to the back of the jewel case.
- Once they are complete they can be brought to the Processing coordinator for review.

## d. FLOPPY DISK/VIDEOS

The most important thing to know right away about Floppy disk and videos is that they are **never tattle taped!**

### FLOPPY DISKS:

- Floppy disks should be placed in a jewel case and treated similar to CDs/DVDs. They should come to processing in a jewel case with a call number already written on the floppy disk, and quite often they will be stamped already, especially if they are Government documents. If they are not stamped already the processing form should tell you what stamp it needs. Like CDs/DVDs the jewel case should be labeled in the upper left hand corner of the front cover.
- In order to stamp you will need to make a Floppy disk back for the jewel case same as you would for a CD/DVD:
  1. Remove the Floppy disk and tray from the case. It pops out easily
  2. Insert a CD/DVD back (width 13.7cm x height 11.7cm) which should already be available to you. If you can't find any, please ask the processing coordinator.
  3. Follow the stamping instructions from the processing form and stamp the back cover with the necessary information. **Ownership stamps** (Rutgers University Libraries or Gov Pubs) go on the **top** and if you need to add a sticker about “**Do not Desensitize**” that should go on the **bottom**.
- Once they are complete they should be brought with any other completed Processing to the Processing coordinator for review.

### VIDEOS

- All videos should come in a case with a regular processing form, and call number should already be written on the video.
- The label should be placed on the bottom of the spine of the case, just as if it was a book.
- Stamps should be similar to a CD/DVD; on the back, with **ownership stamps** (Rutgers University Libraries or Gov Pubs) on the **top**, and if needed a stamped sticker for “**Do not Desensitize**” on the **bottom**.
- Once they are complete they should be brought to the Processing coordinator for review.

**REMEMBER: DO NOT TATTLE TAPE FLOPPY DISKS OR VIDEOS!**

## e. MICROFILM

There are two types of microfilm that get labeled: FILM-PER and M-FILM. Both of these types of items are kept in boxes which might need labeling. The Processing Coordinator will fill out a processing slip for you to follow.

**FILM-PER:** Microfilm that is categorized as FILM-PER is film that is shelved by title and does not have a call number. A box for this type of film needs to be labeled with a large label (1.5" by 3.5") that will fit on the thin side of the box. The label can be made using the typewriter and must include periodical title, place of publication, and dates covered. For example:

HOME NEWS
New Brunswick New Jersey
Apr 1, 1972 thru Apr 15, 1972

**M-FILM:** Microfilm that is categorized as M-FILM is shelved by number. Usually the box containing the film already has a title label but needs a call number label. In this case use a regular sized label, the kind we put on books. Here is an example of what this type of label should look like:

ALEX M/FILM no. 2251 reel 250
--

Sometimes the box will need a label containing both title information and call number information. In this case use a large label (1.5" by 3.5") and type the label using the typewriter. Here is an example of what this type of label should look like:

The Eighteenth Century
ALEX M/FILM no. 2251 reel 250

## f. Music scores

Music scores are sent from TSB (Technical Services Building) after they have been cataloged. When the box of items arrives, the Processing Coordinator will sort through the scores and send appropriate pieces directly to the Bindery. The rest of the music scores must be processed before they can be sent to the Bindery or to the Music Library. These items include (a) scores that are already bound, and (b) unbound scores and separate parts.

All scores or parts should contain a cataloging (priority) slip, an item list including call number and barcode information, and the actual barcode sticker. These items are paper-clipped to the score or one of the parts. It is important to keep the item list and barcode with its corresponding score or part.

Scores that are already bound (have a hard cover) need to be labeled, tattle-taped, and stamped with the Rutgers University Libraries stamp. After they are processed and have been reviewed by the Processing Coordinator they can be sent off to the Music Library.

Un-bound scores with parts will contain hand-written processing instructions on their items lists.

- If the instructions say: “Pocket for parts” you need to label, tattle-tape, and stamp each part but leave the score untouched.
- If the instructions say: “Portfolio” you need to label, tattle-tape, and stamp all pieces.
- Parts should be labeled on the front upper left hand corner. They can be labeled with a sticker or you can hand-write the call number in pencil. Only use a sticker if there is enough room to place it in the upper left-hand corner of a part without covering up any pertinent information. Otherwise, hand-write the call number in pencil. Make sure to label all loose-leaf material (i.e. loose single sheets) contained within a part.
- Tattle tape parts vertically on the inside edge of the back of the first page of the part. If the part is multiple loose-leaf sheets each and every individual sheet should be labeled, tattle taped and stamped. Tattle tape individual loose leaves vertically on the back of the page on the right hand side.
- Stamp parts with the “Rutgers University Libraries” stamp at the top-center of the first page/cover/loose-leaf.
- If the instructions say *anything* different than “Pocket for parts” or “Portfolio”, ask your Processing Coordinator how to proceed.
- Once these items have been processed and reviewed they should be placed on the shelf in the Bindery that is marked “Music Scores”.

