

## Materials Processing

\_\_\_\_\_ **F1.** For monographs, if the barcode has not been affixed to the book, place it on the outside cover in the upper left corner closest to the spine with the spine on the left. For more information consult the [barcode placement page](#) [1]. Note the exceptions F2 & F3.

\_\_\_\_\_ **F2.** If the cover is in fragile condition, write the call number on the verso title page of the book in pencil (LIGHTLY). For preservation containers, see F7.

\_\_\_\_\_ **F3.** If the call number is for a monographic series analytic (vol. number is part of the call number), and the vol. number in ENUM differs from the call number in the 852, write the call number on the verso title page even if the barcode has been affixed to the inside back cover. Do not use continental 7s (i.e., "7") when marking.

\_\_\_\_\_ **F4.** If the call number is written in the book, write the sublocation stamp above the call number. SML without a sublocation is not written above the call number. Sublocation stamps typically included in the SML processing stream:

- Bass
- Mountaineering <line break> Coll. «note that the ORBIS location code is "smlInbm"»
- L & B
- Numismatics

\_\_\_\_\_ **F5.** After the book is cataloged, recycle all paper travelling with the book but RETAIN the following EXCEPTIONS with the book:

- "Requestor" printout (printout with Requestor in red)
- Red flags
- Yellow HVT flag. Lower priority than red; all other "priority" flags are not retained.
- Location flags (e.g. Art, Cross Campus, Mountaineering)
- LSF flags

\_\_\_\_\_ **F6.** Remove rubber bands, paper clips, post-its, and temporary slips provided by vendors (if left in or fastened to the book, will eventually damage it).

\_\_\_\_\_ **F7.** Books in poor condition may be traveling in a preservation container, such as an envelope with a sling. Keep the book in the container. If your book is in poor condition, route the item to the Preventive Conservation Unit.

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**Source URL:** <https://web.library.yale.edu/cataloging/cms/basic-copycat-checklist/materials-processing>

### Links

[1] <https://web.library.yale.edu/cataloging/barcode-placement>