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:

**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.**