## g. Bookplates

Bookplates are used to indicate a book that has been received by the library as a gift or donation. Most often, Bookplate slips (blue slips) inserted into books received from TSB will specify which bookplate to use and chances are these are bookplates that we already have templates for. If a new template is desired, End-Processing will receive instructions on appropriate wording and design and we will then create a new template for the specific donor.

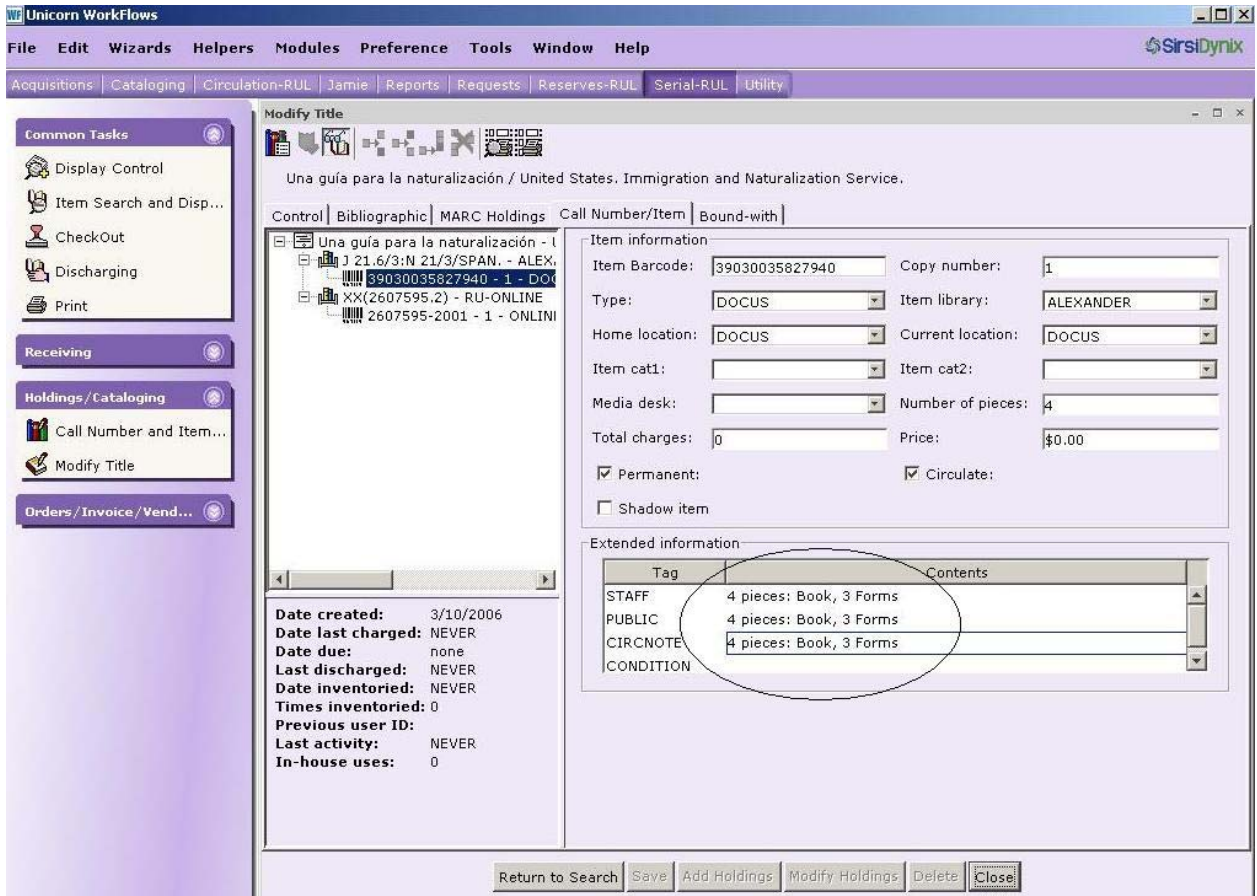
- 1) Examine the Bookplate slip to verify which bookplate is called for.
- 2) Check the processing area to see if a printed template already exists. If we have run out of a specific template in printed form look in the BOOKPLATES FILES folder, located on the Processing computers' desktop. Locate the desired template in this folder and print it out on a blank bookplate sheet. If you cannot find a template in the bookplate folder you will have to make a new one:
  - Open the Word document entitled BOOKPLATES.
  - There will already be a template that has been designed for another bookplate in this document. Highlight the words on the first bookplate and type in the information for the new bookplate. Copy and paste the new bookplate information onto the remaining bookplates
  - Choose “Save as” from the File menu and save the document as the name of the person or institution listed on the bookplate (i.e. McDonnell.doc).
- 3) Once you have a sheet of bookplates you can cut it down to size using a paper cutter.
- 4) Evenly distribute a thin layer of glue over the back of the bookplate and place it in the upper left hand corner of the inside cover of the book. If there is any important writing on the inside cover of the book, see if the back inside cover contains the same information. If this is the case, you can glue the bookplate onto the front inside cover. If this is not the case, see if the first page of the book is blank. If it is blank you can paste the bookplate to the backside of the upper-left hand corner of the page. If none of these situations apply and you are not sure where you should paste the bookplate you should ask your Processing Coordinator what to do.
- 5) After you have glued the bookplate into the book, give it to your Processing Coordinator.

