

Physical Labeling of Items

In order to facilitate the check-in process and make it possible for libraries to efficiently and accurately determine how many pieces should be included in the item before checking it in, the following was approved:

1. For audiobooks and video recordings (e.g. DVD sets, books on CD) in a package whose exact number cannot be easily determined from the packaging, there will be an easily visible label noting the number of discs/booklets, etc. in the package.
2. For a print item which includes a disc, an easily seen label will be placed on the outside of the item to note that it should be checked for a CD or CD-ROM.
3. The ownership/barcode of an item should be obvious from its exterior.

The committee members noted that it is far preferable to note these characteristics while physically inspecting items before they are scanned, so that check-in messages on an item record are unnecessary and only make the check-in process less efficient.

Approved Oct. 3, 2013

Marking Items with Multiple Pieces:

If a library does not label their materials as noted above, they cannot hold either the lending library or any patron responsible for missing pieces.

Wear and Tear Conditions of Items

When a library determines that the “wear and tear” condition of an item is not sufficient to warrant replacement or removal from the database (i.e. it will continue to circulate), the library will place a note indicating they recognize its condition in the following places for different formats:

- Printed material – inside the back cover of the item
- AV cases (audiobooks, DVDs, blu rays) – inside the case

Examples of these kinds of condition issues:

- Set is missing disc 7 (e.g. for a TV set)
- Crayon marks in book (indicate pg number if only one instance)
- Stains in book (indicate pg number if only one instance)

The reason for this guideline is to absolve future patrons of any responsibility for these condition issues. Also, it will stop lending libraries from returning your items without circulation (see the **Damaged and Missing Items** guidelines).

It is recommended in the instance of TV sets, for example, that the owning library indicate to patrons that a disc is missing in a **Public Note** so that it is visible on the WebPac.

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