

# Marking and Stamping Materials Guidelines

## I. Priority of Materials to be Processed

1. Rush books – To be processed immediately as received
2. Notify books - To be processed three times a week
3. High priority books - Reference, rare materials (including LSC-SPECL materials), items to be returned to Acquisitions
4. Bound periodicals
5. Regular books and sound recordings
6. Micromaterials and other special formats
7. Changes and remarks

## II. Computer Processing

Marking Table personnel will be responsible for producing a computer-generated label for all materials, with the exception of most maps, many microforms, and serials coming from the bindery (which have call numbers printed by the binder). Call number labels for WRC and LSC-SPECL materials go on acid-free tags, rather than on the piece itself. The current location of all items will be changed to match the home location, and any materials that are checked out to Repair or to the Marking Table will be discharged. Call number labels will be checked for correctness against the handwritten number on the item.

### A. General Instructions

#### To Get into the LAN and Workflows:

1. Log on to the LAN in your normal fashion.
2. Before beginning to print labels, check to see that the spine label printer has set as the default. (There will be a check beside the default printer icon.) If necessary, change the setting to make it the default printer. (See IT memo for instructions.)
3. Log in to Workflows.
4. Check to see that "Print setup" is set to "Launch application." (See IT memo for instructions.)

#### After logon to Workflows:

1. Open "Call numbers and items."
2. Click "Edit Item."
3. Set "Item ID" and default index (middle bar at top). This should only have to be done once at the beginning of the session.
4. Scan barcode.

Click on "Current Location" and change to match "Home location" (i.e. if home location is ART, change current location to ART)

**EXCEPTION:** If the book has "HOLDS" in the Current Location, do not change the location.

5. Printing the label

Select the middle icon (with the magnifying glass). A confirmation screen will pop up if this is your first label. Click yes, and set default as "spine label." Close the screen and select the middle icon again.

The label to be printed will appear on the screen. To add or remove lines (i.e. removing "stacks" from the label), select the second from the right icon (modify selected label). Highlight the line to be modified and select the appropriate button on your right (insert, modify, append, remove).

ALWAYS MAKE SURE THAT THE CALL NUMBER ON THE SCREEN MATCHES THE CALL NUMBER ON THE ITEM. (See Sections B and C for special instructions and locations.)

- a. Label does not need to be modified – If each element of the call number appears on a separate line and no line needs to be divided into two lines, print the label as it appears.
- b. Label needs to be modified
  - i. Divide, remove or correct location
  - ii. After making changes to spine label information, print the label
- c. Close screen and select the printer icon to print the label. When label has printed, select "close," then select "return to search" to scan the next barcode

#### To Discharge Items:

1. Click on **Circulation** at top of screen.
2. Select "Discharging" from the left hand menu
3. Scan in barcode.
4. Click on OK or ENTER.

NOTE: If item has **more than one piece**, you will get the message:

1. **Has associated materials.** Click on OK or ENTER.

2. Override well appears: Type in **Bind** and ENTER.
3. When you see "**Route to**" message, item has been discharged.

#### To See Who Created a Record:

1. Tab to **Control** Information.
2. Look for **Created by** line; this gives the cataloger's ID.

#### B. Special Instructions

1. If there is any discrepancy between the call number in the record and the call number written in the book, return the item to the Metadata & Copy Cataloging Team Leader, who will in turn distribute them to the cataloger responsible.
2. If the call number is too wide:
  - a. some parts of the label can be split into two lines (consult your supervisor)
  - b. remove the decimal in the Cutter number if necessary
  - c. make a patch that will have the extra characters or line

#### C. Special Locations

ALL SPECIAL LOCATIONS GO ABOVE THE CALL NUMBER

1. "STACKS" will be removed from the "label" on the print label screen
2. "Library use only" or "Restricted" should not go on the label, even if it is in the call number in the book.
3. The item type "OVERSIZE" will be added to the label for every location. It will come after the location, but before the call number proper.
4. Shorten "REFERENCE" to "REF".
5. Shorten "GOV-PATENT" to "GOV-PAT".
6. Any other location that is too long for one line may be split between two lines.
7. For music cassettes and CDs, delete the location and use only the number.
8. Delete the location for Friends of Fondren (FOF-SHELF) books. These books start out on the Friends of Fondren book shelf but end up in the stacks.

