

BOOK PROCESSING

Southern Union Library/Information Resources

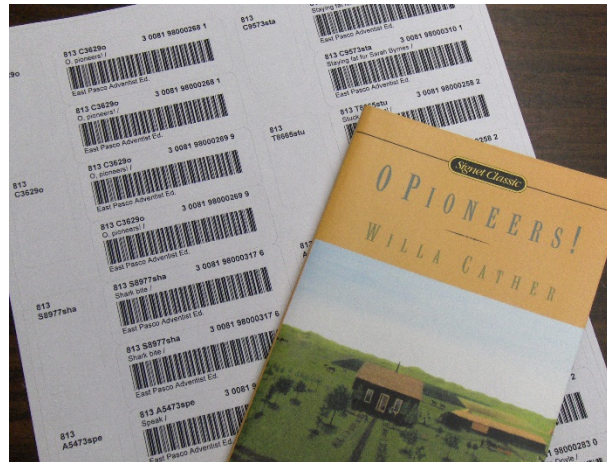
Tools You Need

- Pen, gauge, glue, bone, tissue paper, book tape, borrower card, card pocket, date due slip, barcode & spine label sheets, and label protectors.



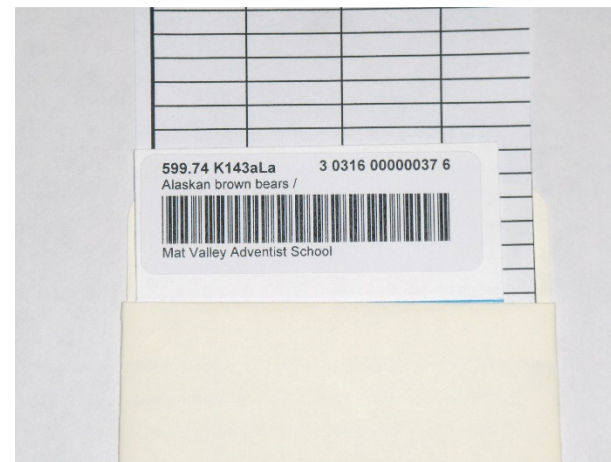
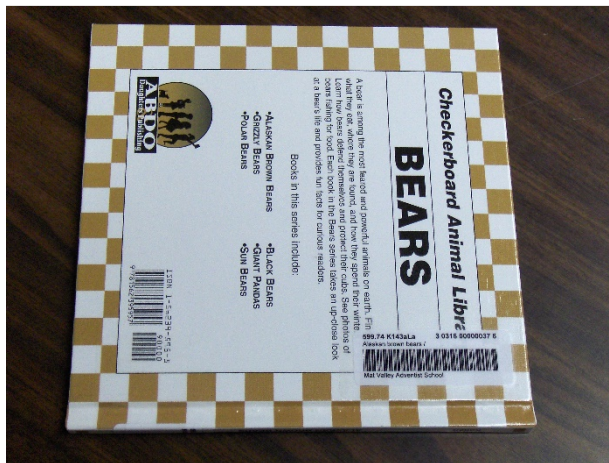
Finding the Labels

- Pick a book to process
- Find the corresponding barcode via the title



Placing the Barcode Labels

- Place 1st barcode on the back of the book
 - Lay the book face down on the desk, spine closest to you
 - Place the barcode on the bottom right corner, leaving room for the label protector
- Cover the barcode with a label protector
- Place the 2nd barcode on the borrowers card
 - Align the barcode to the top left corner



Gauging

- Mark the spine with gauge, do **not** guess (book must be gauged standing upright, **no** exceptions)



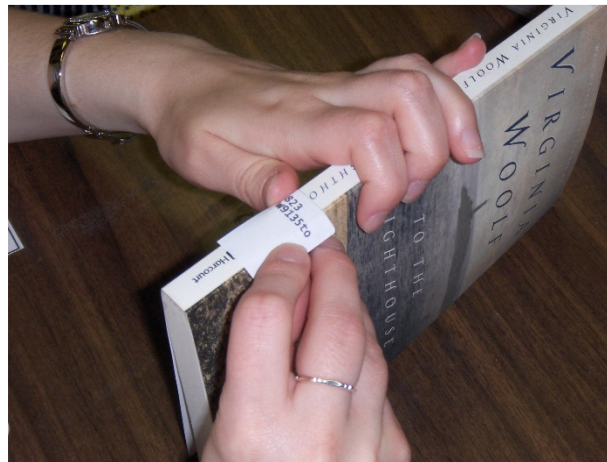
Gauging

- World Book Encyclopedias are an exception of spine label placing, cover as little of the volume numbers/letters as possible. Measure from the bottom rather than the top



