

Libraries Access Support Group : Barcoding Guidelines for Book Formats

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Barcoding Guidelines for Book Formats (To be reviewed fall 2007)

Questions should be referred to the Access Support Group at asg-lib@mit.edu.

These guidelines apply to all new acquisitions in book format (monographs, serials, and bound journals). This does not affect special format items, such as CDs, DVDs, Maps, Scores, etc.

- Barcodes will be affixed on the front cover, top left corner, not more than 1 inch from the top edge and not more than 3 inches from the left edge
- Call number labels that had formerly been placed in this location should now be placed in the lower left corner, in line approximately with where spine labels are located

This practice will be used as new items are acquired, as existing items are sent to storage or as items require re-barcoding for other reasons. A major effort to re-barcode or replace call numbers on the collection is not warranted. Preservation Services recommends that we do not razor out barcodes. The preferred method of replacing barcodes is to apply a new one or to duplicate (if we decide to implement barcode duplicators).

Six types of barcodes used on collections and when to use:

(Blue-line barcodes used at circ desks for non-MIT patron IDs are not considered here.)

- **No Red line - Monographs**
 - **Single** - Use for cloth monographs and/or items going to OCC, unless items are in an enclosure (for enclosures, see "double" procedure below).
 - **Piggyback** - Use for monograph paperbacks, rare books going into Rotch's LMTA Collection or when uncertain of proper placement; on items going to Preservation Services for repair/rebind.
 - **Double** - Used by some local processing units for matching multiple format items, e.g. items in phase boxes, envelopes, etc. Still to be used on items going to OCC in boxes, envelopes or other enclosures. No longer to be used for standard book format items going to OCC (see "single" procedure above).
- **Red line - Serials:** Since we strive to keep central processes uniform across the system, red-line barcodes will continue to be used for all serials in all locations.
 - **Single Red-line** - Use for cloth serials (processing units in Rotch, Hum/Music and Dewey rely on them for visually identifying serials for internal workflows). Also use when sending materials to LSA for storage.
 - **Piggyback Red-line** - Use on paperback serials, when sending unbound journals to Acme for binding, and on items going to Preservation Services for repair/rebind.
 - **Double Red-line** - Used by some local processing units for matching multiple format items, e.g. items in phase boxes, envelopes, etc. Still to be used on items going to OCC in boxes, envelopes or other enclosures. No longer to be used for standard book format items going to OCC (see "single" procedure above).

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Placement of barcodes by material type:

- **Placement for cloth:** Single barcode should be placed on the front cover, top left corner, no more than 1" from the top edge and not more than 3" from the left edge, regardless of the cover design.
- **Placement for books with dust jackets:** Apply a single barcode to the front cover of the book, following procedure above. If it is determined that the item will go to the browsery or new book display (or similar) when it arrives at the local unit, then local processing can re-barcode the item using duplicate barcodes, placing one barcode on the dust jacket and using the other to replace the barcode on the cover.
- **Placement for paperback:** Piggyback barcodes should be placed inside the back cover, 1" from the top and centered. Local processing units will move these barcodes to their final destination, as described for cloth books, after the book has been through Preservation Services and a binding decision has been made.
- **Placement for items going to HD:** For standard book formats, single barcodes should be placed in the position as described above. Double barcodes should be used on items in boxes, envelopes or other enclosures.
- **Placement for "Limited Access" items:** Barcodes should NEVER be affixed to items going into the LMTA collection. A piggyback barcode should be applied to the ATTN flag, to be relocated to an acid free flag by the Rare Books Cataloger.
- **Placement for items with enclosures:** Use duplicate barcodes. One barcode is placed in the upper left corner of the box or envelope; the other barcode is placed inside the back cover of the book.
- **Barcoding for older items going to storage (single barcode already in back cover):** As material is pulled from our collections for storage, we will encounter material that was barcoded before this new standardized location was put into place. In those instances, use double barcodes. Place one barcode on the front cover as described above -- use the second barcode to cover the old barcode inside the back cover.