

WCTS Item Prep Guide

When sending items to be cataloged and processed, please do the following:

Please make sure ALL items are stamped or labeled with your library name

Books - bottom right of the very first page

DVDs and CD-Books - frontside of the case's cover art

If you need labels, we can provide them at a small cost:

Blank Address Labels: \$.11/sheet (30 per sheet) 1" x 2-5/8"

Library Name Labels: \$.26/sheet (80 per sheet) 1/2" x 1-3/4"

Our Process

- **Everything sent to us gets unpacked from the teal bags and stored in designated red bins until they're ready to be processed. Anything published within the current year and one year prior, gets processed first. Everything else gets processed in the order it was received.**
- **Please include a note if you need an older item processed right away, i.e. a patron is waiting for it or you need it for an upcoming program.**
- **The bins are organized by when we receive items, not by library, so one box usually contains items from multiple libraries. Having things already marked makes things easier for everyone and eliminates confusion.**
- **Even if you include instructions, please still make sure things are clearly marked.**

If your item is NOT new and was donated

Please make sure to check for and cover up (blank address labels are great for this) or erase any former ownership markings, such as:

- **University or library names, addresses and barcodes.**
- **Phone numbers and personal addresses.**
- **Small notes or inscriptions.**
- **Small doodles and drawings.**
- **Anything that could confuse patrons as to who currently owns the item.**

These items are being added to your library's collection, so let's make sure they look as nice and clean as possible.

Stickers

Please *do not* put graphic novel or any other kind of semi-removable sticker onto books you send us.

- The reason we say this is because they either fall off the book in-transit or they end up sticking to each other, and therefore aren't salvageable.
 - If you want these on your items, please cut the amount you need off the roll and send along with the books in an envelope.
 - The other thing you could do, is place them on the book where you want them and put a clear label protector on top.
- *Note*** If you choose this option, please remember the sticker needs to go in a different place from where we normally put the spine label and round month/year sticker.

Barcodes

Due to the need for specific barcode placement, we will put barcodes on your items.

- **If you choose to use your own barcodes, there is a chance that we may have to move, reposition or replace them.**
- **This can result in damage to not only the barcode, but also the book.**
- **Our aim is to save us all time and not waste supplies.**

If you feel it is necessary to use your own barcodes, here are a few things to be aware of:

- **Ideally, they should be placed vertically along the left side of the book, with the numbers facing the spine.**
- **They need to be *at least three quarters of an inch away from the spine*. This is so that the spine label and any other stickers don't overlap them.**
- **They should also be placed in a way that doesn't cover up the title or the author's name. We want both to be completely, if not mostly visible.**

