

**PHYSICAL PROCESSING
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PHYSICAL PROCESSING

Receiving Items for Processing

The Catalog Department brings the books to Physical Processing Unit on trucks provided for them from the Preservation Department. When the book trucks arrive in the section, the first thing that needs to be done is record the date it arrives on a piece of paper and place it at the end of the book truck. Then, place the book truck, along with previous ones, according to the order in which it was received; trucks dated earliest should be processed first, of course. Other departments such as Circulation and Acquisitions Department also bring books to the Physical Processing Unit to be processed. They may have a different priority than the books received from the Catalog Department.

Workstation Organization

Each workstation has the tools needed for all work:

library property stamps	pencil	
black stamp pad	black inkbottle	
measure card	iron plate	
location stickers	metal wand	
scissors	bone folder	eraser
double & single sided tattle strips (Security Strips)		

Processing Order

All books being processed must be stamped with the property stamp, tattle stripped and have call numbers applied before leaving the Physical Processing Unit. Exceptions are when there are specifications to do otherwise.

Steps for processing all books are generally done in this order:

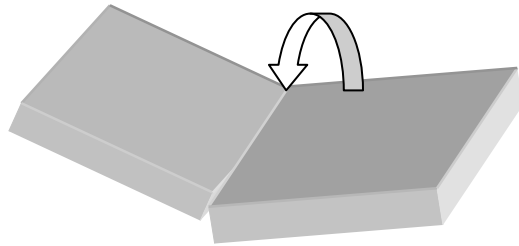
- a. Target the book
(sometimes called tattle or security strip application) This process is extremely important in protecting the University's collection.
- b. Property stamp
This shows that the books are the property of the University of CA, Irvine Libraries.

- c. Call number placement
Extremely important! If a book is shelved with an inaccurate call number label, the book may never be found again amongst the thousands within the collection!

A. TARGETING BOOKS

Paperback & Hard Bound Books

1. Select a two-sided target.
2. Try to find an area toward the middle of the book where the pages are blank or where you can place the target close to the spine without covering any information on the pages.



3. Peel off the shorter green plastic strip on one side of the two-sided target.
4. Place the target between two pages as far into the book as possible. Press down on the target with the bone folder so that it sticks to the page.

NOTE:

Be very careful not to exert too much force when placing the target between pages. When too much force is used to pry the book open and the target is forced too far into the pages, the target will not stick on the pages smoothly. Instead, pages will appear uneven and often books can get damaged during this process.

5. Peel off the rest of the plastic. Turn the page and press on the target through the page with the bone folder.
6. Turn the page back to the target to make sure it is securely stuck to both pages.

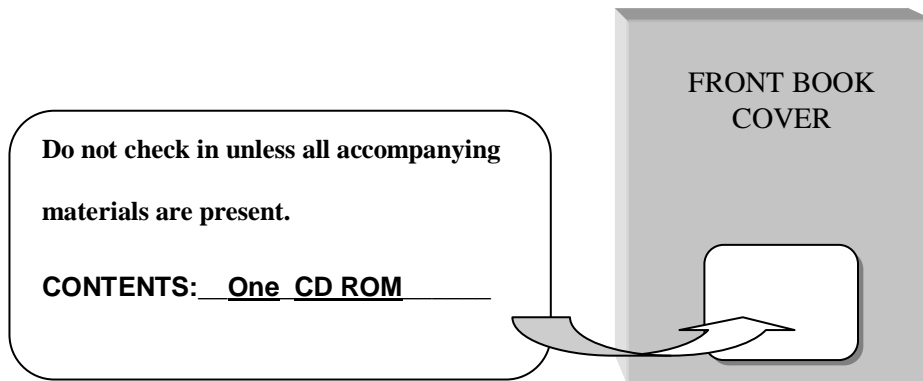
NOTE:

Pages should appear smooth and inconspicuous to everyone. Our main goal is to hide the targets so that no one can discover and try to remove them.

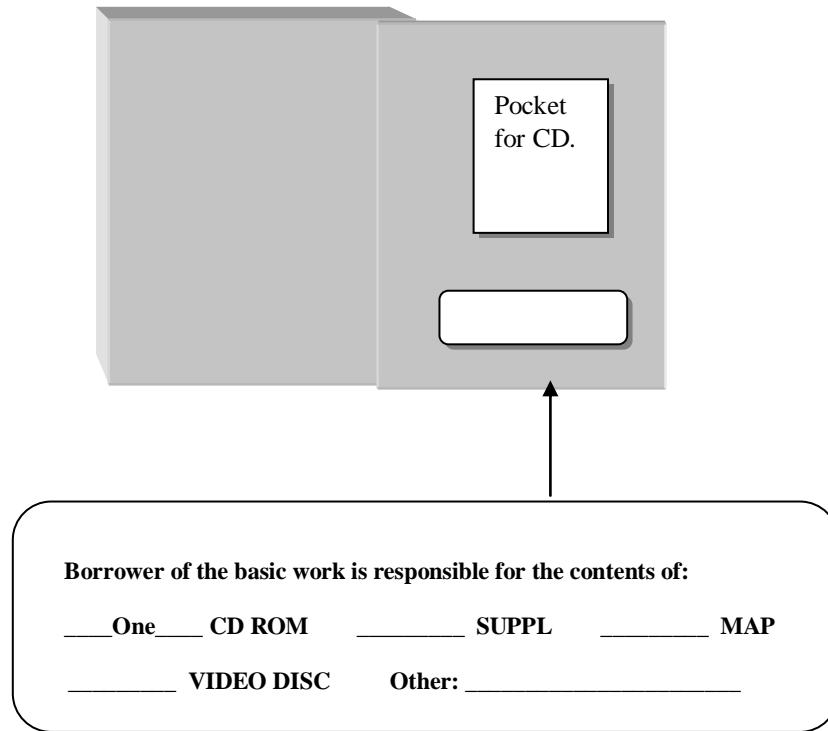
SPECIAL CONSIDERATION:

