

## **Tattle tape 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:** Use double-sided tattle tape (green strips). Open book/journal/printed material, to one of the last ten pages of text and place the tattle tape as close to the inside edge (gutter) as possible.

Material that is sent for binding will be tattle taped by the Bindery Vendor with single-sided tattle tape.

**CDs/DVDs:** One-sided tattle tape should be placed diagonally across the CD/DVD paperback cover, which is located entirely under the actual CD/DVD tray. If there is no CD/DVD paperback cover, make one and tattle taped it.

**SHEET MAPS (maps located in map draws; not accompanying materials):** Do not tattle tape.

**Archival Boxes:** Archival boxes are tattle taped by Bindery staff when they are being assembled. One-sided tattle tape is placed under the flaps and not visible when fully constructed. Please **do not** tattle tape material that will be placed in the box.

### **Floppy Disk/Videos: NEVER TATTLE TAPE**

#### **\*\*Addendum\*\***

*For use of New Brunswick Music Library:*

#### **Music Scores:**

- *Hardbound music scores lacking parts should be treated the same as regular print materials (see above).*
- *Hardbound music scores with parts need to have all the parts tattle taped. If parts are in a booklet format (signatures all attached together) place tattle tape vertically on the inside edge (in gutter) of the back of the first page of the part. If the part consists of multiple loose-leaf sheets each and every individual sheet must be tattle taped. Tattle tape individual loose leaves vertically on the back of the page on the right hand side.*
- *Non-hardbound music scores with no parts will be sent to the bindery and tattle taped there.*
- *Non-hardbound music scores with parts that need a pocket require that all the parts should be tattle taped. The music score can be left alone, since it will be tattle taped at the bindery. If the part is in booklet format, place tattle tape vertically on the inside edge (in gutter) of the back of the first page of the part. If the part consists of multiple loose-*

*leaf sheets, each individual sheet must be tattle taped. Tattle tape individual loose leaves vertically on the back of the page on the right hand side.*

- *Non-hardbound music scores with parts that will be bound as “portfolios” require all the parts and the score to be tattle taped.*