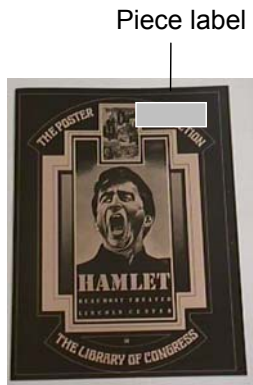


3.2.1 Collection Level Cataloging (CLC)

Example 1. Pamphlet collection



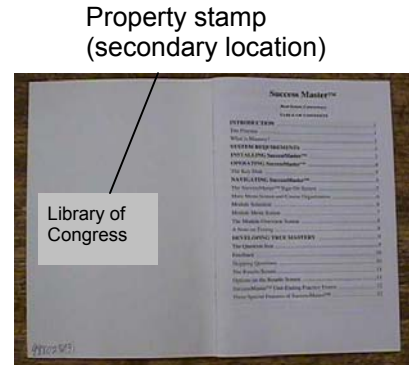
Piece label

Front of piece



Item barcode/
accession label

Back of piece



Property stamp
(secondary location)

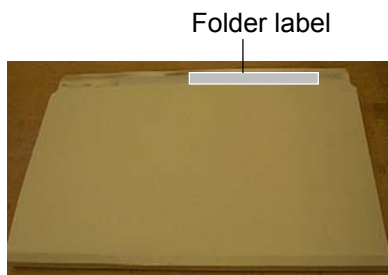
Library of
Congress

Inside front cover



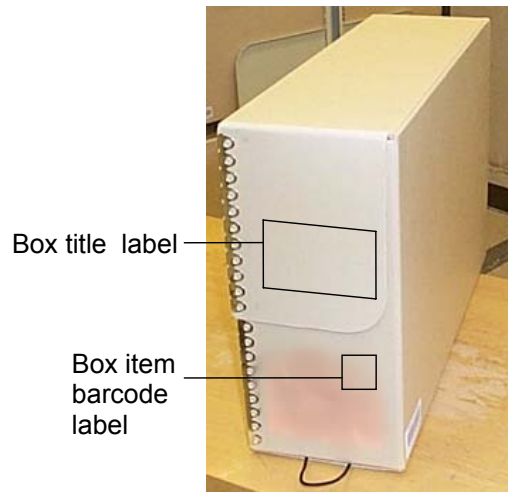
Envelope
label

Front of envelope



Folder label

Front of folder



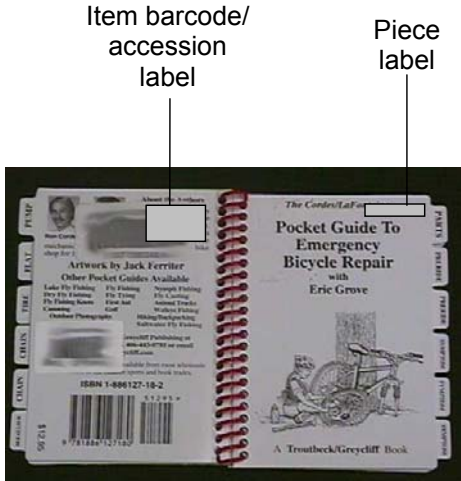
Box title label

Box item
barcode
label

Box

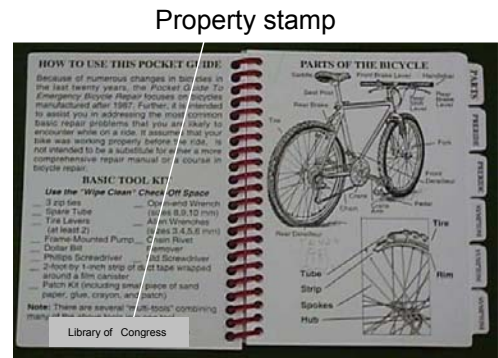
3.2.1 CLC continued

Example 2. Miniature books

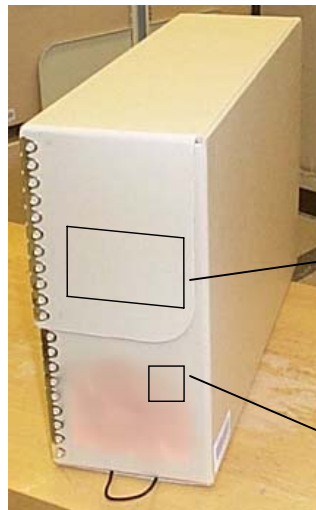


Back cover

Front cover



Inside front cover



Box

Box title label

Box item barcode label

3.2.1 Collection level cataloging (CLC)

Miniature book
 Playscript
 Pamphlet collection
 Uncataloged sheet music

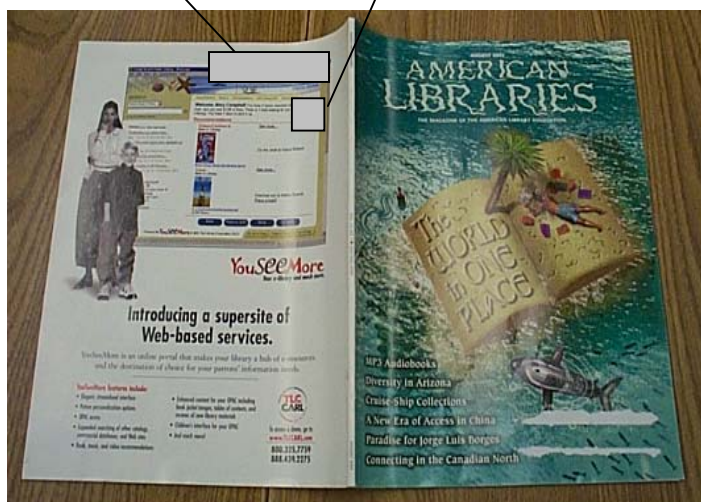
Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x 1" H	Thermal transfer Pres. specs 700-712	Back cover, upper right quadrant of piece
Edge stamp	LIBRARY OF CONGRESS	1¼" W x ½" H	Manual stamp Archival ink (red)	Head (top edge of text block) – 1 st OR Inside front cover, center – 2 nd
Piece label	Collection name Shelving number Piece number	Variable	Thermal transfer Pres. specs 700-712, 700-714	Front page or cover of piece, upper right corner
Folder/ envelope label	Collection name Shelving number	Variable	Thermal transfer Pres. spec 700-711, 700-714	Tab of folder; OR, Upper right of envelope