Books with CD-ROMs

1. Books with CD-ROMs need an additional security CD-target that goes over the CD.
2. A pre-printed note is required at the front of the book cover:



3. A pre-printed note is required at the end of the book, below the plastic pocket of the CD-ROM:

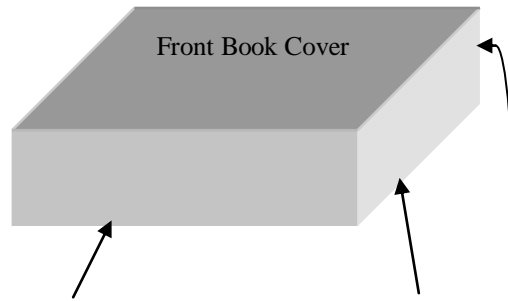


B. PROPERTY STAMP

1. After the book has been targeted, apply the property stamp,

"University of California Library, Irvine"

On all three sides of the book. Use the stamp with the largest typeface available that will fit ALL three sides of the book. Stamp so that the words can be read from left to right when the book is lying face up on a surface.



UNIVERSITY OF CALIFORNIA LIBRARY, IRVINE

* The property stamp should be re-inked on the stamp pad after every single stamp is made.

NOTE:

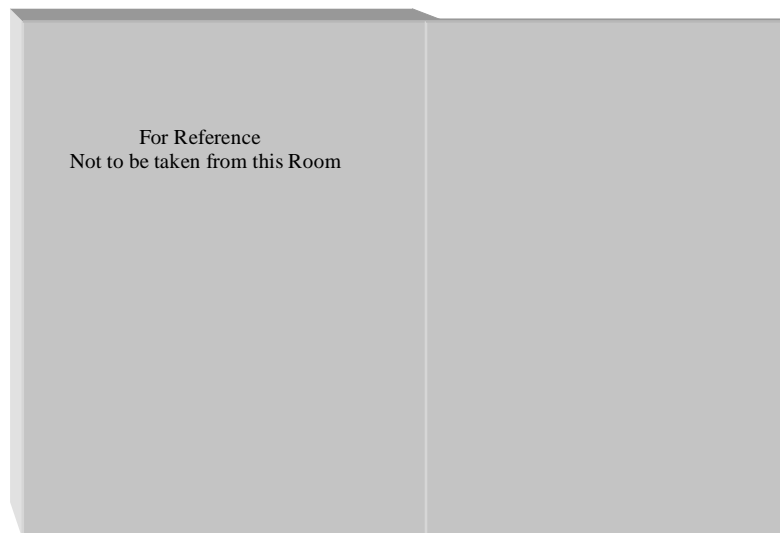
Grunigen Medical Library books has its own property stamp:

UNIVERSITY OF CALIFORNIA LIBRARY, IRVINE
GRUNIGEN MEDICAL LIBRARY

DO NOT USE the "*University of California Library, Irvine*" property stamp for any GML books!

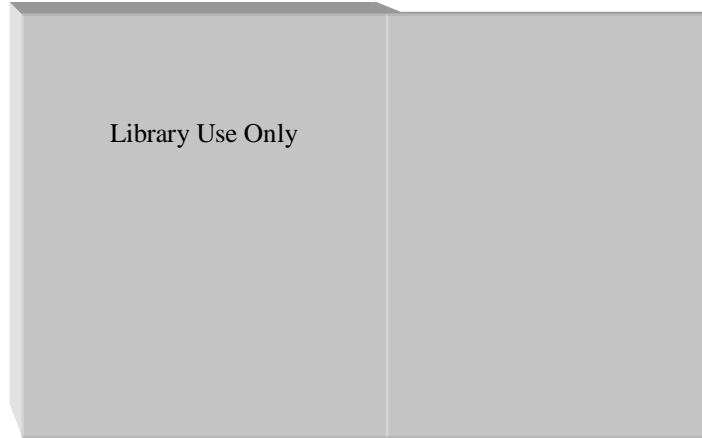
Reference materials will need an additional stamp that reads:

For Reference
Not to be taken from this Room



Non-circulating books that are not Reference materials will require a stamp that reads:

Library Use Only



Although East Asian Collection Reference and Gov. Info Dept. Reference are reference material they need the stamp that reads:

Library Use Only

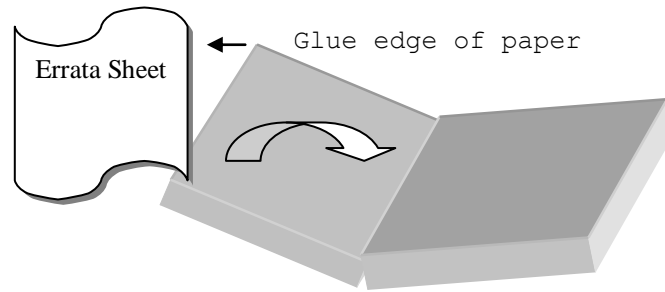
Special Considerations:

1. Throw away book covers that are not being requested by Staff members. Place the requested book covers in a designated box.

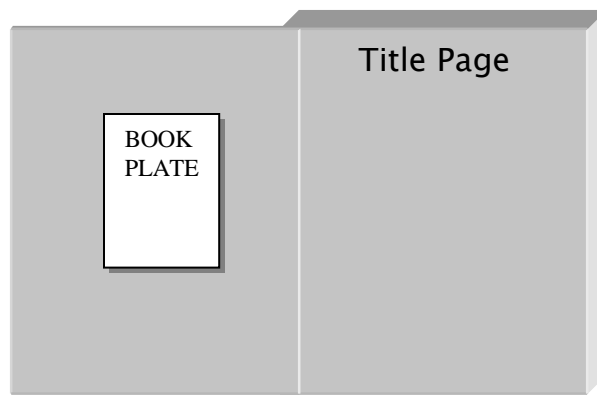
NOTE:

All book covers will be delivered to the Viewing Alcove located at Science Library Room # 360, on the 15th of each month. A box for the book jackets was placed there for the requestors to pick up. Any book covers left after the 15th of each month will be discarded.