Marking/Labeling

Most Books

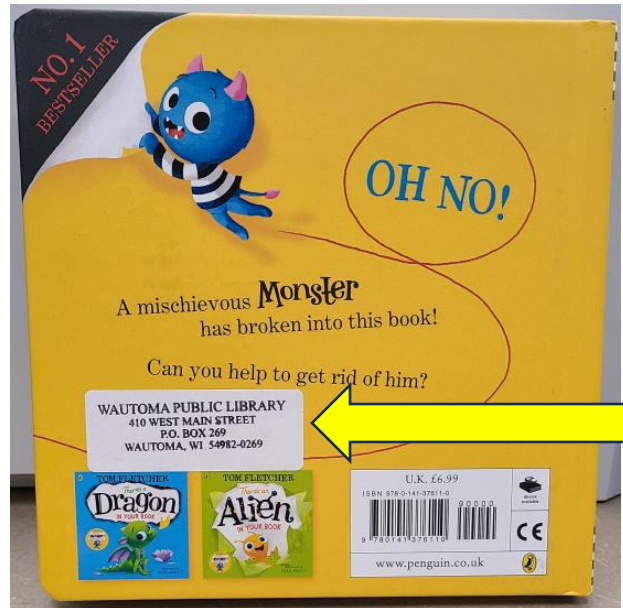
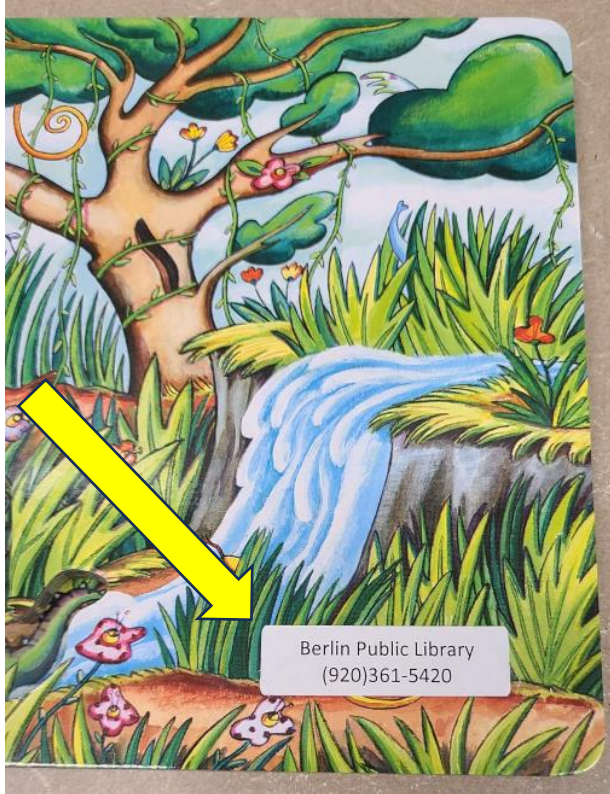
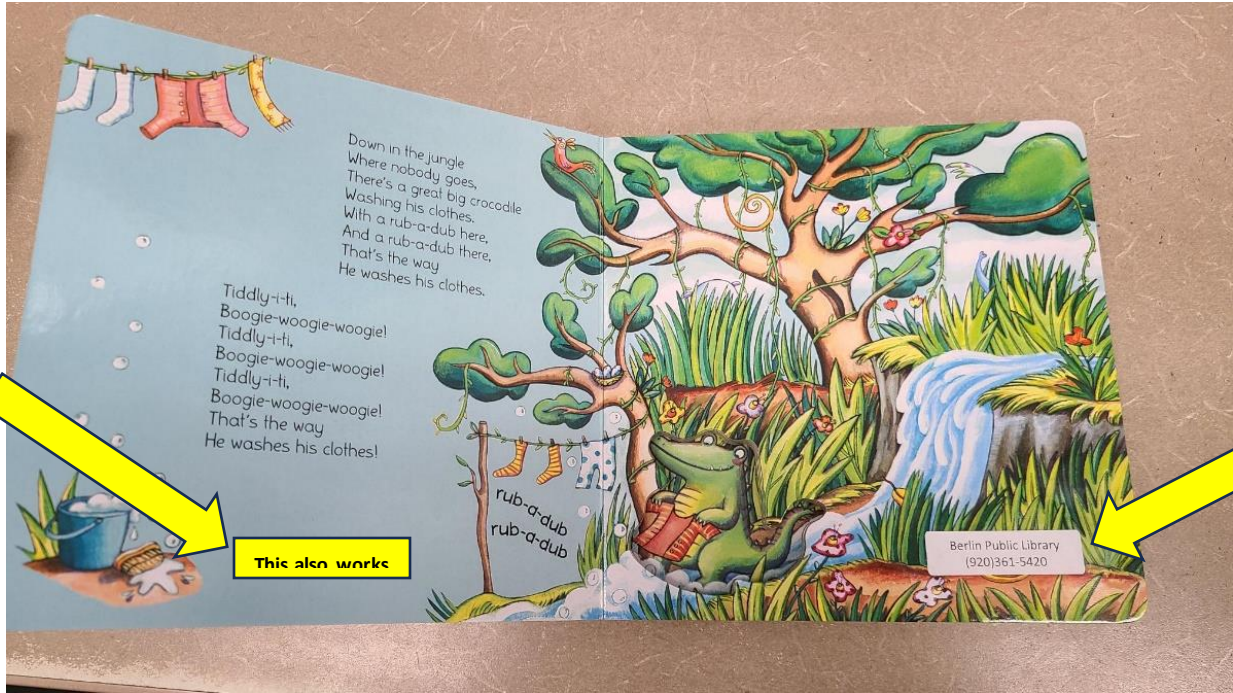
- Use your library stamp whenever possible.
- You only need to worry about stamping the book *one time*. We will take care of stamping the title page and last page before we send it back to you.
- We think the best location for this first stamp is usually the **bottom right of the very first page**. Sometimes, this doesn't always work out, so use your best judgement and try to stamp somewhere on that first page. If there's no room on the first page, stamp on the inside front cover instead.
- A lot of times, the book's paper isn't great for stamping, i.e. it's too shiny and smudges the ink or the background is too dark or busy - in this case, use a blank address label for your stamp.
- If you accidentally stamp upside down, please cover up your mistake with a blank address label. You can then restamp on that same label.

