

Outsourcing/Shelf-ready Agreement Supplement Appendices

Appendix II: Instructions on Writing the Transliteration on Title Pages:

For vendors who provide shelf-ready services to the UC San Diego Library (Library hereafter), this appendix covers instructions on writing the transliteration on title pages. For instructions on barcoding, property stamping, and security tattle-taping, see Appendix I. For instructions on book call number labeling, see Appendix III.

Transcribe the transliteration of the author's name from MARC fields 100/110/111 and/or the title from the 245 field only (ignore titles in 130 or 240) on the left top corner of title page (t.p.). If the title page is in a dark color, please write the transliteration on the page following the t.p. If there is no title page, please write the transliteration on the first page after the cover page.

1. **MARC record has 100/245, 110/245, or 111/245 fields:** write the author's name and the first 5 words of the title in subfield a (≠a) only; double underline the first letter of the first word of the author's name:

Example 1:

MARC record:

100 1 Quan, Yanchi.

245 10 Zou xia shen tan de Mao Zedong / ≠c Quan Yanchi zhu.

On the top of t.p.:

Quan, Yanchi

Zou xia shen tan de

Example 2:

MARC record:

100 1 Li, Lingyao, ≠d 1948-

245 00 Zou xi kan dong : ≠b cong xi fang ke ji fa zhan kan Zhongguo xian dai hua di jin cheng.

On the top of t.p.:

Li, Lingyao

Zou xi kan dong

2. **MARC record only has 245 field:** write the first 5 words of the title in subfield a (≠a) only; double underline the first letter of the first word:

Example 3:

MARC record:

245 00 Wai tao gao guan / ≠c zhu bian Li Xiaoming.

On the top of t.p.:

Wai tao gao guan

Example 4:

MARC record:

245 00 Dan yi xuan wu yan zhu shi zhi pin = #b Smelt mono - basalt product / #c Zhonghua
Renmin Gongheguo guo jia jing ji mao yi wei yuan hui fa bu.

On the top of t.p.:

Dan yi xuan wu yan