

December 18, 2007

**Dartmouth College Library
Labels Processing Working Group**

**Report to Preservation, Access and Cataloging Committee
ADDENDUM**

I. Background information

Following the group's report to PACC in August 2007, the group was subsequently charged with addressing workflow issues related to spine labels. The documentation attached below contains information on our current workflow as well as scenarios for potential future alternative workflows.

II. Recommendations

Since August 2007 testing has been done on the Zebra 2824TLP printer, and it was found to be incompatible with our current labels program. We have therefore revised our first recommendation as follows:

- **The group recommends that for the time being we continue using the Dartmouth labels program, but we will review this decision in time following the testing of the new system of labels printing in the new Millennium release.**

III. Current workflows

a) Spine label printing and end processing (batch scenario #1)

1. Catalogers call for labels by coding the individual item. Catalogers affix barcwhen appropriate.
2. Review file is run overnight to gather records with label commands.
3. Cataloged materials from CatMet and Acquisitions are merged in the in-process area.
4. Labels program is run every morning. Call number labels for all materials cataloged on the previous day are produced in a single continuous feed.
5. Shelf list card labels and author/title labels are printed.
6. The continuous feed of labels is added intact to the truck of cataloged books; the truck is sent to Preservation.
7. Shelf list cards are sent to Rauner and Baker-Berry Reference.

8. Labels are matched to the individual item, cut from the roll, and ironed to the item. Barcodes are affixed to paperback books.
9. Books on the book truck are theft-stripped and plated.
10. Non-book materials are sent back to CatMet with the labels for revision.
11. Book truck is sent to CatMet to check the call number on the spine label against the call number on the travel slip for accuracy.
12. Book truck is sent back to Preservation, and the materials are divided according to location.
13. Book truck with Baker-Berry books is sent to Access Services; the travel slip, spine label and barcode are all checked for accuracy.

b) Exceptions within the current workflow:

1. Materials cataloged for special Rauner projects and items cataloged by the Rauner cataloger are kept on a separate truck awaiting labels.
2. Materials with labels requested by Preservation Services are kept on a separate truck.
3. Rush materials are processed immediately.
4. Some items need to be removed and routed for inhouse or commercial binding, and thus their labels are not immediately attached.

c) Details of exceptions

Tower books get 2 labels (one on book and one on jacket) and the barcode is stapled to the travel slip. Book is pulled to get a mylar jacket.

Paperbacks for all reference locations (except Dana and Matthews Fuller) are bound either in-house or by ACME (if over 2 lbs.).

All paperbacks 1/4" or less are removed and put aside for either center sew or reinforced cover. Dana and Health **never** want their books bound except by their request though.

Spiral binds are bound in-house if less than 1/4" or commercially if over that size.

Items needing pages trimmed are removed to the appropriate shelf.

Paperback serial analytics are bound according to directions on paperwork. Kresge, Feldberg, Dana, and Matthews Fuller do their own commercial binding, so items are sent directly to them. Label can be stapled to paperwork.

All paperback books for the Art Library are bound either in-house or commercially (if over 2 lbs).

Center sews have label stapled to travel slip.

Reinforced covers have label attached to cover leaving more room than usual to accommodate new hinge. Barcode can be attached to back cover.

Commercial binds have label glued to travel slip and are sorted by type of binding (05, 08, or 09 generally)

Art Spec. items that need treatment are given to Deborah Howe. Hardbound are put on top of Rauner bookcase for processing.

Honors theses are removed and sent to Lab for portfolios if unbound. D.C.Hist honors theses are labeled and sent to Rauner if they have decent bindings.

Master and PhD. theses are removed and put on shelf to be sent to ACME for commercial binding. Call # labels can be glued to travel slip.

Feldberg Project Reports go directly to Feldberg with call # stapled to slip.

Books needing specially typed bookplates are pulled from the truck and put on shelf for plates.

Items having CDs, maps, plates, etc. are removed and put on shelf for pockets. A green sticker is attached to back cover (or stapled on if item will need some binding), noting what is in pocket.