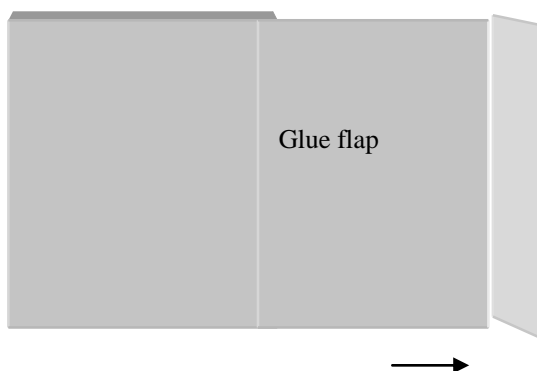
2. Remove any price stickers or scotch tape on the book. If the tape is hard to remove with a x-acto knife, try ironing the problem area for an easier removal.
3. Tip in errata sheets. If there are no specific instructions as to where to insert the errata sheets, place them at the title page.



- Put glue along the edge of the errata sheet, making sure there's no excessive glue, and carefully place it between the pages.
4. Apply bookplates. Glue the bookplate on the inside of the front cover of the book. Make sure no important information is covered.



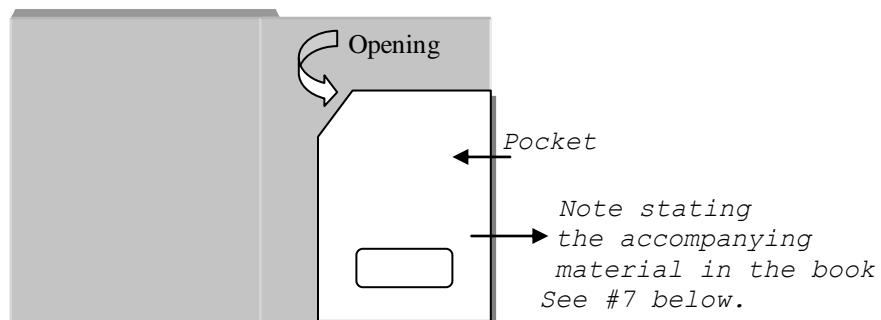
5. Glue the front and back of the book's flaps if applicable.



6. Make pockets for accompanying materials such as supplements, maps, charts etc. Pockets should be placed at the end of the text, on the book cover.

NOTE:

- a. The opening of the pocket should face toward the spine to prevent the pocket material from falling out.
- b. Make the pockets from a legal size acid-free envelope. Four small pockets can be made from one envelope, but if a larger size is needed, cut the envelope into the appropriate proportions.
- c. Glue the pocket along the edge of cover. This will give the accompanying material enough space to be placed into the pocket and prevent the materials from folding.



- d. Not all texts are read from left to right. One example is East Asian Collection books. Pagination and title page are good ways of knowing which is the beginning or the end of the text.

7. Books that have accompanying material require a special note to be placed right below the date due slip to ensure that all accompanying materials are not lost after check out.

Example:

Borrower of the basic work is responsible for the contents of:

_____ **CD ROM** _____ **SUPPL** _____ **MAP**
_____ **VIDEO DISC** **Other:** _____

8. Materials Requiring Binding

The following are books that may need special processing which consist of the following options:

Be delivered to the Bindery, Fastbinding, or Perfectbinding, Pambinding.

Note: Consult with the Repairs Supervisor and/or the Serials binding Supervisor to determine what procedure to take with these materials.

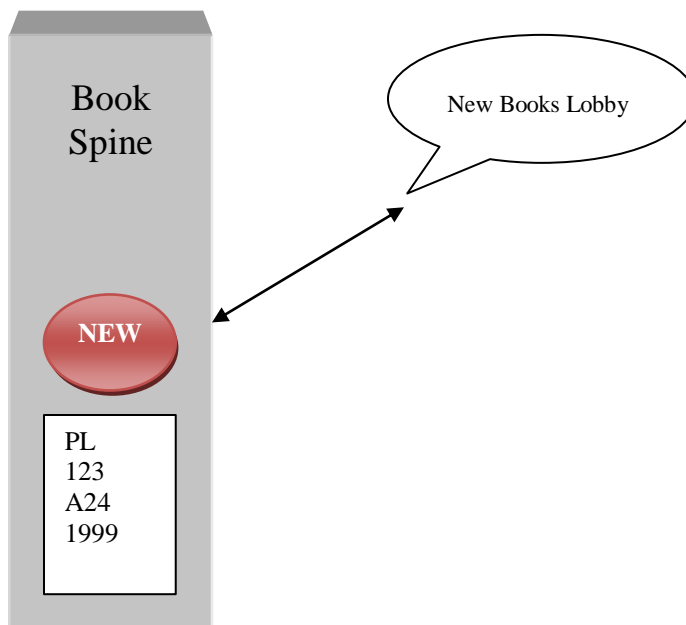
- a. If at any point during the process a book is seen to be in need of repair work.
- b. Certain music or computer books that are paperbacks.
- c. Any thin/flimsy books or books that are stapled together.

9. NEW BOOKS LOBBY BOOKS

These books are delivered to Physical Processing on a priority basis. These books are to be processed exactly like a regular monograph except some additional steps needed:

1. Print the call numbers labels twice, one for the book and the other for the outside book jacket.

2. Above call number place the red "NEW" sticker, which indicates that this item will be routed to the New Books Lobby.



* See measurement for call number placements section below.

Millenium

An authorization/password should be requested prior to training in call number label production. The modules used in Millenium are Millenium Serials.

