

Outsourcing/Shelf-ready Agreement Supplement Appendices

Appendix I: Instruction on Barcoding, Property stamping, and Tattle-taping

TattleTape Procedure :

last updated : 08/21/01

EVERY SINGLE book should have the following before send to copy cataloguing or IP:

- BarCode ;
- TattleTape ;
- Stamp (appropriate location) .

After new books have been reviewed/ or more than 2 wks in the review room w/o being reviewed, student can start tattle taping them.

**the following procedures can be done in random order.

Stamp : every book needs to have a stamp on the top of the book and 1st page of the book. (refer to illustration)

we use mainly three types of stamps:

for IR/PS:

INT'L RELATIONS/ PACIFIC STUDIES LIB.
UNIVERSITY OF CALIFORNIA, SAN DI
LA JOLLA, CALIFORNIA, 92093

for Ckea:

GEISEL LIBRARY
UNIVERSITY OF CALIFORNIA, SAN DI
LA JOLLA, CALIFORNIA

for SIO:

SCRIPPS INSTITUTION OF OCEANOGRAPHY LIBRARY
UNIVERSITY OF CALIFORNIA, SAN DIEGO

** if the 1st page is black or dark color, just go to the next page for stamping and BC.

**if one messed up and stamped w/ the wrong stamp, just use white-out and stamp over with the correct location;

*we have many stamps of the same location, just choose one that's comfortable to you.

BarCode : we use double BC, so we need to put barcode in two different places on the book.
refer to illustration;

**For books that read from right to left, still BC on the left cover of the book (the back cover of the book in this case)

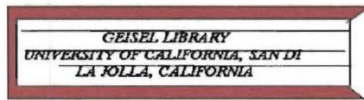
**BC does not have to be on the top of the coverpage, as long as its the most top place one can place w/o covering any of the title contents (i.e. title, author, series title, etc.)

** if book has a hardcover jacket, one need to place BC on the coverpage which is protected by the jacket. if the book is paperback and has a jacket, only need to place BC on the outside jacket and tape jacket to the coverpage.

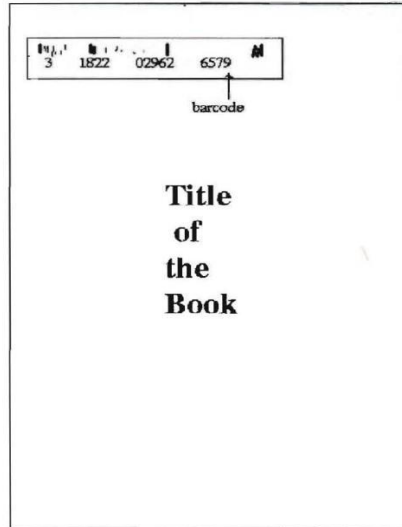
→ use a white post-it tape and stamp on the 1st page

→ Not at all times.

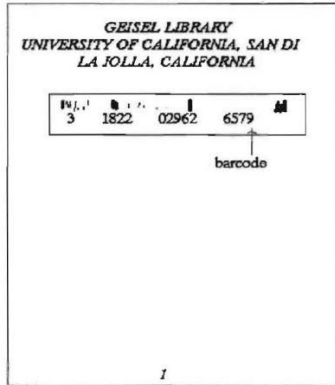
Top of the book



Cover page of the book



1st page of the book



TattleTape : this is a crucial steps as to protect the books from being stolen from the library. the magnetic stripes implanted in books will alert the security system when the book is not properly checked out.

We mainly process hardcoverd and paperback books :

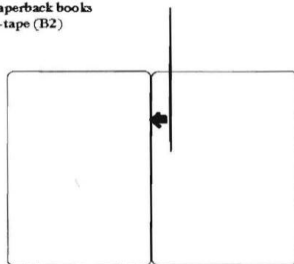
Hardcoverd books, one use Tattle-Tape B1 (DS-B1-N) [75050007279]

Paperback books, one use Tattle-tape B2 (DS-B2-N) [75029926484]

detail refer to illustrations.

**ocassionally, we will encounter loose maps, extremely thin books or other rare cases: ask supervisor for suggestions.

Paperback books
T-tape (B2)



Hardcoverd books
T-tape(B1)

