

Appendix A. Glossary of Terms

Access category – A term that identifies the level of accessibility to an item (e.g., viewing copy, service copy, master, archival master).

Accompanying materials – Collateral material (e.g., maps, CD) related to the main work but not cataloged separately. The item may be issued in a container housing both or the publisher may put the supplementary materials in a pocket at the back of the book. In some cases, the Library constructs a housing to contain both.

Architectural and technical drawing – Precise graphical representation of a structure, machine, or its component parts that communicates the intent of a design to the fabricator or the prospective buyer of the product.

Assignment – Permanent or temporary location associated with an item.

Barcode – A pattern of bars of various widths, with varying spaces between them, representing a number or other code used for item identification, which can be read optically by wand, scanner, or similar device.

Book – A monograph or serial made up of text pages bound together in some fashion.

Call number – The notation used to identify and locate a particular item on the shelves that is classified; it may consist of the assignment (location and sublocation, if known), classification number, cutter, enumeration, chronology or publication date.

CD (Compact Disc) – Type of computer storage medium that is read optically using a low-power laser beam to read digital data that has been encoded onto an optical disc in the form of tiny pits.

CD-R – Recordable compact disc.

CD-ROM – A compact disk with read-only memory.

Classification – Alphanumeric system of arrangement, based primarily on subject matter, enabling efficient retrieval of materials in the Library's collections.

CLC (Collection level cataloging) – Materials grouped together and cataloged as a collection or set rather than individually.

Cutter – A book number created from the Cutter, or Cutter-Sanborn, Tables which further specify author and genre. Follows the more general classification number based primarily on subject.

Data element – Discrete piece of information contained in an electronic record.

Direct ship – Library material that is shipped directly to the custodial divisions, bypassing normal acquisition receipt work flows. Because Direct Ship materials go directly to the custodial area, the process is often used for faster receipt of current serial issues.

Directory – A reference work that typically provides access to names and addresses of individuals or businesses of a specific locale or common focus, as a trade or professional directory. Because the information contained is highly subject to change, directories often receive reduced or minimal processing. Storage and retrieval is often based on alphabetic or geographic arrangement prompted by annotations on the first page or cover.

DVD (Digital Versatile Disc) – A type of compact disc capable of storing any kind of data, including movies, music, text, and graphical images. DVDs are available in single- and double-sided versions, with one or two layers of information per side. A double-sided, dual-layer version can store about 30 times as much information as a standard CD.

Edge stamp – Property stamp applied to the top edge of a book (head of the text block).

Format – Physical manifestation of an item, e.g., printed book, CD, microform, video.

45 – 45 rpm phonograph record.

Image + Text – A Paper–Unbound format in which the item may consist of both photographic and pamphlet material with neither predominating necessarily.

Item – The term item refers to any kind of library material managed as a single physical unit for purposes of circulation (external, internal, and reading room service); inventory control; processing; labelling; storing; and tracking. An item consists of one or more separate parts, called **pieces**. Single item examples: bound monographic or serial volume; separately bound part of a volume, e.g., Vol 1, part 2; box of manuscripts; box with software diskettes and manual; book with map in pocket; jewel case with 2 compact discs; folder of 10 photographs.

Item barcode – An item barcode provides symbology that can represent a unique or shared PIN (personal identification number).

Item record – The item record provides item-level information that encompasses all of the pieces covered by the item record.

Kit – A group of individual objects, usually components in different formats, packaged together that form a constructed whole when assembled.

Lasermark – The lasermark is the engraving of data elements on a format or the case of a format.

Legacy format – A physical manifestation of an item that is either obsolete, or no longer actively acquired by the Library, e.g., 8-track tape.

Library bound serial – Collection of individual serial issues bound together by the Library.

Licensing information – Contractually imposed limitations that are specified by the publisher and applied to the Library's use of certain CD-ROM copyright deposit copies. The publisher selects either a stand-alone or central file server configuration and specifies restrictions on the number of simultaneous users, the downloading of data and disposal of the copies.

LP – Long playing phonograph record.

Manuscript – A document written by hand or in typescript form.

Masthead – The top section of the front page of a newspaper listing the newspaper title, date of issue, and enumeration information.

Map – a representation, on a flat surface, of a part or the whole of the earth's surface, the heavens, or a heavenly body.

Material composition – the physical make-up of components of a label. For example, the face stock is generally polyester or polypropylene and the adhesive is an acrylic polymer.

