


PLACEMENT OF BARCODES

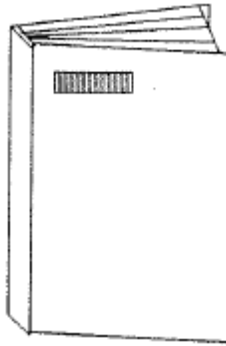
REVISED 2011

UBC Library currently processes the types of material listed below. The barcode label will be placed, using the 3-M guide, in the upper left quadrant and on the outside of each item. Every effort is to be made to NOT obscure the title. Barcoding guides are available from the Book Preparations Supervisor in Technical Services.

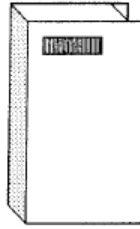
In the illustrations below, the following key applies:

 = barcode label

- 1) **Books, bound journals, and bound UBC theses** (*excluding* the Special collections copy) are all barcoded in the same way. The barcode is placed on the front cover using one of the 3-M guides and is always a minimum of 1.5 inches in from the spine and a maximum of 4.5 inches in from the spine and a minimum of 0.5 inches from the top and a maximum of 4 inches from the top.



- **Small items** are placed inside a pamphlet. Barcode pamphlet on top-left of outside front cover.
 - **Looseleaf publications and updates** are not barcoded; barcodes and labels are only applied to binders, which are treated in the same way as books and bound serials.
 - **Music scores**, if published in one physical part, are barcoded the same as books, on the top-left of the outside front cover. If they are published in more than one physical part (i.e., in looseleaf parts), one piggyback label should accompany a single title through processing.
 - **Paperback books** are barcoded the same as hard-bound books.
 - **Unbound journals** are not barcoded. After being bound together, journals are barcoded the same as books.
 - Barcodes are not applied to **Special Collections materials**.
- 2) **Videos** should have a call number label on both the videocassette and the container, but only one barcode label on the container. It should be placed on the outside of the front cover.

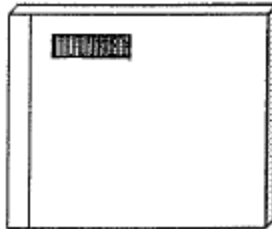


3) **Sound recordings** should have call number labels affixed to each item but there will be only one barcode label, and that will be on the container. The following describes where the label will be placed, for different types of sound recordings:

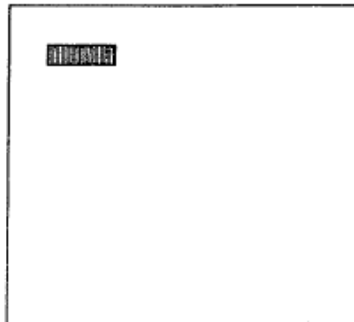
- **Sound cassettes** are barcoded on the outside front cover of the container:



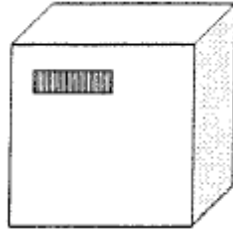
- **CDs and DVDs** should have a barcode label affixed in the upper left quadrant. It should be positioned where it will not obscure important information:



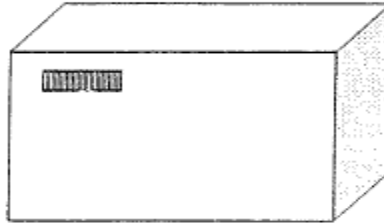
- **LPs** should have a barcode label affixed in the upper left quadrant. It should be positioned where it will not obscure important information:



4) **Microfilms** (both 16mm and 35mm) if barcoded, are to have the barcode placed in the upper left-hand corner of the front of the container:



- 5) **Boxed microfiche, microprint and microcards**, if barcoded, are to have the barcode placed in the upper left-hand corner of the container:



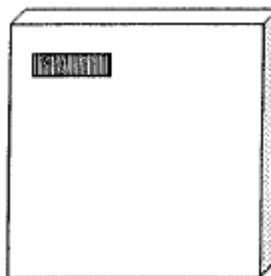
- 6) **Individual microfiche titles** are all contained in envelopes. These are filed separately from the large microfiche sets (which usually arrive directly in the Division). Individual fiche titles, if barcoded, are to have the barcode placed on the front left-hand side of the envelope sleeve. There will be no barcoding or labelling of the microfiche:



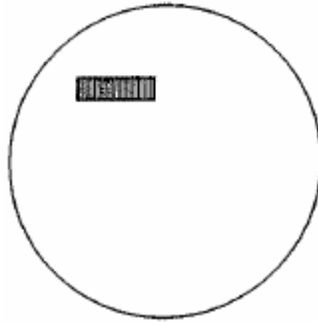
- 7) **Filmstrips** are generally for the Education Library and arrive in circular containers. Barcodes and call number labels will be on the container, wherever there is room:



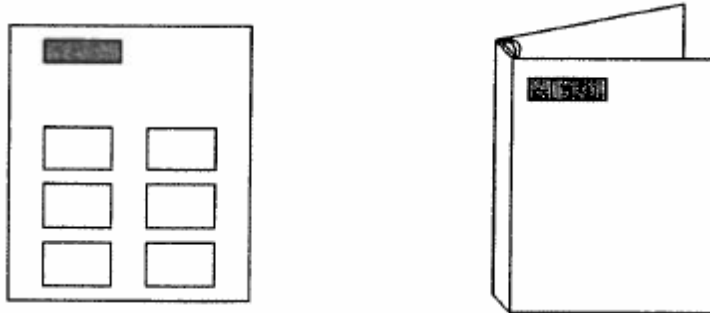
- 8) **Computer files** will have containers supplied. The location for the barcode is the upper left-hand corner:



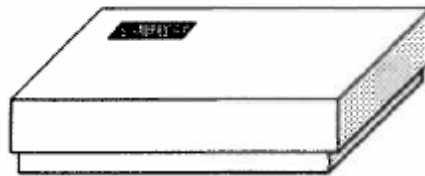
- 9) **Motion pictures** should have barcode labels on the front of the container, near the top, avoiding the ridges:



- 10) **Slides** are placed into plastic sleeves, which can be barcoded on the top left corner of the sheet. Individual slides or slides which are part of kits or other multimedia sets will not be barcoded separately. If the sleeves are in a binder, only the binder will be barcoded like a book:



- 11) **Multimedia kits** use a piggyback label. Some will have the barcode labels affixed to the outside front cover of the container near the top left corner, as in the diagram below, and others will have the barcode label inside the box:



- 12) **Loose maps** use piggyback barcode labels. It is then up to the branch to place the barcode label appropriately.
- 13) **Realia, models, toys & puppets** will have barcode labels on the front of the containers, near the upper left corner:

