

## Transfer to Rare Books

### ***Determining if a book is a Rare Book***

The Archivist will determine if a volume is to be considered a RARE BOOK. Any questionable items delivered to Technical Services need to be brought to the attention of the Archivist before proceeding with any repairs.

### ***Physical Processing of Rare book items***

In general Rare Books are not physically altered, because physical processing may decrease its value. This means **no stamping, no ink, and no glue**. The only exceptions are noted below. Tattle-tape is applied to all Rare Book items.

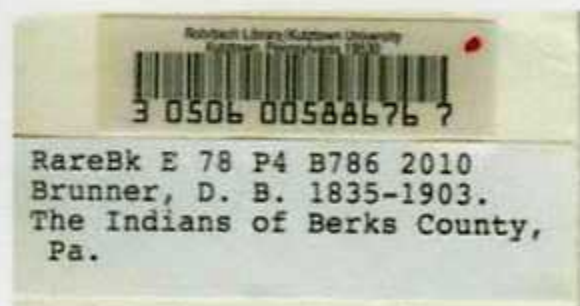
### ***Adding a call number***

#### ***If a book already has a Rohrbach Library call number:***

Often a book is identified as a Rare Book after it has already been assigned to one of our other collections. In these cases the book's value has already been compromised by physical processing. Adding a new call label and/or new barcode over top of the old label is permissible, because it will in no way further decrease the value of the item.

#### ***If a book does not have a Rohrbach Library call number:***

Adhere the barcode and pocket label (long label) to the top of a 3" x11" white card stock. (See example below.) Place the card stock inside of the book.



### ***Rarebook field example***

Bib 049 049    #a KZSC  
Holding 862    852 0 #b RareBk #h E78.P4 #i B786 2010  
Item Type      SpecColl