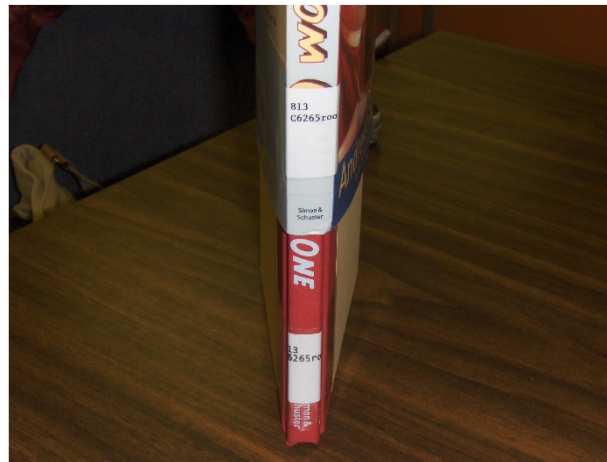
Spine Labels

- Regular widths
 - Affix the spine label, lining up the top of the label with the mark



Spine Labels

- Books with covers
 - Printed spine label goes on the book cover and the typed spine label goes on the book itself



Spine Labels

- Skinny books with a spine
 - Lay the book on the desk, face up. Place the spine label sideways so that the first line is toward the front of the book and the bottom line is toward the back of the book. Try to get both (all) lines on the spine where possible. You should be able to read the first line when the book is on the shelf



Spine Labels

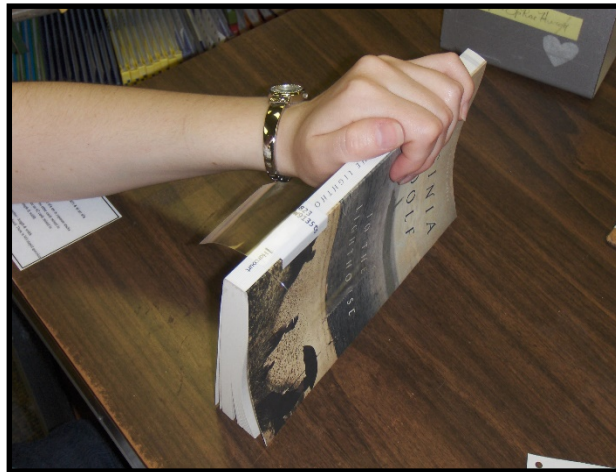
- **Skinny books without a spine**
 - Lay the book on the desk, face up. Place the spine label sideways so that the first line is directly on the spine and the bottom line wraps around to the back of the book. You should be able to read the first line when the book is on the shelf



- **Fat books**
 - Center the label on the spine
 - Do not center the label by the call numbers

Book Tape

- Use book tape to cover the spine label, using a minimum amount of book tape



Bone

- Bone the tape down, making sure to get all air bubbles out using a minimum amount of book tape

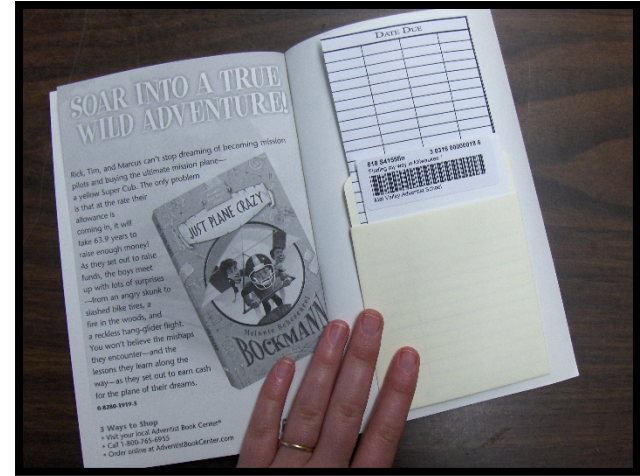


Cards & Pockets



- Place borrower card inside of card pocket, place Date Due Slip behind Borrower Card inside of Card Pocket. To hasten this process, borrower cards, card pockets, and date due slips may be assembled in mass quantities ahead of time

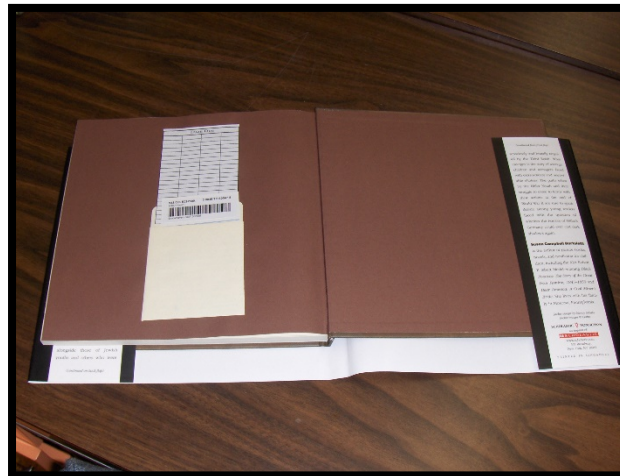
Gluing



- Put glue on back of the card pocket, keeping glue to a minimum of a few dots along two edges
- Glue Card Pocket & Date Due Slip onto the inside of the back cover, centering the Date Due Slip near the top (there are a few exceptions, be sure to ask if you are unsure). Put a few dots of glue along the edges of the card pocket and a thin line of glue along the top of the Date Due Slip.

Cards & Pockets Exceptions

- There's a book cover
 - Glue the card pocket to the back of the last page



Keep it Clean!

- Wipe away excess glue