### III. Attaching Labels

(NOTE: Except for Friends of Fondren books and rare books, paper and plastic covers on books will be thrown away. See instructions under special kinds of materials.)

1. MAKE SURE LABEL MATCHES CALL NUMBER IN BOOK.
2. You may have to trim label to fit on spine of book. If label is too wide, put it on the upper left-hand corner of the cover.
3. Peel off backing from label and place on spine. It should be at least one inch from the bottom of the spine, on any clear space in the lower half of the spine. If there is no clear space, cover up some of the lettering. (Don't cover contents on multi-volume sets: for example, A-Gli.)

### IV. Changes and Remarks

1. Use nail polish remover to remove a hand-lettered call number. Apply a new label.
2. Heat old labels to remove all or part of the label. If only part of the label needs to be removed, cut off that part with an exacto knife.

### V. Stamping and Finishing

#### A. Regular circulating books

1. Remove the paper or plastic cover and throw it away (except for Friends of Fondren books or if there is a flag bearing specific instructions and the initials of a Collection Development Librarian)
2. Turn to the title page, which will have the call number written on it.
3. Stamp the round ownership stamp in the upper right-hand corner of the title page or the nearest clear space.
4. If there is no barcode, send book to DBM to have one put on.
5. Run a glue stick along the top of the reverse side of a date slip and glue it to the left end paper in the inside back cover one-half inch from the top. If there is no room on this page because of maps, text, or other information on the end paper, glue it to the inside back cover. If there is no room there, glue it to the last free page.
6. Cut pages if necessary.
7. Stamp all three fore edges with the RICE UNIVERSITY LIBRARY stamp.

#### B. Books with loose materials

1. Book plates - There will be a white flag marked "Book plate" to notify you. The book plate will be paper-clipped to the flag. Never glue book plates into rare books. On other books, glue the book plate on the inside front cover in the upper left-hand corner. If there is information on the end papers that should not be covered, glue the book plate to the next free page.
2. Tip in

- a. There will be a white flag marked "Tip in," and the sheet to be tipped in will be clipped to the flag. Glue the sheet into the book by running a thin line of glue in the gutter (inside margin) of the book and inserting the sheet. This should be done in the place where you find the flag. Sheets to be tipped in are usually errata sheets. If there is more than one correction, the sheet usually goes behind the title page; if there is only one correction, the sheet goes by the page which needs the correction.
  - b. Sometimes books with mounted plates will need the plates glued in more thoroughly. These will also have a tip-in flag, along with some written instructions.
3. Other loose materials - All loose materials should be in some kind of pocket in the back of the book. If there isn't one, send the book to Repair. Loose materials need to be individually stamped with the ownership stamp and marked with the call number.

#### C. Cut Pages

These will have a gold flag stamped "Cut pages." For very small books, the pages may be separated with a letter opener. Larger volumes that need their pages cut should be sent to Preservation to be cut in-house or to be commercially bound.

#### D. Friends of Fondren Books

These should have a white flag marked "BOOK PLATE," a purple flag, and a "Friends of Fondren" bookplate. Note that the barcode should have been placed in the lower left hand corner of the inside back board. This allows the barcode to be scanned when it is checked out by a patron.

1. Do not throw away the paper cover.
2. Treat like a regular circulating book – mark (remember that "FOF-SHELF" is cut off the label), stamp and glue in the bookplate – EXCEPT that instead of a regular date slip, it will get a pink "Friends Fiction" date slip. Glue the date slip in so that the perforation is flush with the tops of the pages.
3. When finished, put the paper cover back on.