## **h. Archival boxes**

- Archival boxes are used to protect material when it has become too brittle to repair or rebind. These boxes are ordered and constructed by the Bindery team usually as a project. Since boxes are usually handled as a project they will not necessarily come to Processing with the standard Processing slips but rather a print out of the bibliographic record. The title and call number should be highlighted on the bib record indicating what information should appear in the label.
- Call number labels for boxes is done exactly like routine labeling. Make the label using the Access/Word programs. The label should be placed on the bottom of the spine of the box, unless the spine is too thin. If the label won't fit on the bottom of the spine, you may place it on the top left hand corner of the front cover, as described earlier. You will then cover with a clear view plastic label and "hot plate" to ensure a more permanent hold.
- Tattle tape is applied when the Bindery team is constructing the boxes so we need not worry about that.
- Besides a call number label we will need to make a label for the title. A template for 2 x 3" labels has been created for this purpose and is located on the Processing computers desktop. Depending on the length of the title you can usually get 3-4 titles on one 2x3 label. Use your best judgment for spacing.
- Once you have typed up all your titles, you will need to print just like you do with routine labeling but use the 2x3" sheet of labels.
- You will then use a paper cutter or scissor to cut down the titles.
- These also are applied vertically to the spine and covered with a clear view plastic label and "hot plated". If the spine is too thin the title label should be placed horizontal in the center of the cover of the box and again covered with a clear view plastic label and "hot plated".
- Once all material is labeled bring to your Processing Coordinator for review.

## i. Accompanying Material

- Items sent for Processing that have accompanying material (i.e. books with CD’S, maps etc...) will include a Processing Form, with the “Accompanying Material” stamping option checked off, and a printout of the **Vol/Copy** screen, which can be seen below:



- The Vol/Copy screen indicates the total number of pieces to Process and indicates what those pieces are. In the example above, there are a total of 3 pieces. The first piece listed (Book) is considered the main item and is the item that is barcoded!
- The main piece/the barcoded item is what will be stamped with the “Accompanying material” stamp, which states:

This barcoded item includes \_\_\_\_ pieces  
Count pieces on charge and discharge

- This “Accompanying material” stamp will go directly below the barcode or as close to the barcode as possible. Use a black pen/marker to fill in the blank space with the correct number of pieces. (Using the previous example you would fill in a 3).
- All pieces must be labeled and the labeling of each piece will include its corresponding number, written and circled in red ink. This circled red number should be placed in the upper right hand corner of the label/call number. Accompanying pieces should also include an extension to the call number identifying what it is. From the example above you would have 3 separate call numbers which would look like this:

	①	②	③
CHEM	CHEM	CHEM	
QD	QD	QD	
271	271	271	
.S67	.S67	.S67	
1960	1960	1960	
v.2	v.2	v.2	
	/CD	/poster	

- The main item, whenever possible, will be labeled, with an adhesive label, according to the approved “Label Placements Standards”, however the main item does not need to be identified in the call number. Only the accompanying materials should include the extension in the call number.
- Depending on the format of the Accompanying Material, the call number may be written by hand.

## V. Supplies needed / tools used:

- ✓ PermaPlus labels (foil back and paper for CD's)
- ✓ Clear-view Label savers
- ✓ Tattle tape
- ✓ Stamps/Ink
- ✓ Hotplate
- ✓ Electrical Eraser/ Erasers
- ✓ Hot pen / transfer paper

## VI. Programs used:

- ✓ RUL Spine Labeler
- ✓ Corel WordPerfect