PHYSICAL PROCESSING:
BOOKS

Supplies needed:
1. Property stamp (see example below)
2. Peel-and-stick book pockets
3. Spine label protectors
4. Spine label height guide
5. Ruler
6. Squeegee
7. Kapco covers (only for soft cover books that don’t already have them)
8. Mylar covers (only for hardbound books with paper sleeves)

Steps:

1. **If the book needs a Kapco or mylar cover, put the cover on first. (see separate instructions)**

2. **Apply the spine label.**
   Make sure the label matches the call number written on the title page **EXACTLY**. There are often books with similar call numbers in a load to be processed, so it is imperative that you double check the entire call number and not just the first couple of lines.

   Place the spine label so that the bottom of the label is 1 inch up from the bottom of the book. Use the guide to ensure consistency.

   If the call number is too long to fit on the spine or the book is too thin, the spine label may be shifted to the front of the book, staying 1 inch up from the bottom.

3. **Cover the spine label with clear plastic label protector.**
   Label protectors wrap around the spine of the book horizontally. Center the protector over the label and carefully press it down with the squeegee. Do not leave air bubbles and do not leave looseness over the book gutters.

4. **Property stamp centered on the top edge of the book.**
   Orient the stamp so that the letters are right side up when the book is lying on a table with the back cover up (see example below).

   If the book is too thin, place the property stamp centered at the top of the first right hand page, even if that is the title page.

↓ Back cover ↓

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↑ Front cover ↑
5. **Insert book pocket.**
Peel off backing. Place the pocket on the first page of the book, centered left to right and 2 cm. up from the bottom of the page. Using the squeegee, firmly press down the entire book pocket.

Sometimes book pocket placement alters slightly as in these examples:

**Normal (blank endpapers)**

![Diagram of normal placement](image)

**Alternate 1 (map or other information on endpapers)**

![Diagram of alternate 1 placement](image)

*If this page is the title page, the book pocket will have to go on the same page as the barcode. Otherwise, it goes here.*

**Alternate 2 (no endpapers)**

![Diagram of alternate 2 placement](image)
PHYSICAL PROCESSING: REFERENCE BOOKS

When the call number has the letters "Ref" at the top, follow all procedures for physical processing regular books, but add the following step:

Stamp "REFERENCE BOOK" in two places on the book pocket:
1. Directly below the words "Date Due"; and
2. Centered over "Rentschler Library"

Example:

---

<table>
<thead>
<tr>
<th>DATE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>REFERENCE BOOK</td>
</tr>
</tbody>
</table>

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PHYSICAL PROCESSING:
BOOKS MOVED FROM REF TO CIRC

Supplies needed:
1. Large black felt-tip marker
2. Eraser
3. Spine label protectors

Steps:
1. Cover spine old label with "Ref" designation with new spine label. Try to cover the old label exactly with the new one.
2. Cover the new spine label with a new label protector. Again, try to line it up exactly with the old protector.
4. Erase the "Ref" on the hand written call number on the title page.

Examples:

Ref E 174 .H6 1993
Hochman, Stanley.
A dictionary of contemporary American history

A DICTIONARY OF CONTEMPORARY AMERICAN HISTORY
1945 TO THE PRESENT
STANLEY HOCHMAN
AND
ELEANOR HOCHMAN

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WITHDRAWING BOOKS

Supplies needed:
1. large black felt-tip marker
2. "withdrawn" stamp (see example below)

Steps for books:
1. Black out the item barcode.
2. Stamp "withdrawn" over the "Rentschler Library...." on the book pocket.
3. Stamp "withdrawn" over the written call number on the title page
4. Black out the ownership stamp on the top of the book.

Steps for A/V:
1. Black out the item barcode.
2. Stamp "withdrawn" over the ownership label (this will be in different places on different item types).

Examples:

Ref E 174 .H6 1993
Hochman, Stanley.
A dictionary of contemporary American history

DATE DUE

REFERENCE BOOK

1945 TO THE PRESENT

STANLEY HOCHMAN
AND
ELEANOR HOCHMAN

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