

CONSERVATION GUIDELINES

Placement of Barcode Labels and Due Date Slips (Widener Library)

These guidelines have been formulated to standardize the placement of barcode labels and due date slips in library materials in Widener Library. Placements have been chosen to protect library materials to the greatest extent possible and, at the same time, to be convenient for library staff and users.

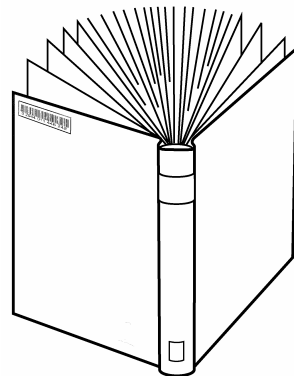
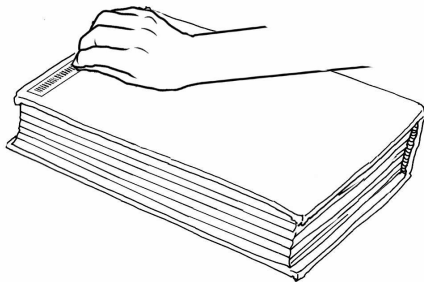
As a general principle, barcodes are placed on the upper left corner of the back cover of books so that titling and cover designs are not obscured. Barcodes are placed on the upper left corner of the front of enclosures.

BARCODE LABELS

Affix each barcode label neatly.

Books

Place each barcode label on the outside back cover, upper left-hand corner, parallel to the edges of the book and not more than 1/2" from the edges.

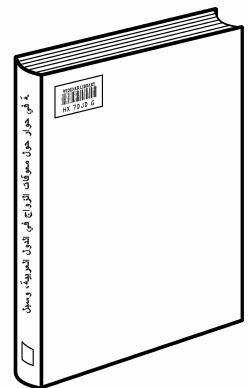


REMEMBER: HD barcodes are treated in the same manner.

Judaica and Middle Eastern language books

For Middle Eastern language materials where the book is read right to left, the barcode will be adjacent to the spine when placed in the upper left hand corner of the back cover.

REMEMBER: If there is a call number in the upper left corner already, place the barcode below the call number.



Media Cases

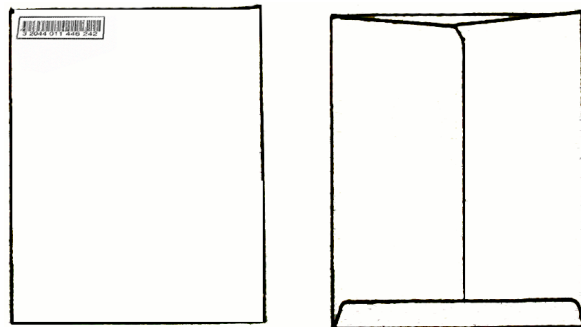
Place the barcode on the outside of the media case, in the upper left-hand corner of the front of the case.



REMEMBER: Do NOT place a barcode label on the disk itself.

Envelopes

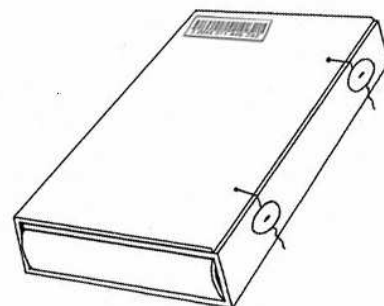
Thin, fragile items may be placed in envelopes without flaps, which should be large enough to allow easy access to and replacement of the item. Items without a rigid case should be supported in the envelope by a 0.060 board, cut to an appropriate size. Materials with a rigid case do not need support boards.



The barcode should be placed on the item, according to the guidelines above. Titling and cover designs should not be obscured. A duplicate barcode should be placed on the upper, left-hand corner of the front of the envelope.

Phase boxes

Place the barcode on the upper left-hand corner of the front of the phase box.



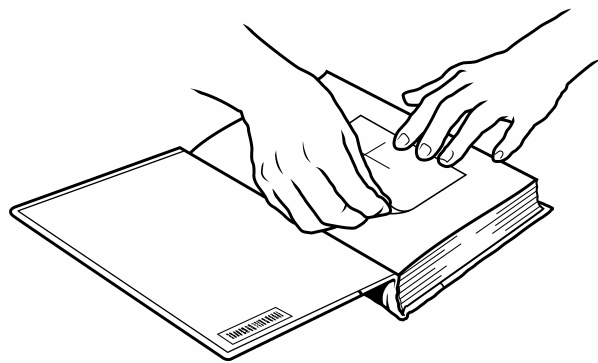
DUE DATE SLIPS

If there is a due date slip in the book:

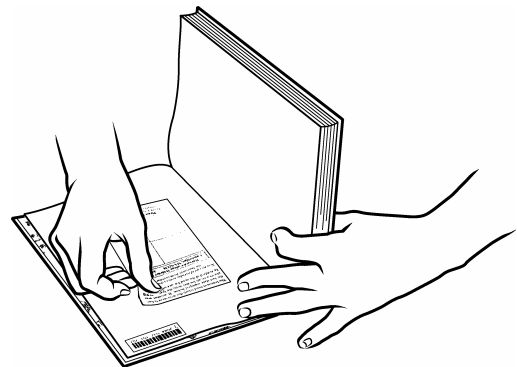
If the existing slip is securely affixed, place the new slip on top of the existing slip. If the existing slip is a peel-away slip, remove it before adhering the new slip.

If there is no due date slip in the book:

1st choice: If the endsheets are plain, adhere slip to the page facing the back cover. Place the slip in the center of the page, with edges parallel to the edges of the page.



2nd choice: If the endsheets are decorated, place the slip in the center of the undecorated recto of the endsheet. The edges of the slip should be parallel to the edges of the page.



Do not cover text or decoration.

REMEMBER: Due date slips should be stamped carefully, taking care not to apply ink beyond the edges of the slip.