

# Book Preparation

## 1. CALL NUMBER

Call number is penciled in middle of title page (below author and title), except for WRC and RARE books, where call number is penciled on title page verso.

## 2. CONTROL NUMBER

Control number is penciled on title page in bottom right corner, except for WRC and RARE books (where control number is penciled on title page verso).

## 3. ACCOMPANYING PRINT MATERIALS

For books with pockets containing loose plates, charts, maps, etc., each individual piece should be counted and the call number should be written on each piece. Write the call number on the lower right hand corner of the piece. The piece count should reflect the book plus the number of pieces in the pocket. If the individual pieces are laid loose in the book with no pocket the pieces should be counted and marked as above and sent to Repair with request to make a pocket. If pieces are too large or numerous to fit in a pocket, consult the Preservation Librarian about binding options. For other questions about the handling of these materials, consult your supervisor.

## 4. BARCODES

Except for WRC and RARE books, barcode is affixed to bottom right corner of inside back cover, unless book requires pocket for maps, etc., or is to be commercially bound. If books are to receive a CoLibri plastic book cover, barcodes should be placed in either the lower left-hand corner of the back cover, or the lower right-hand corner of the last page (when the dust jacket covers the entire inside back cover) and placed on the truck for the marking table. Marking Table will send the book to In-house Repair to receive the plastic book cover. Books requiring pockets for maps, etc., are sent to In-House Binding with barcode paper-clipped to title page. Books to be commercially bound (see [Binding Guidelines for Paperbacks and Scores](#)) are not barcoded.

## 5. SPECIAL MARKING INSTRUCTIONS

If books have uncut pages, insert a gold flag with "Cut pages" written on it and place the book on the truck going to the Marking Table.

Appropriate flags are inserted and any special handling is indicated. (See [Flags](#), Section VIII, Chapter L.)

Books are placed on designated book truck, on high priority book shelf at Marking Table, or on in-house binding shelf as appropriate. Rush books are placed on the desk of Marking Table Assistant.