

Label Placement Standards for different Mediums

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

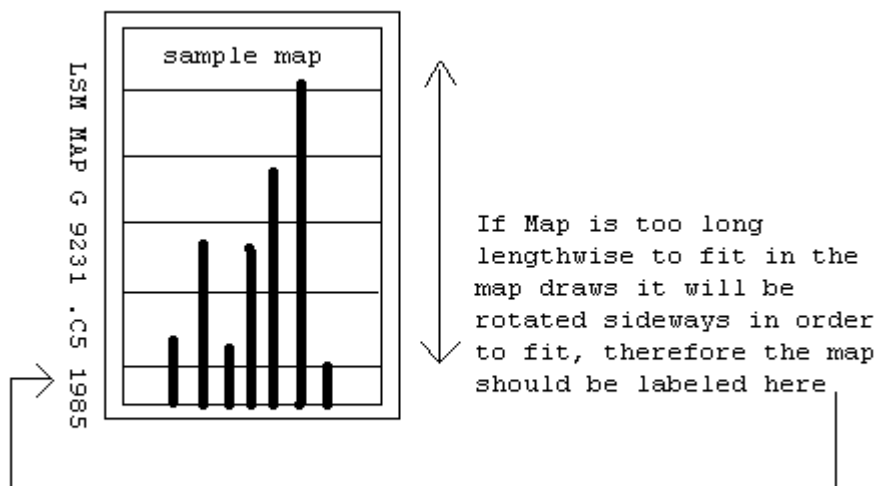
Labels include Library, sub-location, and when applicable classification and variable information.

Print Materials: The label should be placed on the spine of the book, as flush to the bottom as possible. If spine is too thin and the label won't fit, it should be placed on the top left hand corner of the front cover.

CDs/DVDs: The label should be placed on the upper left corner of the front of the jewel case. CD/DVD itself should have call number hand written on it with a marker. If there is an accompanying Booklet/guide that too should be labeled, again on the front upper left corner of the cover.

Sheet Maps (maps located in map draws; not accompanying materials): Do not label the map with an adhesive sticker. Handwrite the call number in a linear fashion with a pencil on the lower right corner of the map. The lower right corner of the map will depend on the orientation of the map in the draw it will be placed in.

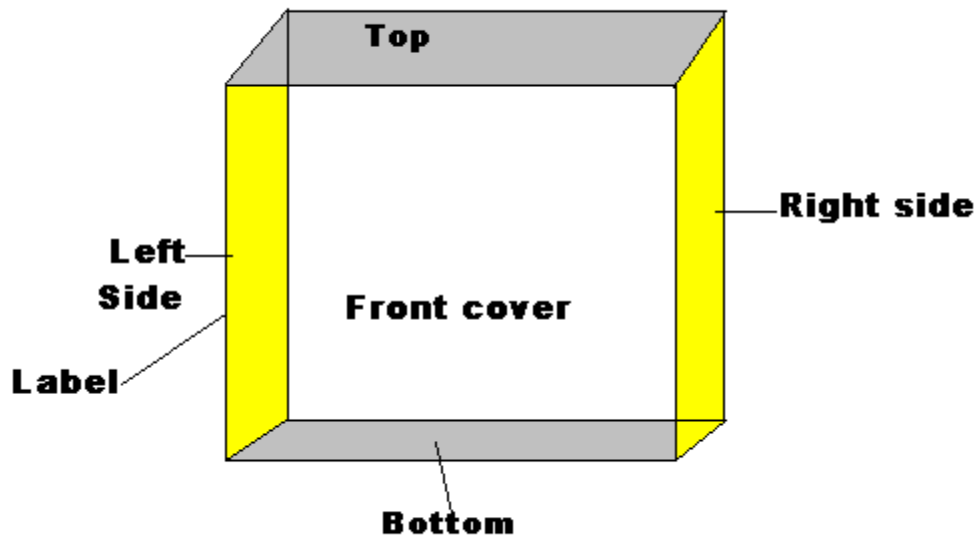
For example:



If orientation of map cannot be ascertained please refer to the Map librarian at your location.

Archival Boxes: 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, place it on the top left hand corner of the front cover. Boxes also require a title label. These are made the same way as a call number label but require a larger label (2 x 3). Title label is placed vertical on the spine from top to bottom if it can fit or on the front cover in the center.

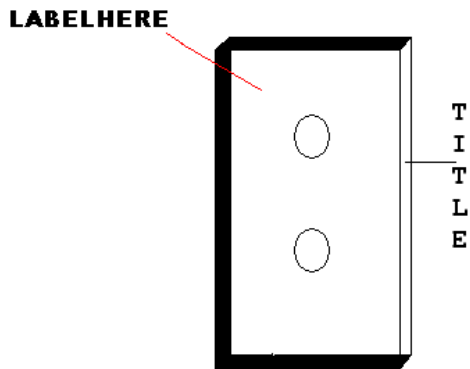
Microfilm: Microfilm comes in boxes that may need only a call number label or may require a title and call number label. In both cases, the label goes on the left hand side, (see diagram):



Floppy Disks:

Floppy disk should be placed in a jewel case. The jewel case should be labeled in the upper left hand corner of cover, just like a CD/DVD. The Floppy disk itself should also have the call number handwritten on it, again like a CD/DVD.

Videos: All videos should be in a case and the bottom of the spine of the case should be labeled, just like a book. The video itself, when held vertically, should be labeled in the upper left hand corner. Making sure not to disturb tape head (hinge that opens and closes exposing tape head), see diagram on next page:



****Addendum****

For use of New Brunswick Music Library:

Music Scores: *Parts should be labeled on the front upper left hand corner. They can be labeled with a sticker or the call number may be handwritten using pencil. Use a sticker only if there is enough room to place it in the upper left-hand corner without covering up any pertinent information. Otherwise handwrite the call number in pencil. Make sure to label all loose-leaf material (i.e. loose single sheets) contained within a part.*