C. PRINTING CALL NUMBER LABELS

Work from one end of the row of books to the other, (when facing the book truck, work from right to left, top shelf, 2nd shelf and so on) keeping them in order while scanning the barcodes. Everyone should work in the same order so that the next person knows where to continue the unfinished book truck.

Procedure:

1. Double click on Millenium and you will need to log on with:
 Login = milbind
 Password = M01BnD04
2. Click on the Check box for Serials
3. Key your initials

 (*Obtain the Physical Processing Unit's login name and password from the supervisor.)
4. Select B for Barcode
5. Now you individually scan the barcode for each book hit F1 to view the call no. and then hit F2 for print. When you are done with a row cut out the labels from the printer and start on the next row.
- 6.

NOTE:

Barcodes are found on the top-mid area, on the back of the book cover. Sometimes the barcodes are located on the last few pages of the book. Some barcodes in the Government Information Dept materials are located on the title page. For these materials, the barcode should be peeled off and placed at the designated area described in the guidelines.

For Barcoding Policy and Placement Guidelines please refer to:

<http://sun3.lib.uci.edu/~techsvcs/barcode.htm>

IDENTIFYING ERRONEOUS RECORDS IN MILLENIUM

Many variables can contribute to unsuccessful call number production. The following shows how to identify mistakes and find solutions for them.

PROBLEMS:

1. You will not be able to print a call number if the following appears after you scan the barcode:
 - *Multiple barcodes appear in the search*
 - *Two entries found under one barcode*

The barcode may not have been updated or attached to an item record.

2. Millenium was prompted to print a call number, but the printer did not print; instead, it scrolled up a blank label.
In this case, the call number field was never updated in the bibliography record.

SOLUTION for problems 1 and 2:

Place a pre-printed specific note addressing these problems in the book and route it back to Cataloging Department for correction.

D. Placement of Call Number Labels

Compu-Seal Thermal Label

1. It is very important to place shields on the call numbers right after they are printed. This is to prevent the ink from fading or labels getting tainted. The shields should be placed on the call number label without their extending outside of the label. Make sure hands are clean to prevent the printed call numbers from receiving smears.
2. The first call number on the tape of printed labels should correspond to the first book on the shelf. Make sure that the call number is correct before the label is placed on the book. Compare the call number on the label to the call number written inside the book. If the call numbers do not match, insert a pre-printed note referring to this particular mistake.

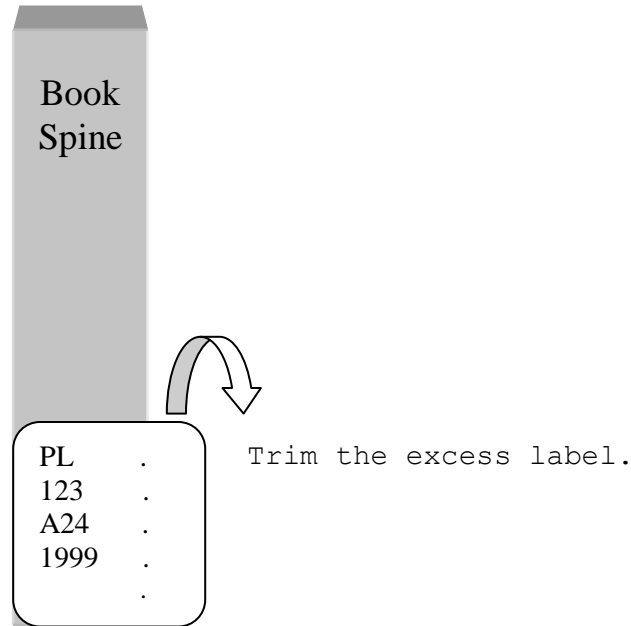
Call number label that fits on the spine

IMPORTANT: Always try to put the call number on the spine of the book if possible. This placement allows patrons easier access to the books they are searching for without their having to pull each book out of the shelves.

Take the call number label and place it on the spine of the book. If the printed characters of the call number

are not wider than the spine (not wrapping around the spine), place the call number label on the spine.

If the label is wider than the spine of the book, trim the excess tape on the right side ONLY. The left side of the tape is never trimmed.

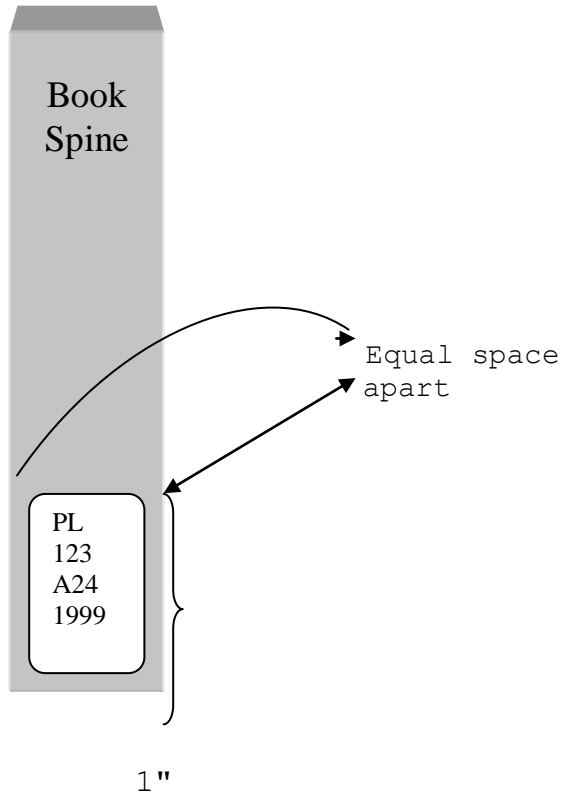


MEASUREMENT FOR CALL NUMBER LABEL PLACEMENTS:

Paperback and hardback Books

Measure one inch from the bottom of the book's spine area with the measure card. Place the label as straight as possible on the spine of the book. If the spine area is wide enough for the whole label then the label must be placed so that right and left margins are equally spaced apart.

