

Use of Envelopes for HD Paperbacks

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The following instructions are meant to provide guidance in the appropriate use of archival envelopes for newly cataloged HD paperbacks. By default, Widener Circulation does not allow items in envelopes to circulate. We should therefore use envelopes only in the required circumstances. When in doubt, use a gold *Binding/Shelf Preparation* slip and send materials to End Processing for evaluation.* For situations not covered in this document, consult your supervisor for guidance.

Evaluating Materials for Envelopes

- Small or thin items

DO NOT use an envelope simply because an item is small. The exception to this rule is for miniatures, i.e. under 8 cm., because their risk of loss in transit is too great.

DO NOT use an envelope simply because an item is thin. Use envelopes if materials are flimsy and cannot stand upright when held with its bottom edge to a surface.

Keep in mind that materials at HD are stored upright in trays and do have some support to accommodate an item's height.

If an item can support its own weight when propped upright, it does not need an envelope. Usually an item can support its own weight unless it is printed on very lightweight paper and lacks cardstock covers.

- Unbound or stapled pages

Use envelopes for unbound pages (such as photocopies) or if staples have rough, metal ends that protrude through the item and risk damaging adjacent materials.

Do not be concerned if staples are internal to the item or are well seated, such as is the case with a large number of series of Occasional papers and Working papers.

For unbound items of high research value, send to End Processing for binding.

- Paperbacks with brittle paper or fragile bindings

Use envelopes for paperbacks with brittle paper or fragile bindings if the item is not greater than 2.5 cm/1 inch thick. For thicker items, send materials to End Processing with a gold *Binding/Shelf Preparation* slip marked "Evaluate for single housing, ...". Conservation will create a form-fitting wrapper or phase box for items that are too thick for an envelope.

* Additional information about using the *Binding/Shelf Preparation* slip can be found at:
http://hcl.harvard.edu/technicalservices/policies/cataloging/end_processing.pdf

- Minor binding problems or loose pages

Paperbacks with minor binding problems or loose pages should be sent to End Processing with the appropriate instruction marked on a gold *Binding/Shelf Preparation* slip. Rather than making these items non-circulating, minor problems should be evaluated for correction in Conservation. They may decide to defer treatment for extensive problems until an item is requested for use by a patron.

Selecting the Proper Size Envelope

Envelopes of all sizes are stocked by the department. Select the size envelope that most closely matches the item, allowing room in all dimensions for easy insertion and removal of the item from the envelope without damage. This is particularly important when the spine is fragile and can be easily damaged by the sharp edges of the paper envelope. Allow room to insert a support board, which is done at the discretion of the Conservation unit. Generally, if the envelope is within ½ to 1 inch larger in all dimensions than the item itself, the envelope is properly sized.

Aleph Item Record Coding

As per Widener Library’s circulation policy, all items placed in envelopes should be coded as In-Library Use. In Aleph, code the Item Status field on Tab 2 of the item record to **02** for In-Library Use. Non-circulating materials requested from HD will be directed to the Phillips Reading Room for patron use.

When viewing the item list, staff will see the Item Status code of 02 generates a note of “For use in Phillips Reading Rm”

The screenshot displays the Aleph system interface. The top section shows an 'Items List' table with the following data:

Item #	HOL+	Temp	Call No.	Descr	Copy No.	Barcode	Notes	Loans	Item Stat	Process Status
10	1078831					3204407		2*	For use in Phillips Reading Rm	Harvard Depository status
	3 WID					7319820				
	HD									

The 'Item Stat' field for the first row is circled in red. Below the table, the 'Sort Options' dropdown is set to 'Vol./Year/Part/Library'.

The bottom section shows the 'General Information (1)' tab of the item record. The 'Item Status' field is set to '02' and is circled in red. Other fields include:

- Barcode: 32044077319820
- Sublibrary: WID
- Collection: HD
- Item Process Status: HD
- Enum. Level.1 (A)(Vol.):
- Enum. Level.2 (B):