

#### **4.00 Policies & Procedures—Processing**

revised: October 4, 2010

##### *Mission Statement*

The mission of the processing department is to oversee the preparation, preservation, and maintenance of all materials, while fostering an atmosphere of participation and communication between staff and providing the best product to our patrons.

## **4.1 Procedures**

The Library acquires materials in a variety of formats, both printed and audiovisual. This material represents a considerable investment of money. The Processing Department strives to prepare items for public use in such a way as to maximize their lifespan, as well as to make them look attractive on the shelf.

The Department has established procedures governing initial preparation of material (labeling, laminating of paperback books, jacketing) as well as maintaining and preserving items previously added to the collection (relabeling, mending). The library does not cover books, laminate papers, or mend old books for the public.

## **4.2 Labeling**

Books are labeled in the following manner:

1. Labels are generated with label printing software, based on bibliographic records extracted from the Integrated Library System's Cataloging module.
2. Labels are attached to the book jacket or spine 1" from the bottom. If the book is too narrow to allow the complete label to be visible, the label can be put on the upper left corner of the front cover.
3. Relabeled books: Old labels should be removed, if possible, and the new one put in its place. If the old label cannot be removed, the new label is placed *over* it to hide the old label.
4. After labeling, books are sorted into stacks for: laminating, and plastic jackets.
5. Books are taken to the areas marked for each process and should never be placed in any other area.

## **4.3 Mending**

Mending should proceed in an orderly, step-by-step manner. All books should be inspected and sorted according to work needed. A work slip must be placed in each book, listing the repairs to be made. Books which are very old or in very poor condition should be put aside for evaluation to determine if they are worth mending. If not worth mending, they should be withdrawn.

## **4.4 Memorial and Gift Plates**

The second page of the book is used for the positioning of memorial plates or gift plates. Please place these as instructed above. If the book's format forbids such placement, gift plates are placed as near to the front of the book as possible, either by hinging in an extra page or by utilizing blank areas on the front pages.