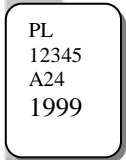
Example:



Call number labels that DOES NOT fit on the spine



If the printed call number is wider than the book's spine area, the label must be placed to the upper left front of the book cover.



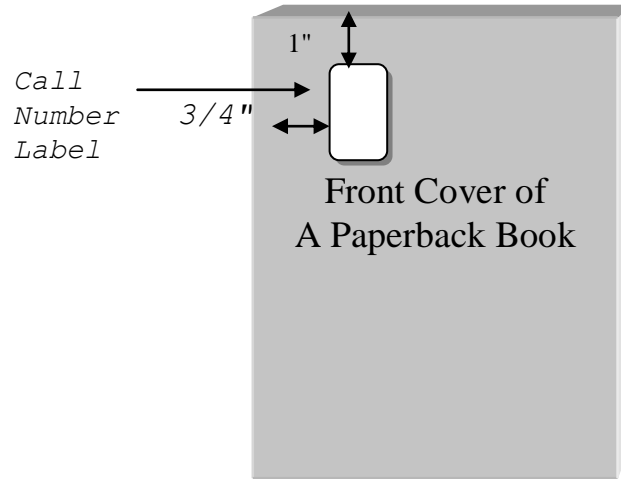
Too many characters to fit on spine area.

Measurement for call number label placements:

Paperback Books

Measure 1" from the top and 3/4" inch in from the spine of the book with the short end of the measuring card and mark with the pencil. This spot marks where the top left corner of the call number should be placed.

Example:

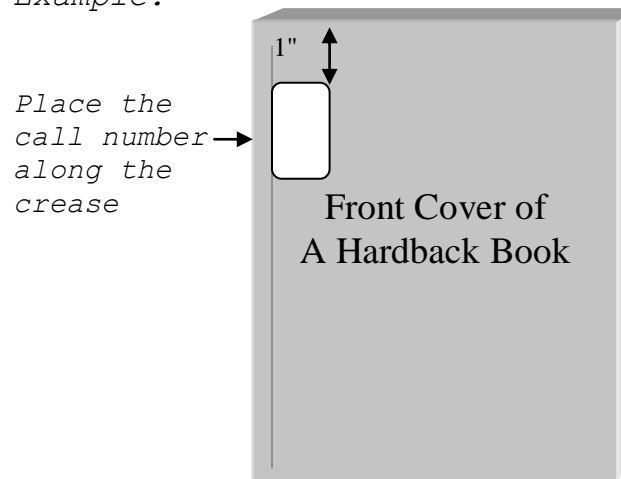


This particular measurement is used to prevent the call number from shifting toward the spine after the book is sent to the Bindery for Mylar binding.

Hardback Books

Measure one inch from the top only. Place the label along, but not in, the crease of the spine on the front cover.

Example:



LABELING INSTRUCTIONS FOR SPECIAL MATERIALS:

Reference Books

Any East Asian Collection Reference, Main Reference, Science Reference, Government Publication Reference plus any hard bound Government Publication books, Grunigen Medical Library Reference Books, and South East Asian Archive (SEA ARCH- though SEA ARCH are not Reference materials) need the same treatment as the Reference books when applying a call number label.

No information is to be covered when placing a call number label or location tape on these books!

Priority Setting Considerations for Labeling Reference Books

First Choice

1. Try to use the call number measurer (1" from the top) if possible without covering any important information on the spine.
2. Place the location tape assigned for the book right above the call number label without leaving any space between them.
 - * If this is not possible, move the location tape upward as close to the call number label as possible.

Second Choice

1. If first choice is not doable, then move the call number upward until a space is allowed for the label placement. Always choose the right side of the spine area if possible. Trim excess label if necessary.
2. Refer to Choice 1, #2.

Third Choice

1. If second choice is not doable, place the label on front of the book cover. Use the measurement described for hardback and paperback books.
2. If the measurement cannot be used, then move the label downward until a space is allowed for labeling without covering any important information on the book.

3. Location tape should be placed right above the call number label. If this is not possible, move the call number downward until space is allowed for the location tape to be placed directly above it.
4. If there is only just enough space for the call number label to be placed on the book cover, try to place the location tape on the spine.

NOTE:

When processing a whole set of identical Reference Materials try to have all call number labels and location tape placed on the same areas. This helps to identify the set and allows easy recognition.

Important guidelines for Reference materials:

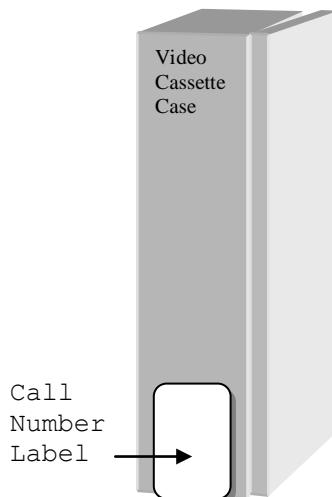
It is important that no information is covered on all Reference Materials. Logos and pictures can be covered up if necessary. Use common sense to judge what is crucial for patrons' usage of the material. Make sure that accurate location tape is used. Whenever information is not clear, look up the Millenium record for verifications.

Multimedia Resources Materials

Video Tape

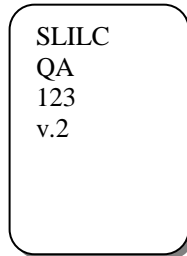
1. Place the prepared call number label on the left bottom corner of the spine.

Example:



SLILC - Science Library Interactive Learning Center materials

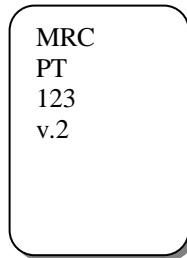
Example:



MRC - Multimedia Resources Center Materials

*Note: all capitalized.

