

END PROCESSING AV--LABELING DETAILS

February 2, 2005

For each lot of materials cataloged, a set of labels is produced, identified by a set number. Each cataloged item has at least three labels generated--one spine-, one pocket-, and one card- label:

Spine Label	Pocket Label
	Card Label

Labeling Procedure

1. **Verification** (including spellings) of title, author and date from the label on the physical carrier*.

2. **Place barcode** on the upper left "quadrant" of the container*; 1/4" from top; 1/4" from left edge. (**Exception:** the barcode should not block important wording like title or author information. If it does adjust to a place nearest this location with out obscuring the information.)

3. **Pocket and card labels**

a. **General**

Place the pocket label 1/4" below the barcode on the physical carrier. (**Exception:** do not obscure important wording, See #2)

b. **Additional labels**

An additional pocket or card label should be provided for each piece regardless to whether it is a stand alone item or part of kit. Labels contain an extra line detailing the nature of the item – e.g. guide, study guide, booklet, etc.

4. **Spine label.**

a. **Video Tapes**

Cut excess white space from the spine label and place as follows:

Place on label on the case face of the physical carrier. (Place so as not to block important wording.)

b. **DVDs**

Cut excess white space from the spine label and place as follows:

Place directly on the non-readable side of the DVD's physical carrier. If the DVD is double sided mark the number on the DVD hub with a permanent mark such as a Sharpie.

c. **Computer Files and Kits**

Place label on side of container about ½ in for the bottom. For computer CD items mark the hub of the CD with the call number. For floppy discs an additional spine label should be trimmed and used.

d. **Slides, Slide Sets, and Slide Trays**

Place label on side of container about ½ in for the bottom.

e. Audio Cassettes and Audio CD's
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5. Make an item in Voyager

a. **Video Tapes**

Perm Loc: AV VTape

Item Type: AV-Video Tape

b. **DVDs**

Perm Loc: AV DVDisc

Item Type: AV- DVDisc item

*****IF LABEL INFORMATION DOES NOT MATCH THE INFORMATION IN THE ITEM--ON THE REVERSE SIDE OF THE LABEL SET WRITE:**

--Previous Call Number [if there is one]

--Lot Number

RUBBER BAND THE LABEL SET TO THE ITEM AND PLACE BOTH ON THE CATALOGER'S DESK.

6. **Record statistics**--after labeling, count and enter the correct numbers in the applicable category(ies) on the daily Tally Sheet. ****Remember to check each lot for Gift items.****

7. **Link all items**--OCLC control numbers can be found on Revision Sheets (return Revision Sheets for unsent lots to the green folder in the top file tray of the Coordinator of Cataloging Services; sheets for sent lots--top file tray of the Library Assistant)--**mark each linked item with a red dot in upper right corner of the barcode.**

9. Enter link statistics on daily Tally Sheet.

10. Remove flagged items:

If flagged with an individual request slip--e.g., Please notify the Cataloging Technician when processed—deliver the item to the AV Secretary who will notify the individual.

Deliver items to the AV Secretary.

Glossary

Container - Housing for an item or group of items that is readily physically separated from the material being housed. (e.g., a box for a disk or videocassette, a sleeve for a sound or videodisc)

Physical Carrier – Housing for an item that is an integral part of the item and is NOT readily physically separated from the material being housed. For certain categories of material, the physical carrier consist of a storage medium (e.g. tape, film) sometimes encased in a plastic, metal, etc, housing (e.g., cassette, cartridge) that is an integral part of the item.