#### E. Restricted Books

These will have a yellow "Restricted" flag and "Library Use Only" will be written below the call number.

1. Stamp with the ownership and fore-edge stamps as usual.
2. No date slip is needed.
3. Stamp with the "Library Use Only" stamp just above the barcode on the inside back cover. If the inside cover will not take the stamp, place stamp on the last page where the date slip usually goes. If the stamp does not show up on the end paper, put the stamp on a date slip and glue it in instead.

#### F. Reference Books

These will have a red reference flag and the location will include the word "REF."

1. Stamp with the ownership flag and the fore-edge stamps.
2. Glue in a date slip which has been stamped with the reference stamp.

#### G. New Books Going Directly to the LSC

Most new books going directly to the LSC will have the location "Stacks" and a flag with the notation "LSC." They should be stamped and labeled as usual, but they do not need date slips. After labeling, they will be sent to the DBM. DBM will change the location to "LSC" and charge the books to "LSC-INPROC."

Some new items will be sent directly to "LSC-SPECL" and will have this location in their call numbers. Such items will usually be rare art or music materials that will never be shelved in the regular stacks, and they should be treated like rare materials. (See L. Woodson Research Center Books.) The books should not be stamped, and call number labels should be put on acid-free labels, rather than on the books. After marking, LSC-SPECL items should be sent to DBM to charge to "LSC-INPROC."

#### H. Art and Music Books

Books with call numbers beginning with "N" or "M" which were issued in hard cases should have labels made for both the book and the case. The case should be retained, and the book should be reinserted in the case after labeling.

#### I. Music Scores

These will have a single "M" as the first line of the call number. Stamp with the regular ownership stamp and treat like regular circulating books.

#### J. BIC Books

These will have a blue flag reading "BIC" and a location with "BIC" or "BUSINESS" at the top of the call number. They should read BIC at the top of the label. DO NOT STAMP THEM. These are labeled only. Business Reference should read BIC-RED at the top of the label.

#### K. Government Patent Books.

Treat these like regular reference books.

1. Stamp with the ownership and fore-edge stamps.
2. Glue in a date slip which has been stamped with the reference stamp.

#### L. Woodson Research Center (WRC) Books

These will have brown "WRC" flags.

1. Do NOT mark or stamp these books or paste in gift plates. Leave the paper covers on and lay book plates inside the front cover.
2. Machine-produced call number labels will be attached to an acid-free strip, rather than to the book. (For materials in protective boxes or envelopes, the call number label will be placed on the spine or in the upper left-hand corner of the box or envelope.)
3. Attach the barcode that was paper-clipped to the rare flag to the upper back of the acid-free call number strip. (For materials in protective boxes or envelopes, the barcode will be attached to the lower right-hand corner of the box or envelope.)
4. Clip the strip to the last free page in the book so that the call number shows over the top of the pages.

#### M. WRC Reference Books

These books will have red reference and brown rare flags in them – or a "WRC-REF" flag. Keep the dust jackets and cover them with the Co-Libri plastic. The call number will be preceded by "WRC-REF." These items should have barcodes attached to the book inside the back cover on the bottom left-hand side. The call number will be attached to the plastic on the outside of the book.

1. Stamp with ownership and fore-edge stamps.
2. Glue in a date slip which has been stamped with the reference stamp.

#### N. Bound Periodicals

These are treated as restricted books, unless there are flags that give other instructions. If there is a "Reference" flag, treat as a reference book. If there is a white flag with "Pocket" written on it, the book is treated as a regular circulating book and will need a date slip. Most of these books will have the call number already printed on them; those that don't will need to be labeled.

#### O. Theses

Theses are treated as regular circulating books.

#### P. Compact Discs (CD's)

Attach the call number label (consisting of number only; delete location) on the right side opposite where the case opens. Do not try to stamp the compact disc or case. If there is room, stamp any accompanying text with the ownership stamp.