Children's Board Books

- Please use your pre-made library name labels. Since board books don't usually have blank pages or even a title page, and aren't conducive to stamping, these small labels are the perfect size to use.
- Place them either on the very first page on the **bottom right** or on the inside front cover – however it looks the nicest and doesn't cover up any words or publishing information. *See example on next page.*
- When doing this, please place them with **enough space around the label** so that we can put a clear label protector on top without having to cut or fold it over the page. *See example on next page.*
- If you don't want to do this, please stamp a blank address label and put it on the outside of the back cover, in a blank spot with no text. *See example on next page.*

NOTE

Please be mindful of your label placement – Try not to cover up any ISBN or UPC barcodes/numbers, copyright or publishing information. We need most, if not all of this info in order to correctly catalog your items.

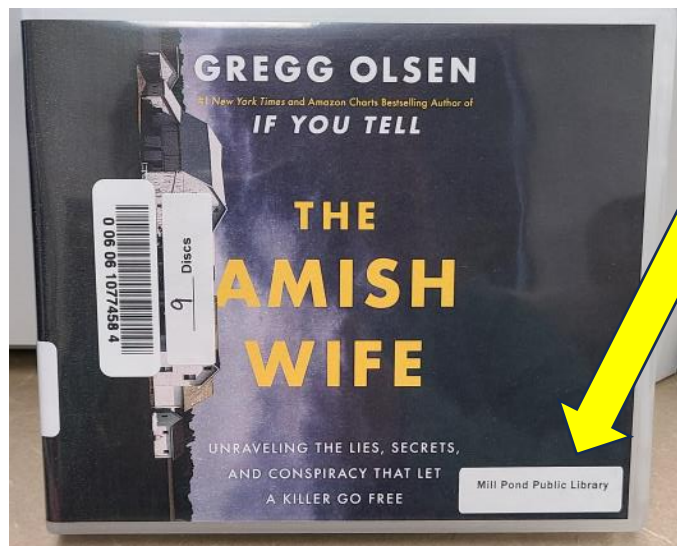


DVDs and Books on CD

- Please use your pre-made library name labels or stamped address labels.
- Place on the frontside of the case's cover art.
- If you have disc hub labels and just want to use those, that's fine, too. Please include something on or inside the case that identifies which library sent them.

NOTE

Please be mindful of your label placement – Try not to cover up any ISBN or UPC barcodes/numbers, copyright or publishing information. We need most, if not all of this info in order to correctly catalog your items.



Games and Puzzles

- **Doesn't matter which kind of label you use, please just make sure it's marked.**
- **Also, please make sure all parts and pieces are present before sending.**
- **If you would like us to include a list of contents on or inside the box, please let us know.**