Box title label ¹	Assignment Collection name Shelving number Box number in series Number of pieces	2" W x 2" H	Thermal transfer Pres. spec 700-711	Side of box or lid, lid opening to the right
Box item barcode label	LIBRARY OF CONGRESS PIN (duplicate of PIN on first piece)	1½" W x ¾" H	Thermal transfer Pres. spec 700-711	Side of box, under box label

¹ Local practice and application of box title labels may vary.

3.2.2 Serial i

Serial shelving label

Item barcode/accession label¹



Back and front cover of issue

¹ Affixed in Copyright but not linked in ILS (no item record is created).

3.2.2 Serial issue¹

Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x 1" H	Thermal transfer Pres. spec 700-712	Back cover, upper right quadrant, below shelving label
Serial shelving label	Title Assignment Classification Cutter number Enumeration Chronology Set number	1½" W x 1" H	Thermal transfer Pres. spec 700-714	Back cover, upper quarter

¹ When cumulated into a bound volume, the call number label and security strip device are located as per 3.1.1. The binder also stamps author/title information onto the spine or front cover, duplicates the item barcode and places it on the back cover in the standard position. Because printed endpapers serve as a property mark an edge stamp is not needed.

3.2.3 Newspaper

Item barcode/
accession label



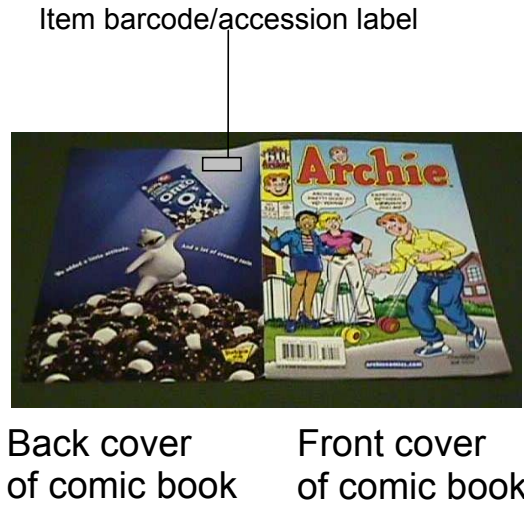
Masthead page

3.2.3 Newspaper¹

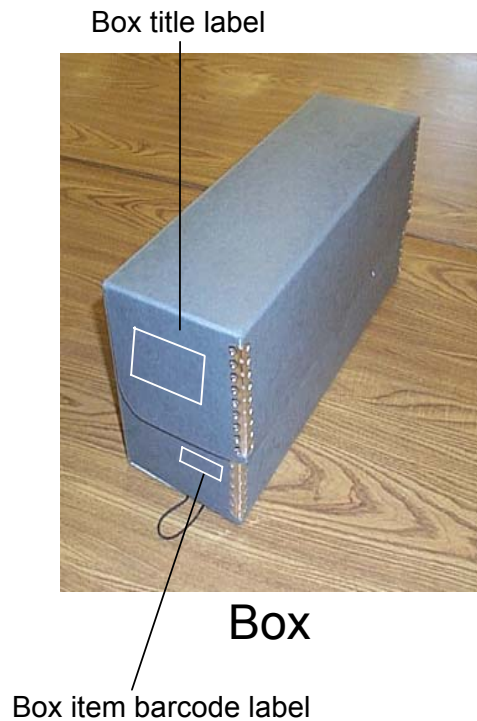
Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x 1" H	Thermal transfer Pres. spec 700-714	Front cover, left corner of masthead, above the title

¹ Accession and label newspapers only if submitted under section 408 of copyright law for copyright registration.

