

## GUIDELINES FOR END PROCESSING

These guidelines were developed with the intention they would be adopted by all Queensland libraries regardless of size to achieve economies of practice from library suppliers. The guidelines factor in the needs of the library's customers, identification of the materials, cost effectiveness and processes that assist the items to last for a reasonable period.

The recommendations do not preclude individual libraries opting to vary from the standard guidelines or doing more than the standard.

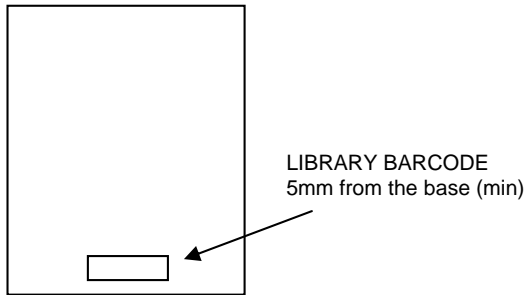
	DESCRIPTION	COMMENTS
<b>Barcode Placement</b> <ul style="list-style-type: none"> <li>Books</li> </ul>	<ul style="list-style-type: none"> <li>Place the barcode in the centre of the front cover of the book a minimum of 5mm and maximum of 5cm from the base.</li> <li>Whilst the format of the barcode is library specific the printed label should include the name of the library service</li> </ul> <p><i>See Figure 1</i></p>	<ul style="list-style-type: none"> <li>Libraries will provide barcodes to the supplier</li> </ul>
<b>Barcode Placement</b> <ul style="list-style-type: none"> <li>Audio Visual items</li> </ul>	<ul style="list-style-type: none"> <li>Place the barcode at the centre of the jacket on the front cover a minimum of 5mm and maximum of 5cm from the base under the packaging.</li> <li>If the insert is inaccessible, then place the barcode on the same place on the plastic cover of the packaging.</li> <li>Suppliers may then have to protect the barcode with a contact strip later.</li> <li>Barcodes should not obstruct warnings and ratings.</li> </ul> <p><i>See Figure 1</i></p>	<ul style="list-style-type: none"> <li>Libraries will provide barcodes to the supplier.</li> <li>Libraries to obtain additional quote for placing round barcodes on first disk of multi item sets.</li> </ul>
<b>Barcode Placement</b> <ul style="list-style-type: none"> <li>Magazines</li> </ul>	<ul style="list-style-type: none"> <li>Place the barcode at the centre of the front cover of the magazine approximately 5mm – 5cm maximum from the base of the magazine, without obscuring the date printed on the magazine.</li> </ul> <p><i>See Figure 1</i></p>	<ul style="list-style-type: none"> <li>Libraries to supply barcodes.</li> <li>Some libraries will not barcode magazines at all, so this cost must be clearly itemised.</li> </ul>
<b>Spine Labels</b> <ul style="list-style-type: none"> <li>Books</li> </ul>	<ul style="list-style-type: none"> <li>Place standard size label (25mm x 32mm) centred 5mm from the base of the book.</li> <li>For thin items (less than 5mm or stapled) place standard label on the left hand side front cover 5mm from the bottom and 5mm from the spine.</li> <li>All labels to be placed under final coverings.</li> </ul>	<ul style="list-style-type: none"> <li>Additional vertical labels to be costed separately.</li> </ul>

