

End Processing Preparation for Books and Media

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This document provides general guidelines on routing newly cataloged materials for Stacks Preparation and for Bindery Preparation as needed.

Fund and Gift Numbers

All books require a written fund annotation to guide Shelf Preparation as to what book plates to use. A fund number is now written in the book at receipt by acquisitions staff in most divisions and will already be in place. Microforms and media formats are not marked with a fund number.

Write the fund number in pencil on the verso of the title page, centered left-to-right, about 2/3 down the page or lower. Include any leading zeros. Books purchased with FAS funds (00011 in HULPR; 000001 in Aleph) are not plated and require only a checkmark (✓);¹ a checkmark (or a small “g” for *gratis*) may also be used for gift books that have no assigned gift number and for book-in-hand gifts. Gift numbers may be on a slip of paper inserted in the book; if so, transcribe the gift number fully (e.g. 01*49) in place of the fund number.

Note: If no gift number has been assigned in Collection Development, acquisitions and cataloging staff do not need to construct one.

Use of the goldenrod BINDING / SHELF PREPARATION slip

To identify a book with “special needs” requiring some intervention by Conservation services, use the goldenrod [BINDING / SHELF PREPARATION slip](#) to designate the area of concern. Common circumstances include an errata slip² to be tipped in, the need for a pocket to hold a loose map, a need for repair or better housing. Books for HD with uncut pages also need to be routed through the shelf preparation unit.

¹ Certain other funds and sources can also be designated with a simple “✓”, such as PL480, any fund beginning 022... (e.g. 022217)

² Unless the correction is restricted to a single place in a book, an errata slip (flagged with the gold Binding/ Shelf Preparation slip) should be inserted behind the title page. A slip with a single correction may be inserted at the position of the error, e.g. a slip with a correction for p. 128 may be inserted at p. 128.

Charging Materials for tracking

All soft cover books being sent to HD and having no “special needs” are *discharged* in the Circ Module to set the [In-Transit loan status](#) and are routed on trucks labeled Paperbacks for HD. *Items placed on this truck should never be charged to pseudopatrons!*

The following materials are charged to pseudopatrons in the Circ Module and are routed on trucks labeled End Processing:

- Hardcover books for HD or Widener Stacks (*Charge to Shelf Prep*)
- Soft cover books that do not require binding for Widener Stacks (*Charge to Shelf Prep*)
- Soft cover books needing binding for Widener Stacks (*Charge to Binding Prep*)
- All books (stacks or HD) requiring special treatment, with directions on a BINDING / SHELF PREPARATION slip (*Charge to Shelf Prep or Binding Prep, as appropriate*)
- All books with non-book format accompanying material (*Charge to Shelf Prep*; Default location is HD, with rare exceptions.)
- All non-book formats other than microforms (CDs, DVDs, video, etc. *Charge to Media*)

Marking Author and Title for Binding (Softbound Stacks books requiring binding)

Most soft cover books will not require binding; see [Binding policy](#) to identify exceptions.

Mark off author, title, and volume designation. When choosing how to mark these elements, use common sense as to how much might be reasonably expected to fit on the spine of any given size volume. Remember the call number will also be on the spine if it is wide enough.

GENERAL:

- If any elements discussed below are not clear from the type and layout on the title page, or if a title page is missing, write the author or binding title on a goldenrod BINDING / SHELF PREPARATION slip
- Diacritics that affect spelling [German ü, ß, etc.] must be spelled out; diacritics and ligatures that do not affect spelling are ignored
- Author and/or title chosen should always be in the nominative case
- Choose for binding the name used by the author on a title page, not the catalog entry should it differ
- Mark personal author surnames for binding using a double underscore at the beginning and a forward slash at the end (example A below)
- If there are multiple authors, mark only the first one (example B below)
- Compound surnames have traditionally been bound using only the first element; use multiple elements if judged useful and there is sufficient room (examples C and D below)
- Generally do not mark corporate authors for binding but use title only; if the title is not distinctive, mark off both the corporate body and the title, abbreviating where possible (e.g. for a government ministry, use country only for author)
- Books that have title main entry, mark the title only. Mark off as brief a binding title as possible using a double backslash at the beginning and a double forward slash at the end.

Half brackets may be used within a title to omit words or phrases (examples E, F, and G below)

- Mark volume numbers for multi-volume works in the same way as titles. If expressed as a Roman numeral, write in and mark the Arabic equivalent (example H below)
- With cotton tape, tie volumes to be bound together in proper order. Mark upper left corner of cover, in pencil, “Bind 2 [3, 4, etc.] in 1”

Examples:

A. Stanley Hoffmann_/, Ph. D.

B. Stanley Hoffmann_/ and Guido Goldman

C. Josep Carner_/ i Puig-Oriol

D. Gabriel García Márquez_/

E. The _{//}sun also rises_{//}

F. History of the affairs of _{//}church and state in Scotland_{//}, from the beginning of the reformation to the year 1568

G. _{//}Diversidade _[e unidade_] em _[Fernando_] Pessoa_{//} or, simply, Diversidade e unidade em _{//}Fernando Pessoa_{//}

H. Volume _{//}4_{//} or Volume IV → write in _{//}4_{//}