Example:

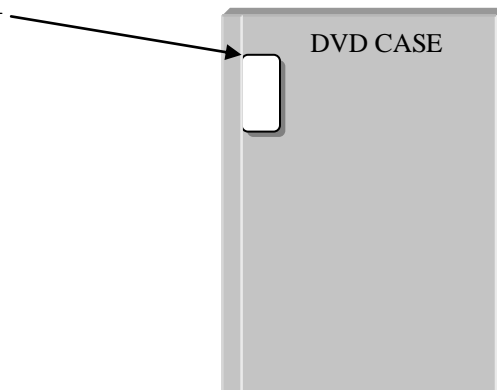


DVDs

Call number labels for DVDs should be placed the same as books according to their measuring standards for placing books in the front.

Example:

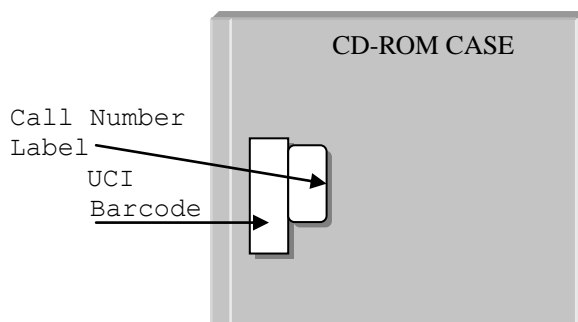
Call Number
Label



CD-ROMs

Call number labels for CD-ROMs should be placed next to the barcode.

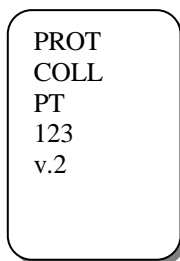
Example:



PROT COLL - Protected Collection Materials

A space is required between PROT COLL and the call number. Make sure that "PROT COLL" is capitalized without periods.

Example:



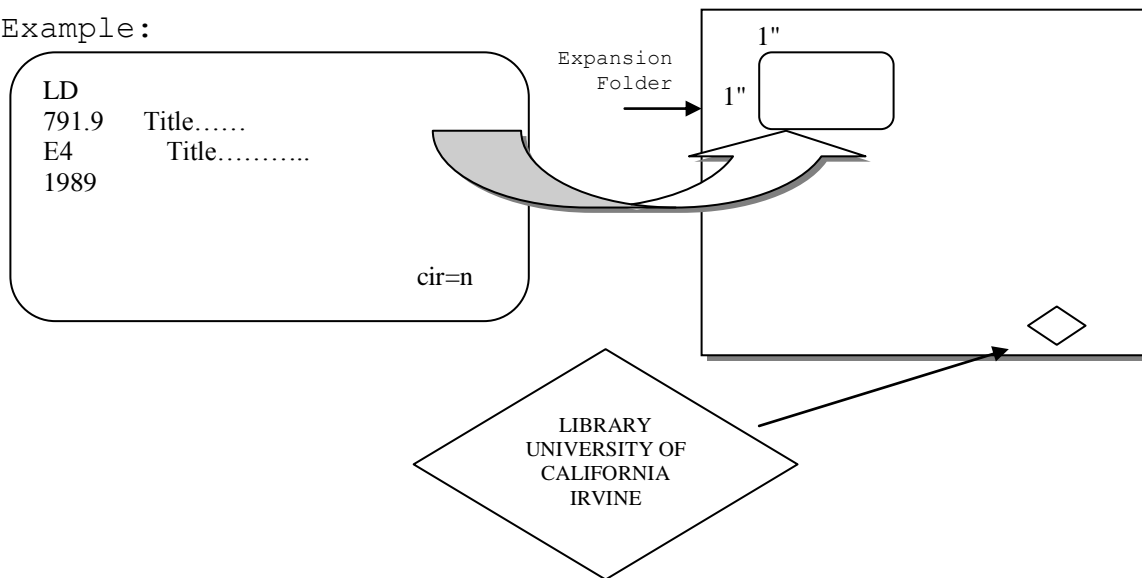
DISSERTATIONS

Archives Department delivers original copies of dissertations in envelopes to Physical Processing to be processed. These original copies do not need to be bound; but instead will be sent to the Southern Regional Library Facilities (SRLF) for storage.

Processing steps:

1. Take the original dissertations out of their envelopes and place them in acid-free file folders.
2. Type the call number (vertically) and the title of each dissertation (horizontally) on a 2" x 4" self-adhesive label. A copy of the call number and title should be located outside of the envelope.

Example:



3. Place the typed call number and title label on the top left corner (measured about 1" from top and 1" from left side) of an acid-free expansion folder.
- A "cir=n" note must be typed on the left bottom corner of the label to indicate its non-circulating status.
 - Use the diamond shaped property stamp and stamp on the bottom right corner of the expansion folder.

4. Place the acid-free file folder that contains the original dissertation into the expansion folder. Insert the flap of the expansion folder inside next to the file folder.

PROCEDURE FOR IRONING CALL NUMBER LABELS

1. Place the call number label (still intact with the backing) on the spine of the book and fold the excess tape over the edge.
2. Mark where the tape should be trimmed with a pencil. A more efficient way is to indicate the area to be trimmed with a fold.
3. Be extremely cautious when handling the x-acto knife. Place the label on the cutting board and trim the label with a metal ruler ensuring the cut is as straight as possible. Make sure that the label covers as much of the spine as possible without any excess tape being wrapped around the edge of the spine.

* Any call number label that wraps around the spine area will eventually fall off from the pulling and shelving of the book.

4. Hold the book on the iron with a reasonable amount of pressure for 7-10 seconds.

* If the spine of the book is not flat or if it is large, hold the book so that one side of the label is on the iron for 5-7 seconds. Roll the book so that the other side of the label is on the iron and hold it for 5-7 seconds. Repeat until the whole label has come in contact the iron.

* Make sure you don't "push/glide" the label on the iron or it will become "rippled".

5. Lift the book and smooth out any bubbles with a bone folder. This will ensure that the call number is being ironed down completely.

