

## **BAR CODES**

*November 1990*

*(Revised: May 17, 1996)*

*(Revised: 29 August 2001)*

*(Updated: December 7, 2001)*

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Items are barcoded by Technical Services student assistants when the books are end-processed.

Rare books and items for Archives new to the collection do not receive barcodes. The paperback supplements for the USDocs and the PADocs are barcoded, but not linked.

Barcodes are placed on the outside of the book cover or jacket (if it is retained in the top left quadrant, preferably ½ inch from the left of the binding or spine and ½ inch down from the top edge. Shift placement to avoid covering titles or other pertinent information.

Curriculum Materials Collection items' as well as Library Science Easy books' and Library science Fiction books' barcodes need clear tape or clear labels over the barcode after items have been linked. This process prevents the barcode from peeling off and sticking to adjacent books.

Barcode placement for Pennsylvania Documents pamphlets involves the creation of a clear book tape "tab" for both the barcode and the call number. The barcode is placed sideways on the front of this tab, near the top edge of the pamphlet.

Placement on Pennsylvania Documents single sheet items necessitates utilizing the barcode sideways in the right-hand margin, on the front of the sheet, near the top edge—not covering any text.

AV barcodes are placed according to the AV Processing Manual. Placement varies by format.