

E4. Label Placement (Call/Shelf Number; Item Barcode): Books

E4.1. Call/Shelf Number Label Placement (Summary Guidelines)

E4.1.1. Non-rare hardbound books (Overseas Offices, Washington, and shelf-ready suppliers)

If the spine is 1 or more inches wide, affix the label (including an MLC label) on the spine. Center the label and position it preferably ½ inch from the bottom of the spine. If that position covers important information, adjust the position accordingly.

If the spine is less than 1 inch wide, with the spine to the left, affix the label (including an MLC label) on the upper left quadrant of the cover ½ inch to the right of the spine and ½ inch from the top. Use this position to insure consistent placement of the call/shelf number label regardless of the direction in which the text reads.

E4.1.2. Non-rare paperbound books (Overseas Offices, Washington, and shelf-ready suppliers)

E4.1.2.1. Paperbounds not candidates for binding (c-GenColl and all MLC)

For paperbounds in the custody of CALM (including those from Casalini) and all MLC, regardless of custody, apply the conventions stated in E4.1.1 for hardbounds.

E4.1.2.2. Paperbounds that are candidates for binding (custodies other than c-GenColl but excluding MLC)

With the spine to the left, affix the label on the upper left quadrant of the cover ½ inch to the right of the spine and ½ inch from the top in all cases even when there is room for the label on the spine. This is so the label is still visible after books are returned from the bindery; it facilitates quality assurance done by BCCD. Use this position to insure consistent placement of the call/shelf number label regardless of the direction in which the text reads.

E4.2. Item Barcode Label Placement

The basic guidelines for item barcode placement are in a BCCD document entitled "Where to Place Item Barcodes on Books and How to Adhere Them" to be found at:

http://www.loc.gov/staff/ils/user_tips/barcodes2.pdf

To quote from that document:

"It is very important that the placement of barcode labels is consistent Library-wide. They are placed right-side up on the **upper right quadrant** of the back cover of the book (see Attachment A-1), approximately **two inches left of the joint** or spine and **one-quarter inch below the top** of the volume. For barcoding, the back cover is the cover to the left of the spine, when the spine is facing you (see Attachment A-2)."

See the address given above for more details and for the attachments mentioned in the quotation.