

CMC
(CURRICULUM MATERIALS CENTER)

March 1990

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ALL MATERIALS FOR THE CMC NEED TO BE BARCODED

To prevent peeling, barcodes (and spine labels) of linked items are covered with clear labels or tape.

Books:

ITEMS FOR THE CMC NEED TO BE SECURITY-TAPED!!

Many of the books can be tattle-taped following the standard procedures. However, a number of the books for the CMC have wire bindings or perforated pages that require a different treatment for incorporating the tattle-tape.

For new items:

If standard procedure can not be followed for placement of security tape, the tattle-tape will have to be concealed using the perforated adhesive cloth tape which is also used, on occasion, for mending and tipping-in pages. Find a page that has a vertical white space--near or along the binding side of the page--that will accommodate the length of tattle-tape as well as an additional inch of perforated adhesive cloth tape. Cut the adhesive tape along the perforation on the paper cutter to create two separate pieces. Attach the tattle-tape to the page. Paint the ½-piece of perforated adhesive tape with a thin mixture of glue. Position the ½-piece of adhesive tape over the tattle tape, using the pointed bone folder to seal the edges. Secure the item in the book press or place the brick on top of the book for at least 15 minutes to be sure that the tape dries and seals properly.

Produce and attach labels for each book following the procedure used for items in the Main Collection. Whenever there is no space on the back flyleaf to accommodate a label and a date due slip without covering text or illustration, tip-in a blank acid-free end-paper. The following are two methods for tipping in an end-paper:

1. Cut a strip of perforated adhesive cloth for the size of the end-paper to be used; fold the strip along the perforation. Position the strip and brush the shiny side with water (or thin Elmer's Glue thinned with water to enhance the adhesive) to activate the glue. Attach the strip to the end-paper and position the paper as close to the binding as possible; then attach to the book/material.
2. Cut an end-paper appropriate for the size of the material. Center the end-paper from top to bottom. Paint along the spine edge of the end-paper with the 4:1 glue utilized in repairing books for the collection. Attach the end paper as close to the binding as possible. Use the pointed bone folder to burnish and smooth out the edges. To avoid glued-together pages, slip a sheet of waxed paper into the book on either side of the attached end-paper. Place the book in the book press or under the brick over night or until the glue dries.

The pocket label and date due slip are then attached to this end paper, following the standard placement procedures for the general collection.

Audio Tapes, Audio Compact Discs, Video Tapes, and CD-Roms are security taped following the security strip manufacturer's instructions. Electronic media also require the attachment of brightly printed notes indicating that (1) the item includes electronic media and (2) the material needs to be sensitized/desensitized with appropriate equipment.

Posters/Games/Maps Accompanying Books:

1. Create and appropriately attach to the book a pocket to hold the material.
2. Fold the accompanying material to a size that the book can accommodate.
3. Attach a label and date due slip on the inside back cover (preferably) or on an attached end-paper to avoid covering any text or illustration.

Envelopes of Study Prints, Envelopes of Activity Cards, Small Boxes, etc.:

Produce one set of labels for each item. Attach the spine label to the lower left corner of the envelope or box. Place a date due slip with the pocket label on the front of the envelope.

Set of Records:

An item such as a set of phono discs (a number of discs at a particular grade level in one container), should be labeled so that the set as a whole can be checked out or each individual record can be checked out. A set of labels should be produced for the set as a whole; additional labels should be produced for each individual record. A spine label should be placed on the outside lower left corner of the container. Spine labels should also be placed on the lower left corners of each record cover. Pocket labels and date due slips should be placed in a position where the least amount of critical information will be covered. If the index to the songs is on the back cover, this may mean placing the labels on the front of the record cover and utilizing one of the thin date-due slips used for videos and audio CDs.

Multi-media kit:

Produce and attach a spine and pocket label for each large multi-media kit. Also produce a set of labels for the teacher's manual, or resource book that accompanies the kit. The spine label for the kit should be attached to the lower left corner of the front of the kit. Because of space constraints in the Curriculum Materials Center, multi-media kits which are difficult to shelve may require different placement of the spine label to facilitate identification of the item. The CMC Librarian will assign a student assistant to type any additional labels dictated by such instances.

The pocket label and date due slip should be placed inside the cover in a prominent place; avoid covering any critical information.