Books needing an erratum or some other kind of insert tipped-in are pulled and put on shelf for tip-ins.

d) Serials label workflow

- Journals are brought in on a truck from the Mail Room
- An Acquisitions staff member sorts the truck alphabetically putting journals on checkin shelves
- There are 6 checkin teams that checkin the journals and 3 checkin stations
- An Acquisitions checkin team member takes their journals and goes to a checkin station, calls up the record by title. They then go to the checkin record quickly

reviews card for checkin notes and/or frequency or other changes. They adjust the checkin card or record as necessary. They then checkin the issue in hand, which prints out the call# label & title/and routing label. Attach call# label to piece, adding special stickers (Serials Reading Room, Ref=Latest, News Center, etc) if necessary, date stamp issue, add flags if necessary. Also at this point they will claim missing issues on the card. Place in envelope if being routed. Then take all issues checked in and marked, place on sort truck.

- Checked in journals sorted by Sort team. Mail Room takes journals going to other branches or offices to deliver. Baker/Berry stacks and Cook journals placed on bottom of sort truck to be picked up by Access Services to be shelved.

Bound Volume Truck

- Bound volume journals that are going to their permanent shelving location are checked in similar to regular unbound journals, except the call # label and title/routing label is attached to a paper and placed on truck to be brought into Preservation to affix and seal the labels to materials. An item record is also created at checkin time to add barcode.

Extra info.

- Serial label okidata printers are not networked, they are dumb printers, programmable to print 3 inch form tractor fed labels with call number and title or routing information

IV. Alternate scenarios

Batch Scenario #2

1. Catalogers call for labels for individual items by giving a command or inserting a code (in OCLC or Millennium).
2. Catalogers bring materials to the in-process area.
3. Records are gathered daily in preparation for printing at a central location.
4. OCLC or Millennium software is used to print out labels on a continuous roll.
5. The continuous feed of labels is added intact to the truck of cataloged books; the truck is sent to Preservation.

6. Labels are matched to the individual item, cut from the roll, and ironed to the item. Barcodes are affixed to paperback books.
7. Books on the book truck are theft-stripped and plated.
8. Non-book materials are sent back to CatMet with the labels for revision.
9. Book truck is sent to CatMet to check the call number on the spine label against the call number on the travel slip for accuracy.
10. Book truck is sent back to Preservation, and the materials are divided according to location.
11. Book truck with Baker-Berry books is sent to Access Services; the travel slip, spine label and barcode are all checked for accuracy.

Distributed Scenario #1

1. Assumption: staff members have individual printers attached to the workstation.
2. Catalogers call for labels by marking records individually or giving a command while in the record for the item, resulting in the direct immediate printing of an individual label.
3. Label is affixed to the item or attached to the travel slip by the cataloger, as appropriate.
4. Cataloged materials are delivered by the cataloger on the same day to another area for plating and theftstripping.
5. Cataloged materials needing special treatment, such as inhouse or commercial binding, are hand-delivered to Preservation.
6. Materials are divided according to location in Preservation.
7. Book truck with Baker-Berry books is sent to Access Services; the travel slip, spine label and barcode are all checked for accuracy.

Distributed Scenario #2

1. Assumption: staff members may or may not have individual printers attached to the workstation.
2. Catalogers call for labels by marking records individually or giving a command while in the record for the item; records are then marked and saved for batch processing.
3. Catalogers gather their own marked records using OCLC or Millennium software in preparation for printing.
4. Catalogers print labels in a batch for their cataloged items on a central printer or individual attached printer.
5. Label is affixed to the item or attached to the travel slip by the cataloger, as appropriate.
6. Cataloged materials are delivered by the cataloger on the same day to another area for plating and theftstripping.
7. Cataloged materials needing special treatment, such as inhouse or commercial binding, are hand-delivered to Preservation.
8. Materials are divided according to location in Preservation.
9. Book truck with Baker-Berry books is sent to Access Services; the travel slip, spine label and barcode are all checked for accuracy.