3.2.4 Copyright comic book collection



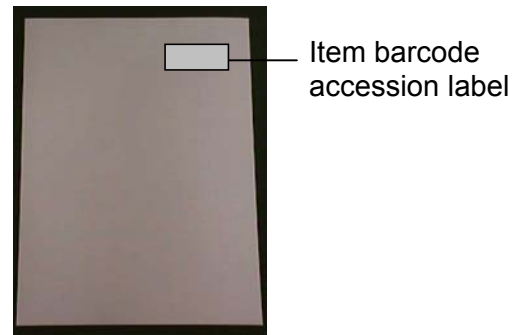
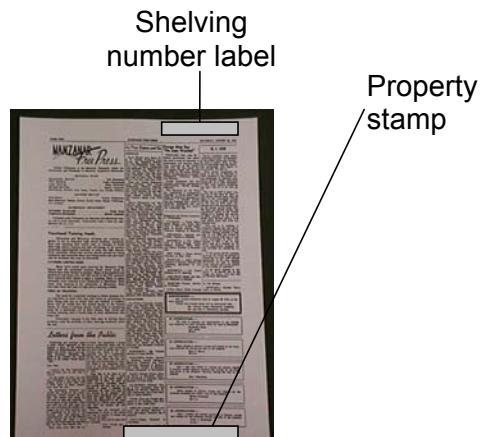
Front of polyester sleeve



3.2.4 Copyright comic book collection

Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" Wx1" H	Thermal transfer Pres. spec 700-712	Back cover, upper right ¼" below top and 2" left of spine — if significant data obscured, may move label left/right, but no lower than top ¼ of back cover
Sleeve shelving number label	Title Shelving number Assignment Enumeration Chronology Copy number	Variable	Thermal transfer Pres. spec 700-713	Front of polyester sleeve, upper left corner
Box title label	Assignment Collection name Range of enumeration/ chronology Shelving number	3" W x 2" H	Thermal transfer Pres. spec 700-711	Side of box lid, lid opening to the right
Box item barcode label	LIBRARY OF CONGRESS PIN (unique)	1½" W x ¾" H	Thermal transfer Pres. spec 700-711	Side of box, just below lid, upper right side

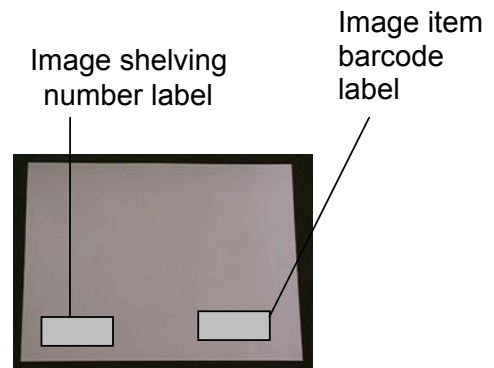
3.2.5 Copyright moving image descriptive material



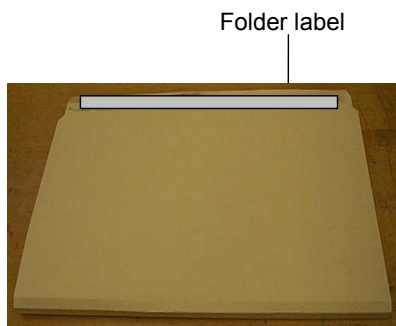
Back cover of text



Front cover of image



Back cover of image



Front of folder



Box

3.2.5 Copyright moving image descriptive material ¹

Label applied	Content	Size	Production method and composition	Location
Text item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x 1" H	Thermal transfer Pres. spec 700-714	Upper right-hand corner of back cover of text
Property stamp	LIBRARY OF CONGRESS	1¼" W x ½" H	Manual stamp Archival ink (red)	Front cover or 1st page of text, bottom center
Text shelving number label	Assignment Collection name Title Shelving number Enumeration Chronology	1" W x ½" H	Thermal transfer Pres. spec 700-714	Upper right-hand corner of front cover of text
Image item barcode label	LIBRARY OF CONGRESS PIN (symbology + eye-legible number)	1½" W x ¾" H	Thermal transfer Pres. spec 700-714	Back of piece, bottom right-hand corner
Image shelving number label	Assignment Collection name Title Shelving number Enumeration Chronology	1" W x ½" H	Thermal transfer Pres. spec 700-714	Back of piece, Bottom left-hand corner
Vertical folder label	Shelving number(s)	Variable	Thermal transfer Pres. spec 700-711 or 700-713 (if polyester)	Front, top edge
Box title label	Assignment Collection name Box number in series	3" W x 2" H	Thermal transfer Pres. spec 700-711	Side of box below lid, center, lid opening to the right
Box item barcode label	LIBRARY OF CONGRESS PIN (unique)	1½" W x ¾" H	Thermal transfer Pres. spec 700-711	Upper right corner, side of lid, lid opening to the right

¹ Posters or other material, which is stored separately are not included in this description.