* Erase any glue on the surface/edges of the label. Make sure no eraser residue is left on the book.

NOTE 1:

From time to time, clean the iron plate cover with tissue paper and rubbing alcohol.

DO NOT try to clean glue residue with any sharp objects, it will damage the iron plate cover!

NOTE 2:

The heat setting for the iron should be between 3-3.5 (located right underneath the iron-be careful when handling the iron). It can be adjusted to a higher temperature if needed to peel off hard to remove call number labels.

NOTE 3:

Be very cautious when peeling off a call number label from the spine so that no damage is done to the book.

When the entire book truck has been labeled, the supervisor will check it for errors before the books are routed to their designated locations.

Some books with specific locations have printed tapes that identify their location in the library. These location tapes eliminate the need to type the location in the Vernon Program. These books are:

Abbreviated Location Tape

EA COLL	-	East Asian Collection
EA REF	-	East Asian Collection Reference
GMLREF	-	Grunigen Medical Library Reference
MLREF	-	Main Library Reference
SEA ARCH	-	South East Asian Archive
SLREF	-	Science Library Reference
MICROFORMS		
ROOM	-	Microfilms or Microfiche

Government Information Department has colored tapes that distinguish all publications in its department:

Green	= gpca	= Gov. Info California
White	= gpus	= Gov. Info U.S.

Blue = gpint = Gov. Info International
Orange = gploc = Gov. Info Orange County

REVISING

Revision of all books processed is the most important step throughout the whole of the physical processes. Without an accurate eye for catching mistakes, a book can be misdirected to the wrong shelf and may never be found again.

After the entire book truck has been labeled, the supervisor checks for accurate: call number labels; location tape; date stamp; and date due slip or Reference stamp or non-circulating stamp. All papers that come inside the books are taken out when the books are revised. However, there are a few exceptions. ALL paperwork must be left inside of ALL REFERENCE materials (such as MLREF, SLREF, and MCLREF) and Government Information Dept. materials. Priority slips that indicate a specific routing or delivering information should also remain in their respective materials.

All books are to be routed according to the assigned call numbers:

CALL NUMBER LOCATION ASSIGNMENTS

MAIN LIBRARY

A-F

G, GA, GF-GV

H-P (except science theses)

R

TR, TT

TX 1 - TX 324

TX 326 - TX 34

TX 631-1110

U-Z

SCIENCE LIBRARY

GB, GC, GE

LD 791.8
(Science theses only)

LD 791.9
(Science theses only)

Q (All except QM, QP, QR)

S (ALL)

T-TP, TS

TX 325

TX 341-612

All East Asian Collection and South East Asian Archive

You should also be aware of OVERSIZED books. Music and art books are never marked OVERSIZE, only DOUBLE OVERSIZE and TRIPLE OVERSIZE. OVERSIZE, DOUBLE OVERSIZE and TRIPLE OVERSIZE are assigned as follows:

OVERSIZE - Books 30.6 cm - 35.5 cm height

DOUBLE

OVERSIZE - Books 35.6 cm - 48.5 cm height or
30.6 cm - 34.5 cm width

TRIPLE

OVERSIZE - Books 48.6 cm height or more/
34.6 cm width or more

PROTECTED COLLECTION - 4 cm height or less

I TYPE: this information is found in each book's item record. This identifies if the book can or cannot be circulated.

CIR	NON-CIRC
0 = Mono	24 = Serial
23 = Serial	27 = Mono
31 = Serial	40 = Serial
41 = Ltd. Crc. Ser.	
42 = Crc. Ser.	
16 = Reserve, 2 hrs - overnight	

For information about Branch codes and I Type codes please refer to Millenium - Information about the System - Codes used.

SPECIFICATIONS FOR ROUTING ALL LIBRARY MATERIALS:

EAST ASIAN COLLECITON BOOKS

East Asian Reference

Location code : *earef*
Route to Main Library Circulation
unless specified otherwise.

East Asian Collection

Location Code: *eacol*
Route to Main Library Circulation.

MAIN LIBRARY BOOKS

Books without any specific routing slips/directions:

Location code: *main*
Route to Main Library Circulation.

BOOKS WITH PRIORITY SLIPS MARKED:

Reserve, On Hold, Notify, Deliver to STAFF (ONLY)

Location Code: *main*
Route to Main Library Access

DO NOT REMOVE THE PRIORITY SLIPS!!

"Deliver" to FACULTY (ONLY)

Location Code: *main*
Route to DDS, Dianna Sahhar, Main Library 212G.

DO NOT REMOVE THE PRIORITY SLIPS!!

Any "Deliver" to Staff will go to Access.
(All Science Library books marked "Deliver" will go to the SL
2nd Floor priority shelf.)

New Books Lobby

Location Code: *mllob*

Route to: Refer to the instructions for Reserve, On Hold, Notify, and Deliver to Staff/Faculty. If ONLY "New Books Lobby" is indicated, remove the priority slip and route to Main Circulation.

Reference

Location Code: *ref*

Route to Main Library Reference.

Make sure MLREF location tape is above the call number label.

DO NOT REMOVE ANY PAPERWORK THAT COMES WITH THE BOOK!

GML Books (Grunigen Medical Library)

Location Code: *GML*

Route to GML; pull the Blue GML slips out to be reused by Acquisition Dept.

GML Reference

Location code: *gmlrd*

Route to GML:. Make sure MCLREF location tape is above the call number.

*Note MCLREF stickers are used for the GML, which essentially mean the same thing. MCL refers to Medical Center Library.

MRC (Multimedia Resources Center)

Consists of: Books, Video Tapes, Audio Cassettes, Video Discs, Audio Discs, Computer Disks and CD-ROM.

Location Code: *mrc*

Route to Main Library, MRC.

Pull all slips out other than the priority slips that indicate other specific instructions.