	<i>See Figures 2a &amp; b</i>	
<b>Spine Labels</b> <ul style="list-style-type: none"> <li>• <b>Audio Visual items</b></li> </ul>	<ul style="list-style-type: none"> <li>• Apply labels centrally to the spine of the insert/jacket, 5mm from the base and inside the cover.</li> </ul>	
<b>Spine Labels</b> <ul style="list-style-type: none"> <li>• <b>CD-ROMs and CDs</b></li> </ul>	<ul style="list-style-type: none"> <li>• Labels are placed on the booklet 5mm from the base and 5mm from the spine.</li> </ul>	
<b>Spine Label Details</b> <ul style="list-style-type: none"> <li>• <b>Font Size</b></li> </ul>	<ul style="list-style-type: none"> <li>• 14 point bold type Arial font used on all spine labels costed.</li> </ul>	
<b>Spine Label Details</b> <ul style="list-style-type: none"> <li>• <b>Label Size</b></li> </ul>	<ul style="list-style-type: none"> <li>• Standard labels 25mm x 32mm to be used on all items.</li> </ul>	
<b>Spine label Details</b> <ul style="list-style-type: none"> <li>• <b>Font Location</b></li> </ul>	<ul style="list-style-type: none"> <li>• Spine label content is left justified and centred horizontally on the label.</li> </ul> <p><i>See Figure 3</i></p>	
<b>Genre Location</b>	<ul style="list-style-type: none"> <li>• Commercial genre labels to be supplied and centred above the spine label under the coverings.</li> </ul> <p><i>See Figure 2</i></p>	
<b>Covering</b> <ul style="list-style-type: none"> <li>• <b>Hardback books – Plastic</b></li> </ul>	<ul style="list-style-type: none"> <li>• 100 micron clear good, glossy quality plastic to be used, where dust jacket surrounds books.</li> <li>• The most environmentally friendly material available is to be used.</li> <li>• Where dust jacket is the same as the cover of the hardback – discard the dust jacket and do not cover with plastic</li> <li>• Laminated hard covers do not require covering</li> </ul>	<ul style="list-style-type: none"> <li>• Plastic to be cut with a minimum allowance of four cm on all sides.</li> <li>• Plastic to completely cover the inside flap of the jacket when item has a jacket.</li> <li>• Plastic to form a firm covering over the spine and front and back of book with no surplus protruding edges without placing strain on the spine.</li> <li>• Plastic flaps should be tucked between the plastic and the book or dust jacket and book to reduce tearing and provide additional protection to the spine.</li> <li>• Clear, easy to remove adhesive tape to be used.</li> </ul>
<b>Covering</b> <ul style="list-style-type: none"> <li>• <b>Contact Paperbacks</b></li> </ul>	<ul style="list-style-type: none"> <li>• 80 micron good quality, clear adhesive contact to be used on all paperbacks, including Mills &amp; Boon.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact to be applied to three sides of the book (covers and spine) and turned to inside for</li> </ul>

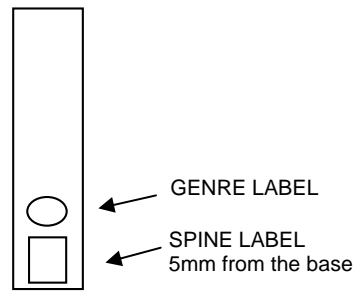
		approximately 2 cm.
<b>Covering</b> <ul style="list-style-type: none"> <li>• <b>Contact Magazines</b></li> </ul>	<ul style="list-style-type: none"> <li>• 80 micron good quality, clear adhesive contact to be applied</li> <li>• 7-8 cm contact over spine.</li> </ul>	<ul style="list-style-type: none"> <li>• An option for other coverings such as Lyfeguard for soft covers is required as a separate item.</li> </ul>

**Diagrams**

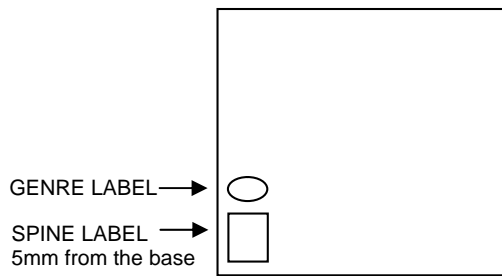
**Fig. 1 - FRONT COVER OF ITEM**



**Fig. 2a – SPINE OF ITEM**



**Fig. 2b – COVER OF THIN ITEM**



**Fig. 3 – SPINE LABEL**

