

## CIBTC Shelf-ready Agreement Supplement Appendices

### Appendix III: Instruction on Call number labeling process

#### a. Printing Labels

For call number labels, UCSD supplies Demco Foil-back sheet labels, product number WK14217290.

The label print should following the pattern below using font Arial in size 10 cpi:

Call no. with single Cutter number	Call no. with double Cutter numbers
East Asia	East Asia
DS	DS
777.53	799.82
.Z423	.Z436
2007	A3
	2007

For multi-volume set or analyzed series with volume numbers after date: no space between volume designation and numbers.

Call no. with single Cutter number	Call no. with double Cutter numbers
East Asia	East Asia
DS	JQ
919.5	1519
.W345	.A5
2007	Y935
v.1	2007
	v.2

#### b. Affixing Labels

Always check the title on the printout against the book to make sure you are putting the correct spine label on the correct book. Putting the wrong label on the book makes it nearly impossible to find in the collection resulting in wasted staff time tracking down the book, loss of money for the ones we just can't find, and very unhappy patrons who don't have access to the books they need.

Remove the book jacket before putting on the label.

If the label fits on the spine then place it there about 1/2 cm from the bottom edge. Just the call number printed on the label needs to fit on the spine. If there is extra white space on

the right of the label, then wrap it over onto the front cover. Don't worry about the location at the top of the label; it is perfectly fine to wrap that text over onto the front cover.

Do not worry about covering any text or graphics on the spine. Always place the label about 1/2 cm from the bottom edge.

Do not put any part of the label in the gutter on the back cover. The left edge of the label should always be placed at the leftmost edge of the spine.

Only the top half of the spine label needs to go on the book. If the call number is long and spills over onto the 2nd label, then cut the 2nd label just under the call number and place your longer label on the book.

If the call number on the label will not fit on the spine, then place the label on the front cover. When doing so, put it in the upper left corner, about 1 cm down and 1 cm over. If the barcode is in the way, then place it above the barcode if there is room or directly underneath the barcode if there is not.

Do not worry about covering any text or graphics on the cover. Always place the label in the upper left corner.

Be sure to press the label firmly into the book, including all corners and edges.

Be sure to make sure the label is straight. No crooked labels.

**c. Gluing labels:**

For gluing bound volumes (assume all volumes are bound by CIBTC), UCSD supplies Brodart "Bind-art adhesive" product number 40-404-001.

For books that have their labels on their spines, place them side-by-side, spine-side up, flipping every other book around so the labels are not touching each other.

For books that have the labels on their covers, place them on their backs, so the labels are facing up.

Paint on a thin layer of glue on each label. Be sure to cover the entire label plus the area around the label. If the label folds over onto the front cover, be sure to apply glue to that area as well, including the area in the gutter.

Be sure not to apply so much glue that it drips, enough to evenly coat the label is fine.

Make sure the glue has completely dried before moving the books onto carts or bins.