#### Q. CD-Roms

Circulating CD-ROMs have the location "CIRC-DESK." Non-circulating CD-ROMs have the location "REF-DESK." Attach the call number label to the upper left-hand corner of the case. Don't stamp case or CD.

#### R. Microfiche

Stamp the envelope with the ownership stamp, and write the call number in pencil on the envelope.

#### S. Microfilm

Stamp the box with the ownership stamp, and write the call number in small letters in pen on the side of the box with the title.

#### T. Maps

1. Stamp with the ownership stamp on the upper right corner of the back of each sheet.
2. Write the call number in pencil on the lower right-hand corner of each sheet.

#### U. DVDs

1. DVD's with location DVD-VIDEO1 and DVD-VIDEO2 need to be tattle taped before cataloging. The DVD's to be tattle taped will be placed on a shelf next to the Preservation Librarian's desk marked "DVD's to be Tattle Taped." Once these are tattle taped, they will be taken to cataloging. When finished, cataloging will place these items on the shelving next to the marking table to be labeled. The time needed to catalog and tattle tape will count as curing time for the adhesive used in the tattle taping process.
2. Double-sided DVD's are NOT tattle taped. Instead, place a tattle tape strip underneath front cover. All other DVD's will be tattle taped following the instructions below:
  - a. Place DVD on yellow rubber pad and wipe with alcohol.
  - b. Remove circular tattle taping from backing and place on DVD so that the two tattle tape are parallel with markings on the DVD.
  - c. Starting at the middle of the DVD, press air bubbles out toward the edges
3. Put the date slip on the back of the text.
4. Put the call number label in the upper left-hand corner of the front of the case.
5. DVD's that are tattle taped directly need to "cure" for 3 days. Preservation staff will charge these to "REPAIR" and placed on the shelf marked "Curing DVD's." A slip will be placed on the bottom of the shelf and marked with a date these DVD's are finished curing. After the third day, the DVD's will be discharged and taken to circulation.
6. Some Foreign language DVD's require special viewing equipment. Attach a neon-green label to the front cover which says "Non-standard video format. Requires special viewing equipment"

#### V. Mixed Media (i.e., titles in more than one format)

1. Titles composed of a printed volume and computer diskette
  - a. Above the barcode in the back of the book place a label: Do not desensitize.
  - b. On pocket containing diskette (or as close as possible) stamp: Diskette not checked for viruses. Use at your own risk.
  - c. Place a copyright warning label on the pocket also.
2. Titles composed of a printed volume and an audio recording Stamp the book above the barcode and by any existing pocket for the audio recording: Sound recording at Circ Desk.
3. Titles composed of printed volume and a CD-ROM
  - a. Usually there will be a copy of the CD-ROM in a pocket in the book. If it looks like the original CD-ROM is still in the book or if there is no CD-ROM flag, check with the cataloger.

If the CD-ROM is not in the book, stamp the book above the barcode and by any pocket with a stamp showing the appropriate location: CD-ROM at Circ Desk, [Reference Desk, BIC Desk, Government Publications Reference Desk]. If no stamp exists, a notice will be hand-lettered.

- b. The appropriate location is given at the beginning of the call number for the CD-ROM. The call number is placed in upper left-hand corner of jewel case.
- c. A copyright warning label is placed on the case.

#### 4. Titles composed of a printed volume and a video recording

Stamp the book above the barcode with the stamp: Video recording in Reserve. See sections on videotapes and videodiscs for placement of call number labels, stamps, and other special labels on video recordings.

#### 5. Titles composed of a printed volume and microfiche

- a. Stamp and label the book in the normal fashion, and then send it to Government Publications so that the fiche may be copied.
- b. For microfiches which cannot be copied, the fiche will be removed from the book and kept in Government Publications. The cataloger will instruct the Marking Table to stamp the book above the barcode:

Microfiche held in Government Publications area. The book will be sent to Government Publications after marking.

