

## 4. Units that Apply Labels

Multiple divisions may apply the same type of label depending on the method of acquisition and processing stream. Custodial divisions also receive direct ships and purchases. Acquisitions divisions accession direct ships. CO Receipt Analysis Control Center (RACC) receives CO deposits. Copyright Acquisitions Division (CAD) accessions demanded deposits. Serial Record Division (SRD) receives and labels serials. Binding and Collections Care Division (BCCD) applies a duplicate barcode label to newly-bound volumes and applies a call number label to newly processed hard-cover volumes. Finally, Overseas Operations Field Offices (OvOp) apply preliminary labels to overseas acquisitions.

Mark or Label	LS ACQ	Ov Op	CO RACC	● CO Serial Check-in	LS CIP	● CO RC/AR	CAD	LS CAT	SRD	BCCD/CONS	Custodial Division
Item barcode/accession label	● ○	● ○	● ○	●	● ○		● ○		○	● ○	● ○
Lasermark †	●		● ○	●	●		● ○				●
Edge or property stamp	●	●	●	●	●		●			● ○	● ○
Security strip	●	●	● ○	●	●		● ○			● ○	● ○
Retrieval label ‡				●				● ○	○	● ○	● ○
Serial shelving label ‡	●			●							
Title label	●	●		●				●		● ○	● ○
Piece label								● ○		● ○	● ○
Folder/envelope label								●		● ○	● ○
Box/container/piece item barcode label	●	●	●	●		●	●	●		● ○	● ○
Perforation mark	●	●	●								● ○
Use and condition label	● ○					● ○	● ○	●	○	● ○	● ○

- Current
- Proposed

† Equipment currently available in CO RACC and proposed for LS ACQ; CO units will use equipment in CO RACC and LS units will use equipment in LS ACQ.

‡ For new serial titles, retrieval label and shelving number label will be applied by serial cataloging technicians.