

Anna- Haskell Township Library



- Demco® CircExtender2X® Laminate for paperbacks- <https://www.demco.com/demco-reg-circextender2x-reg-laminate>
- Fantastic Fiction is a great place to look for information about book series- fantasticfiction.com

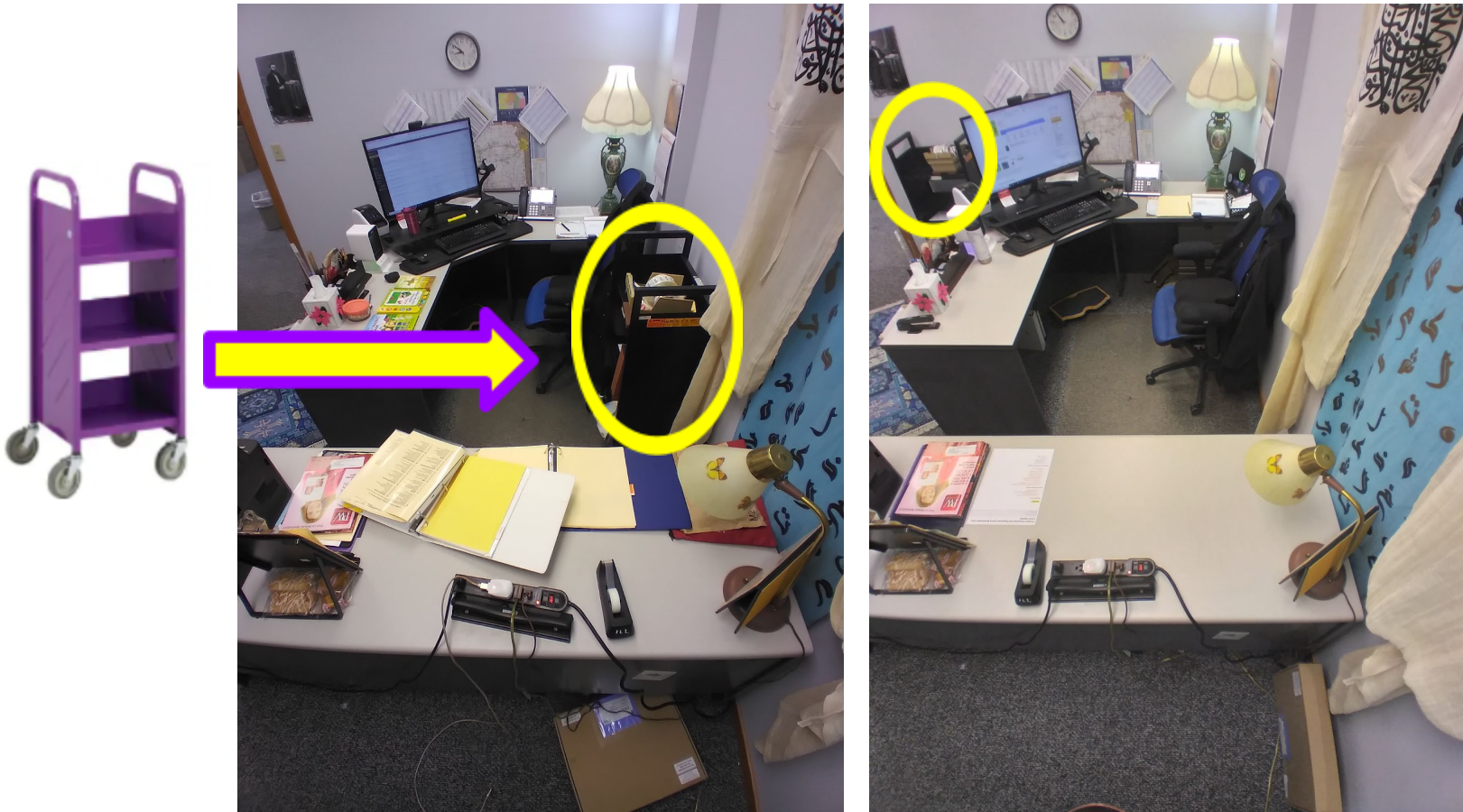
Eve - DCPL



Processing Checklist -- 2021	Processing Checklist -- 2021	Processing Checklist -- 2021
<input type="checkbox"/> Spine label	<input type="checkbox"/> Spine label	<input type="checkbox"/> Spine label
<input type="checkbox"/> Genre sticker if applicable	<input type="checkbox"/> Genre sticker if applicable	<input type="checkbox"/> Genre sticker if applicable
<input type="checkbox"/> Tape spine and corner (softcover)	<input type="checkbox"/> Tape spine and corner (softcover)	<input type="checkbox"/> Tape spine and corner (softcover)
<input type="checkbox"/> Dust Jacket cover (Hardcover)	<input type="checkbox"/> Dust Jacket cover (Hardcover)	<input type="checkbox"/> Dust Jacket cover (Hardcover)
<input type="checkbox"/> DCPL stamps <ul style="list-style-type: none"> • Top of book, title page, back page of book 	<input type="checkbox"/> DCPL stamps <ul style="list-style-type: none"> • Top of book, title page, back page of book 	<input type="checkbox"/> DCPL stamps <ul style="list-style-type: none"> • Top of book, title page, back page of book
<input type="checkbox"/> NEW tape - temporary	<input type="checkbox"/> NEW tape - temporary	<input type="checkbox"/> NEW tape - temporary
<input type="checkbox"/> Remove notes	<input type="checkbox"/> Remove notes	<input type="checkbox"/> Remove notes
<input type="checkbox"/> Check for RESERVE items	<input type="checkbox"/> Check for RESERVE items	<input type="checkbox"/> Check for RESERVE items
<input type="checkbox"/> Return Items to Circulation (Apollo)	<input type="checkbox"/> Return Items to Circulation (Apollo)	<input type="checkbox"/> Return Items to Circulation (Apollo)
<input type="checkbox"/> Problems / Issues	<input type="checkbox"/> Problems / Issues	<input type="checkbox"/> Problems / Issues

A quick, helpful videos regarding The Five Laws of Library Science: <https://www.youtube.com/watch?v=ATK-QBcPfW0>

Kelly - SWKLS



These are a few of my favorite things:

