Title: Shelf-processing for items cataloged/checked-in/distributed

Impact/benefit:

- Patrons
  - shelf processing helps patrons to locate items; consistency makes it easier for patrons
- Public Services
  - shelf processing helps staff to locate items; consistency makes it easier for staff

Mainly affects the work of:

- Principal Cataloger
- Documents Cataloger
- Dewey Cataloger
- Bureau Chief
- TSB Fed Docs Technician
- TSB State Docs Technician
- TSB Serials Technician
- PSB Librarians
- PSB Docs Librarian
- PSB Docs Technician

Policy involves these rules, systems:

- RDA
- SALSA
- Polaris
- OCLC
- CONTENTdm
- other:

Policy involves these records:

- bib
- auth
- item
- serial holdings/pub pattern
- check-in/issues
- Cdm
- other:

History:

This guideline replaces one that applied only to processing optical discs. See attachment for assorted historical procedures.

Policy addresses these problems, needs:

- For efficiency and consistency we need to harmonize many different historical procedures

Policy/Procedure:

- see next page
Processing supplies/Used for which collections

- **Property stamps**
  - all collections
  - State and Federal collections have a special stamp
  - State pubs sent to repositories also get State stamp
  - use label if surface too dark/too slick for stamping
  - stamp on title page; cover or first inside page if no title page

- **Barcodes**
  - all collections
  - place on back cover, upper corner near spine
  - for microfilm place barcode on box flap opposite the flap with the title info
  - periodical issues no longer get barcodes/item records; exceptions apply
  - no barcodes on microfiche or newspapers; yes barcodes on newspaper microfilm

- **Spine labels**
  - all collections
  - on bottom section of spine; try to not cover critical text; MARCIVE labels go on top left of cover
  - if not enough room on spine then front cover top left (lower left for Southwest)
  - align labels with edges of spine and cover; no crooked labels
  - Fed collection gets MARCIVE labels; for additional labels it has its own label maker with special stock; instead of on the spine favor placing MARCIVE labels on top left of cover.
  - don't cover text; in case of doubt ask PSB librarian in charge of the collection
  - no labels on microforms (some exceptions) or newspapers; Dewey periodicals get no label;

- **Tattle-Tape™**
  - all collections
  - we have special Tattle-Tape™ for optical discs
  - do not use if these conditions apply
    - single sheet (includes brochures, maps, posters, etc.)
    - all newspapers
    - microforms
    - video or audio tape

- **Packing tape plus tape dispensers**
  - State collection: shipments
  - Dewey collection: withdrawal boxes

- **Jewel cases**
  - all collections: if needed to protect optical discs

- **Dust jacket covers**
  - all collections, if item has dust jacket

- **Colored dots**
  - TSB no longer applies any colored dots to any items