

Wairarapa Library Service Processing Policy

Purpose

The purpose of this policy is to set best practice processes in place for the effective and efficient processing of books for the Wairarapa Library Service.

The outcome of the application of this policy should be the unification of bookstock appearance and the easy physical identification of books belonging to the Wairarapa Library Service.

The processing should be to a standard which will enable books to be shared between the four libraries without any physical distinction and enable ease of shelving at all four locations.

Procedure

- 1. All books will have an authorised barcode attached. The barcode will be attached to the centre top of the outside of the back cover under the covering material except where placing the barcode would unduly interfere with any text on the back cover.**
- 2. All books will have a date due slip glued into the page opposite the back cover except where this will interfere with any essential text or picture. If it is not possible to attach a date due slip here then inside the back cover is the next option.**
- 3. Magazines, board books, picture books and puzzle books may have sticky date due slips attached where this is more efficient. Sticky date due slips should be avoided for all other types of book.**
- 4. Where appropriate genre labels will be attached to certain classes of fiction books. Authorised genre labels are:**
 - Westerns**
 - Crime**
 - Sci Fi**
 - Romance**
 - Horror**
- 5. Labels will be attached to all fiction books to indicate charges. Authorised labels are :**
 - Free Fiction**
 - Rental**

6. **All books transferred to the stack room will be indicated with the label Stack**
7. **All childrens fiction shall be labeled JF and JNF on non-fiction.**
8. **All young adults books (fiction and non-fiction) shall be labeled YA.**
9. **All rental books and magazines to have the rental price stamped in the back cover next to the date due slip or on the date due sticker where this is used.**
10. **All books will receive the following stamps :**
 - Inside front cover**
 - Inside back cover**
 - Top of spine**
 - Page 33 or the page nearest where the stamp will not interfere with any text or picture.**
11. **Only the following authorised stamps to be used :**
 - Wairarapa library Service Carterton**
 - Wairarapa library Service Featherston**
 - Wairarapa library Service Greytown**
 - Wairarapa library Service Martinborough**
12. **Purchase information about all books to be included on the top left of the title page. This information to include :**
 - Vendors name**
 - Replacement or recommended retail Price**
13. **On the verso of the title page (reverse of the title page) write the following :**
 - NCS item number on receipt**
 - Dewey classification (nf, ref , ya classified, loch or jnf only)**
 - Alphabetical designation for all fiction (first three letters of authors name or title if edited collection of fiction)**
 - Item category e.g. prf, ff, rf, nf, cd, jnf, ya, etc, etc**
14. **Some books to receive Raeco Maori symbol sticker :**
 - All books in Maori language**
 - All books in dual English and Maori**
 - Non-fiction books on Maori arts or culture**
 - Non-fiction books predominantly about Maori history (not Maori/Pakeha relations)**