

Bid Opportunity 811-2015

APPENDIX 2 Processing

PROCESSING AT WINNIPEG PUBLIC LIBRARY, FEBRUARY 2016

- Identify required spine labels, including ABC-123, maple leaf, ABE, Aboriginal Resources, graphic novel, one of a variety of Reference labels, one of a variety of six seasonal labels. In 2014 WPL affixed:
 - 5,500 New & Noted labels
 - 10,000 Maple Leaf labels
 - 750 Adult Basic Education (ABE) labels
 - 4,500 Aboriginal Resource labels
 - 4,000 Graphic labels
 - 500 Reference labels
 - 200 ABC-123 labels
 - 200 Local History labels
 - 4,000 Express labels
 - 4,000 WPL labels
 - 1,450 Various Seasonal labels
- Identify Local History items; they will need to be labeled with both a Local History label and a maple leaf sticker.
- Identify books accompanied by discs, maps, patterns etc. These accompanying items will need to be processed. (See below)
- Non-fiction call numbers are to include years; biographies are to be cuttered to the subject's full name. All call numbers to include main entry full first word (or author's full last name). (See examples following written descriptions)
- The barcode is placed with the majority of the barcode in the top half of the book, parallel to the spine. The barcode should be a ½" or more away from the spine of the book, and no closer than ¼" to the top. (The "Winnipeg Public Library" logo is on the spine side.)
- Print spine labels, using appropriate colour. Books in the paperback collection have spine labels of various colours, depending on genre/collection. There are 9 colours other than white. (Font size Arial 09)

BOOKS WITH DUST JACKETS

- Apply spine labels.
- Date stamp in the upper-most right hand corner of the first page.
 - If the first page is black or very dark, stamp the following page.
 - If the first page is very shiny and the stamp does not take very well, stamp the second page **or** stamp and use a blank white label on the first page. (Use 2x4 adhesive labels, 3 stamps per label).
- Insert security strip in any Local History items.

- Apply barcode, without obscuring or altering title, if possible.
- Remove dust jackets and cover with mylar or equivalent. (To be approved by Contract Administrator or designate).
- Re-attach jackets to appropriate book.
- Partial dust jackets and dust jackets with cut-outs are also covered and re-attached when possible.
- Apply labels as required: EXBS, New & Noted, Local History, etc.
- Link item to appropriate holding.

BOOKS WITHOUT DUST JACKETS

- Apply spine labels and cover with Mylar.
- Glue or remove flaps, as required.
- Date stamp in the upper-most right hand corner of the first page.
 - If the first page is black or very dark, stamp the following page.
 - If the first page is very shiny and the stamp does not take very well, stamp the second page **or** stamp and use a blank white label on the first page. (Use the 2x4 adhesive labels)
- Insert security strip in all Local History items.
- Barcode, without obscuring or altering title, if possible.
- Apply labels as required: EXBS, New & Noted, Local History, etc.
- Link item to appropriate holding.

MASS MARKET PAPERBACKS (ADULT)/JUVENILE AND YA PAPERBACKS

- Apply spine labels (call number only, no location code) with Mylar covering.
- Apply graphic novel label if required with Mylar covering.
- Apply seasonal label (juvenile only) if required with Mylar covering.
- Date stamp in the upper-most right hand corner of the first page.
- Board books are not date stamped; a WPL label with half-Mylar is affixed to top centre of first page.
- Barcode, without obscuring or altering title, if possible.
- Link item to appropriate holding.

AUDIOVISUAL MATERIAL

- All audiovisual material to be put into high quality cases, as agreed on by the Contract Administrator or designate. The bidder may include a case sample.
- Apply library name and barcode to donut label and apply to centre of disc.
- Apply library logo or library stamp to the front of the liner.
- Apply spine labels to liner.