NOTE:

A book may not necessarily be routed to the same location as the accompanying CDROM. When in doubt, check Millenium for location code to confirm.

Science Library Books

Books without any specific routing slips/directions:

Location Code: slbar/sldrm

Route to Science Library Room# 220, place books on shelves reserved for Physical Processing or on any empty book truck.

NOTE:

All sldrm books require a grey dot on the mid-spine area or above the call number label.

Reserve Books

Location Code: slbar/sldrm

Route to Main Library Access

DO NOT REMOVE THE PRIORITY SLIPS!!

Permanent Reserve Books

Route to Science Library 2nd Floor, Room 220 priority shelf.

DO NOT REMOVE THE PRIORITY SLIPS!!

On Hold, Notify, Deliver

Route to Science Library 2nd Floor, Room 220 priority shelf

DO NOT REMOVE THE PRIORITY SLIPS!!

Reference Books

Route to the 2nd Floor Science Library Reference Room. Shelve the reference books designated for Physical Processing in the "Staff Only" room next to the Reference area.

DO NOT REMOVE ANY PAPERWORK THAT COMES WITH THE BOOK!!

SLILC (Science Library Interactive Learning Center)

Consists of: Books, Video Tapes, Audio Cassettes,
Video Discs, Audio Discs, Computer Disks and CD-ROM.

Location Code: *slilc*

Route to SLILC.

Pull all slips out other than the priority slips that
indicate other specific instructions.

A note must accompany the SLILC materials when routing:

"New Material from Physical Processing,
DO NOT SHELVES.

NOTE:

As mentioned previously, a book may not necessarily be routed
to the same location as the accompanying CDROM.

SEA ARCH (South East Asian Archive)

Location Code: *soarc*

Route to Main Library Circulation

Unless specified otherwise.

Make sure the location tape is placed above its call number
label without covering any important information.

PROT COLL (Protected Collection)

Location Code: *mainx*

Route to Main Library Access Services, unless specified
to be delivered, put on hold or sent to reserves.

Call number needs to be typed on the Vernon program.

BINDERY

Books are delivered from the bindery twice a month, which need to
be processed in this manner:

1. Buckram, vinyl (Mylar) and Pam bound books need to be
property stamped on all 3 sides. If a Pam bind is too thin,
use the diamond property stamp on the front and back cover of
the book. Refer to Property stamp procedure on pages 4-7.

2. Some books have accompanying materials which need property stamps. Make sure the cataloger has written a call number on each piece.
3. Not all the books from the bindery have imprinted call numbers, i.e. Pam binds and Mylar binds. Make sure all books have a call number labels before they are routed to their designated locations.
4. Pam bind: the call number label should be placed on the blue edge, not on the clear plastic, which melts easily on the hot iron. Use the measurement for the hardback front cover, placing it one inch down from the top of the cover.
5. Some books need to be relabeled when labels are faded or hard to read. A new label should be placed directly on top of the old label. This is only for those call numbers that cannot be removed, as with Vinyl binds.
6. Old brittle books that came in boxes should be processed in the same manner as regular Main library/Science Library books.

NOTE:

All books coming from the UC BINDERY have already been targeted during the binding process; therefore, we skip this step when processing.

MONTHLY STATISTICS

The monthly statistics sheet can be found under PreservGroup "mercury" [V]: ***\physicalprocessing\labels\Monthlystatisticcountform.*** Record each item processed according to its category. At the end of each month sum up each category and record it on a monthly statistic sheet on line located on ***V:\physicalprocessing\Statistics.***

There are many specifications as to what item should be counted under which category. Look under call number location assignments, Page 26, for reference.

CATEGORY	DESCRIPTION
LL BOOK	All new serial and monograph volumes (piece count) added to the Langson Library stacks collection. Includes Government Information Department materials, East Asian Collection, South East Asian Collection, all social science/humanities subject dissertations and SRLF books.
SL BOOK	All new serial and monograph volumes added to the Science Library stacks collection. All science related subject dissertations.
GML BOOK	All new volumes added to the Grunigen Medical Library collection.
BINDERY	All monograph binds and serial rebinds. These books were processed and counted as a new item by Physical Processing before they were sent to the bindery to be bound probably due to damage or a need for Mylar bind. Any books that have a call number label placed were counted as a new item under LL/SL category before it is routed to the bindery. If a book comes from Bindery having a call number label yet requires another label placed due to its being recognizable or hidden, this item will be counted under the RELABEL category.
RELABEL	All pieces which are relabeled. Examples: books that need a new call number replacement due to call number changes, damage or missing call number labels.
AUDIO CASSETTE	Sound tape cassettes shelved in the Multimedia Center (MRC), Science Library Interactive Learning Center (SLILC) or Grunigen Center Library (GML). Count each item according to its location.
AUDIO DISC	Audio discs shelved in the Multimedia Center (MRC), Science Library Interactive Learning Center (SLILC) or Grunigen Medical Library (GML). Count each item according to its location.
CD ROM	Computer compact discs shelved in the Multimedia Center (MRC), Science Library Interactive Learning

Center (SLILC) or Grunigen Medical Library (GML).
Count each item according to its location.

COMPUTER
DISK Computer disks shelved in the Multimedia
Center (MRC), Science Library Interactive Learning
Center (SLILC) or Grunigen Medical Library (GML).
Count each item according to its location.

DVD Digital video discs shelved in the Multimedia
Center (MRC), Science Library Interactive Learning
Center (SLILC) or Grunigen Medical Library (GML).
Count each item according to its location.

VIDEO DISC Video discs shelved in the Multimedia Center (MRC),
Science Library Interactive Learning Center (SLILC)
or Grunigen Medical Library (GML). Count each disc
as one item count. Record counts according to its
location.

VIDEO TAPE Video tapes shelved in the Multimedia Center (MRC),
Science Library Interactive Learning Center (SLILC)
or Grunigen Medical Library (GML). Count each item
according to its location.