

Acquisitions Department – Monograph Support Team
Permanent Barcoding on Receipt Guidelines

1. **Printed Materials:**
Affix the barcode to the **top (centered)** of the back inside cover.
(see fig. 1)
 - (a) If there is a pocket on the inside back cover (with maps, CDs, or other materials):
Affix the barcode to the top, above the pocket (**centered**), if space permits. If not, affix the barcode in the same position (**centered**) on the opposite page, if possible.
 - (b) If the inside back cover contains text or illustrated on the lining paper: Consult with team leader regarding the position of the barcode.
2. **Video-Cassette Tapes (VHS):**
Affix the barcode on the **top (centered)** of above label on the tape.
(see fig. 2)
3. **CDs, CD-Roms, DVDs:**
Affix the barcode to the inside **bottom (centered)** of the clear plastic case below the CD-Rom.
(see fig. 3)
4. **Audio Cassette Tapes:**
Affix the barcode label on the **top (centered)** of the cassette itself on side A.
(see fig. 4)

**All the above media materials should be placed
in a clear cases at time of receipt**