- Apply label to top of spine, colour coded to genre, with first three letters of main entry (FOR CDs ONLY).
- Barcode, without obscuring or altering title, if possible.
- Apply film rating label as required (DVDs/BLU RAYS ONLY).
- Apply seasonal label as required.
- Apply property label to any accompanying booklet.
- Link item to appropriate holding.
- Break out DVD/BLU RAY packaging when multiple discs are cased together, as required.

ACCOMPANYING MATERIAL

DISCS

- In most cases, discs come attached to the book in a cardboard sleeve, or a plastic envelope that cannot be securely closed, i.e. it will not remain closed, and the disc can fall out when the book is handled. Remove the disc and discard the sleeve/envelope. Discs can stay in the original sleeve/envelope if it can be securely closed and will remain closed.
- Affix a plastic pocket to the inside back cover of the book. If the book has a dust jacket, place the pocket so that it can still be opened once the jacket is attached. In the case of multiple discs, there may be enough room to place pockets one above the other. In the case of 3 or 4 discs, use the inside of the front cover as well. Place disc/s inside the pocket/s. (Can place 2 discs in 1 pocket if necessary; use pocket backing between the discs).
- With a sharpie marker, write branch code on the center of the disc.

MAPS, PATTERNS

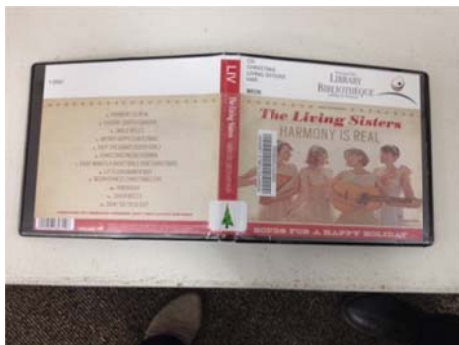
- Carefully remove item/s from book. Affix white and red WPL sticker, top center. Write the item barcode in pencil on the WPL sticker.
- If there are multiple items, they are numbered e.g. 1/3, 2/3, 3/3.
- Item/s are then placed in a pocket which is glued to the inside back cover of the book.
- If there is information on the inside back cover that is important to the content of the book, the pocket should be glued to the page opposite the inside back cover. The next option is the inside front cover. If there is also important information on the inside front cover, or if the book has a dust jacket and the dust jacket will cover the pocket, then a page should be tipped in between the back cover and the endpaper, and the pocket glued to that.

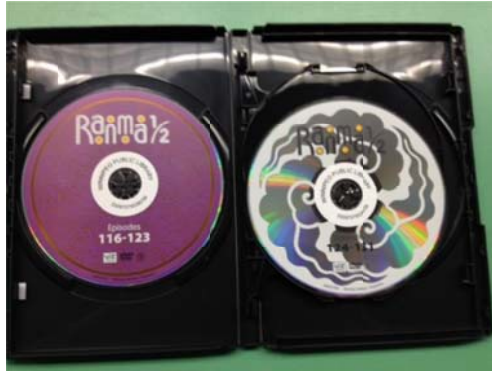
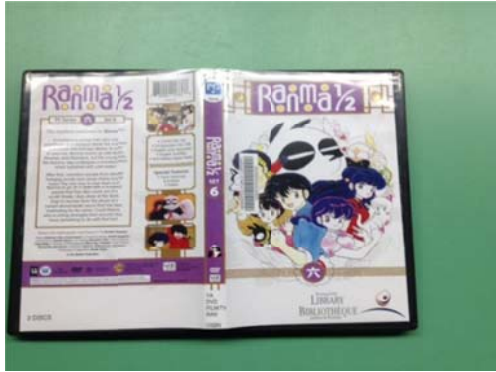
ADDITIONAL PROCESSING INFORMATION

- Some material is placed in pamphlet covers, duo-tangs or binders.
- Stickers, notecards, posters, and other accompanying material (not listed above) to be sent to the library alongside the material processed, unless otherwise requested by Contract Administrator or designate.
- Adjust/alter processing procedures as requested/required by Contract Administrator or designate.

- On short notice, process items required for library RUSH purposes.

Audiovisual:





Books:

