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

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