6. Microforms with a printed guide or index
  - a. Put the word "Text," "Guide," "Index," etc., as the last element of the call number on the printed text and stamp with ownership stamp.
  - b. Mark microforms according to instructions given for each individual type.
7. Software (diskette or CD-ROM) with a printed manual
  - a. Diskette: Call number label is placed on upper left-hand corner of jewel case, and copyright warning label and "Diskette not checked for viruses" label are attached to the case. If the guide is separate from the diskette, a label marked "Guide" is also attached to the case.
  - b. Guide:
    - (1) If it fits inside jewel case, guide is stamped with ownership stamp, but no call number label is needed.
    - (2) If guide is separate, a call number label is put on it, and the guide is stamped with an ownership stamp.
8. Audio or video recordings with printed guides
  - a. Recording: Call number labels, stamps, and other special labels are placed on the item as directed in the appropriate section of this manual.
  - b. Guide:
    - (1) If it fits inside case, guide is stamped with ownership stamp, but no call number label is needed.
    - (2) If guide is separate, a call number label is put on it, and the guide is stamped with an ownership stamp.

## VI. Tattletaping

Most books received by the Marking Table will already be tattletaped by Acquisitions. The Marking Table must tattletape only items that have lavender flags in them. These include scores, gift books that don't come through Acquisitions, and government documents.

## VII. Miscellaneous

- A. All books go to the scatter room except:

1. Rush, notify, and reserve books, which go to the Circulation Desk;
2. New hardbound books, which are taken to Circulation to check for books to go on the New Books Shelf;
3. WRC and WRC Reference books, which are taken to WRC;
4. BIC books, which go to the BIC shelf in Technical Services;
5. LSC and LSC-SPECL books, which are placed on the DBM book truck;
6. Books designated "Return to Serials," which are taken to Serials;
7. Digital Media Center materials, which go to the DMC shelf in Technical Services;
8. Reference CD-ROMs, which are taken to the appropriate location;
9. Reserve CD-ROMs, which go to Reserve;
10. Books containing microfiche, which are sent to Government Publications to have the fiche copied (if the cataloger has not already done this).

#### B. Flags

Yellow--for restricted books

Red--for reference books

Brown--for rare books

Blue--for rush or BIC books

Purple--for Friends of Fondren books

Green--for notify books

Gold--for books needing repair or pages cut

White--for book plates, changes, or special instructions

Lavender--for books needing tattletaping

## VII. Statistics

The Marking Table keeps a count of nonbook materials and items hand-marked. Statistics for other items can be generated by our automated system.

NOTE: Items that contain more than one type of material, such as a journal with maps or a sound recording with a text, are counted only under the main type of material. In other words, a journal with maps counts only as a journal; the maps are not counted separately. A sound recording with a separate text is counted only as a sound recording; the text is not counted separately. Mixed media materials are counted under the main type of material cataloged. If you are unsure how an item should be counted, consult your supervisor.

A. LSC-SPECL—Items going to the Woodson Research Center (WRC) will be counted in the appropriate column.

B. Audio Recordings—For phonodiscs, audio cassettes, and music compact discs, each piece is counted separately. For example, if there are four CDs in one case, this counts as four, not one.

C. Video Recordings—For videotapes and videodiscs, each piece is counted separately. For example, two videodiscs in one case count as two.

D. Microforms—Microfilm reels, microfiche sheets, and microprint cards are counted separately. Counts for microforms that do not go through the Marking Table will also be recorded on the physical count statistics sheet.

E. Maps—Map counts are recorded on the physical count statistics sheet if they are cataloged in Technical Services, whether or not they go through the Marking Table.

F. CD-ROMs--Non-musical compact discs will be counted as CD-ROMs.

G. Computer files (software disks)—Software disks are counted separately.

H. Changes and Remarks—Count in the Relabel column.

I. Withdraws—Count different types of materials being withdrawn in separate columns. For example, books, phonodiscs, and software disks should each be put in a separate column with the appropriate heading.

At the end of the month, each column will be totaled, and the statistics sheet will be turned in to the Preservation Librarian.