

## End Processing: Stamping, Tattletape, Labeling, etc.

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End procession includes: 1) Stamping; 2) Tattletaping; 3) Labeling; 4) Applying gift plates (if necessary); 5) Applying barcodes; and 6) The recording of statistics.

### 1. Stamping

- a. **Bottom and Top Edges** -- Stamp the top and bottom edges of the book's paper block with "Kutztown University" (long stamp). Center stamp in the middle of the paper stock. The "K" in Kutztown should be towards the spine.
- b. **Title page and left back flyleaf** – Stamp these pages with the "Rohrbach Library, Kutztown University" stamp. The stamp should be centered at the very bottom of the page.
- c. **Reference books** – Stamp with the "Do not circulate" stamp.

### 2. Tattletape

- a. **Spine** – If possible use the B1 tattletape and place it in the spine by going down the back board with the metal wand.
- b. **Book Block** – if the book is a paperback or if the spine is too tight, apply a B2 tattletape between the pages of a book.

### 3. Labeling

- a. **Is the label correct?** -- Check the title & author from title page; date from verso of the title page. Check the spelling as well.
- b. **Spine Labels Placement:**
  - i. **Books with Thick Spines** – Labels are placed on the spine
    1. **Horizontal Position:** If possible the spine label should be placed on the spine itself and centered from left to right.
    2. **Vertical Position:** The top of the spine label is placed 3 ½ inches from the bottom of the book. Cardboard guides are available.  
*Reference Exception:* Spine label placement may be adjusted to leave title, volume or other important information visible to the user.
  - ii. **Books with Thin Spines** -- Labels are placed on the front cover.
    1. **Horizontal position:** The left edge of the spine label is placed ¼ inch from the gutter at the left edge of the book.
    2. **Vertical position:** Same as above (3b2)
  - iii. **Spine Label Protectors** -- Protect the spine label by adding a label protector or clear tape over the label. Make sure that the edge of the tape or protector does not end up near the book's gutter. Constant opening and closing of the book will loosen the protector.

4. **Gift plates** – Gift plates are attached to the page preceding the title page if it is blank or has sufficient white space. If the page has important information on it, another area can be used. Choose this area using this order of preferences: another page in the front of the book, the inside front cover, a page in the back of the book, the inside back cover, the back cover.

5. **Barcode** – Barcodes are applied to the upper left "quadrant" of the front cover or book jacket; 1/2" from top; 1/2" from left edge. Barcodes for Library Science children's collections and Curriculum Materials collections need clear barcode protectors attached after the linking process prior to

delivery to respective collection.

6. **Statistics** -- After labeling, enter the count and date in the categories “End Processed” and “Labeled” on the daily Tally Sheet.

7. **Colibri Binding**

- a. See separate procedures
- b. After binding remove “Colibri” slips.

8. **Deliver books to Access Services Desk** -- Inform Access Services staff of any books that have notes to inform individuals.