- OCLC Bibliographic Formats & Standards: <https://www.oclc.org/bibformats/en/1xx.html> (for all things MARC) - \$0
- Library of Congress Catalog: <https://catalog.loc.gov/> (Examples of bib records in the same genre or subject) - \$0
- OCLC Classify: <http://classify.oclc.org/classify2/> (Obtain Dewey Decimal Numbers) - \$0
- Demco® LibraryQuiet™ Single-Sided End-Of-Range Booktruck, 3 Sloped Shelves - \$361-\$420 (See yellow circles above.)
- Scotch® book tape 1.5" = \$8/roll on Amazon
- *MARC 21 for Everyone* and *RDA Glossary*
- My processing checklist (below).



3M Scotch(R) Book Tape 845, 1-1/2 Inches x 15 Yards (7382)

Kelly - SWKLS

Purchasing & Pre-Cataloging:

- ☐ Check my budget: Do I have enough \$?
- ☐ Check VERSO: Is the item owned by a neighbor? Do I still *need* to buy it, or is ILL enough? If you decide to make a purchase, proceed.
- ☐ Order the item. If patrons are waiting, pre-catalog the item to enable a holds list to form.
- ☐ Find a good quality record. Add your holding.
- ☐ Status: "on order" or "in process".
- ☐ Barcode: _____
- ☐ Location: _____
- ☐ Call #: _____
- ☐ Cost: \$ _____ from source _____
- ☐ Today's month/year: _____
- ☐ Add to the 690: SWKLS Professional Collection. Save to the database.
- ☐ Add cover art, if necessary.
- ☐ Print new item report and file.

Processing:

- ☐ When the item arrives, add plastic cover or tape.
- ☐ Prepare all labels: address, spine, barcode, book label, etc. Ensure that call #, cost, date/ source of purchase are present on the item.
- ☐ Change status to "available".
- ☐ Add this circ note: "Available only for SWKLS members until (one month from now)" - KKE 00/00/0000. Make a note in your calendar to delete this circ note in one month.
- ☐ Add new items to listserv, website, social media, VERSO splash carousel, etc. Or, call 1st patron on the waiting list.

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Laurie - Ness City



<https://kapco.com/products/library/book-covers/easy-cover-ii/easy-cover-ii-book-cover-9-hx10-1-2-w-100-pairs-box>

<https://www.demco.com/demco-reg-clear-non-glare-label-protectors>

<https://kapco.com/easy-jacket-easy-fit-12-x300-with-paper>

<https://www.demco.com/demco-reg-date-due-slips-2-column-5h-x-3w>

<https://www.demco.com/demco-reg-premium-book-tape>