Mixed media – A collection of subject-related material in more than one medium intended for use as a unit. No one medium is so clearly dominant that the others are dependent or accompanying.

MLC (Minimum level cataloging) – Material not given full descriptive or subject analysis.

Monograph – A complete bibliographic unit, it may be issued in successive parts at regular or irregular intervals, but it is not intended to continue indefinitely.

Newspaper – A serial publication which is designed to be a primary source of written information on current events connected with public affairs, that are local, national, and/or international in scope.

Pamphlet – Unbound printed publication with a paper cover or no cover. Usually limited in size to less than 50 pages.

Photograph – An image produced on sensitized surfaces by the chemical action of light.

Piece – The term piece refers to the part(s) of an item managed as a single physical unit. The pieces are packaged in a binding, box, folder, wrapper, jewel case, sleeve, canister, or some other kind of container to form a physical unit to be treated at the item-level. The pieces may have individual characteristics (i.e., one is a floppy disk; another a CD), but they can be controlled effectively with a single Item Record. The number of pieces in an item record may change as material moves through such life cycle stages as acquisitions, processing, binding, conservation, re-evaluation, and re-processing. Not everything in a package has to be counted as a piece. For example, if an instruction sheet in a software package is not now mentioned as a separate price in the bibliographic description, it would not have to be counted as a piece in an Item Record.

PIN (Piece Identification Number) – A unique barcode identifier placed on each item or piece for the purpose of inventory and routine retrieval of associated online records.

Preservation specifications

700-702-9/1/00 – Specifications for pressure sensitive adhesive labels for application to covers of bound books for use in laser printers

700-703-9/5/00 – Specifications for pressure sensitive adhesive labels for application to plastic and metal substrates for use in laser printers

700-704-1/12/00 – Specifications for pressure sensitive adhesive labels for application to text pages of bound books for use in laser printers

700-701-9/1/00 – Specifications for pressure sensitive adhesive labels for application to box-board for use in laser printers

700-711-9/1/00 – Specifications for pressure sensitive adhesive labels for application to box-board for use in thermal transfer printers

700-712-9/1/00 – Specifications for pressure sensitive adhesive labels for application to covers of bound books for use in thermal transfer printers

700-713-1/12/00 – Specifications for pressure sensitive adhesive labels for application to plastic and metal substrates for use in thermal transfer printers

700-714-9/5/00 – Specifications for pressure sensitive adhesive labels for application to text pages of bound books for use in thermal transfer printers

Processing type – A method of categorization which distinguishes within a format by the manner in which the material is handled, often used for cataloging (e.g., CLC, MLC, full/core cataloging).

Production method – The process of creating the label specified. Methods may include thermal transfer or laser printing; printing onto adhesive label stock & affixing the label to the item or container; printing directly onto a flag or container stock without an adhesive label; preprinting label stock for later use vs. on-demand printing.

Publisher statement – Text printed in each issue of a serial providing information such as the publication name, owner, staff, and frequency. This is generally found within the first few pages of text.

Rare collected item – A category unique to RBSCD, it is a processing type which allows items to be housed together in a standard archival container.

Realia – Objects or artifacts, including both natural objects and those produced by human workmanship (e.g., sculpture, fabric, a message in a bottle).

Retrieval label – Any label placed on an item to assist in its methodical storage and retrieval by use of an imposed retrieval system. Retrieval labels include call numbers, shelf numbers, accession numbers, shelf assignments, etc., alphabetic, numeric, and geographic arrangements.

Score – An intellectual format for the presentation of music. A score arranges all of the parts of a musical composition in one notational system; from it all of the parts can be determined. Individual instrumental or vocal parts are often broken out for specific performers, the conductor uses the full score to understand and interpret the interaction of melodic lines and orchestral resources called for in the composition. Scores are often published or bound like other printed books.

Security strip – A mechanical device placed in a Library asset with the intention of triggering an alarm system if the asset is removed from the Library without proper authorization.

Self-contained serial unit – A unit of serial publication that is complete at publication. By contrast periodical publications anticipate the addition of one or more units over a specified period of time. The self-contained unit may, or may not, reproduce substantial quantities of the same data in each iteration; almanacs, directories, legal codes, manuals, etc.

Serial – A publication in any format issued in successive parts bearing numeric and/or chronological designations and intended to be continued indefinitely. Serials include periodicals (published more frequently than annually); newspapers; annuals (reports, yearbooks, etc.); the journals, memoirs, proceedings, transactions, etc. of societies; and numbered monographic series.

Sheet music – A publication mode for presenting printed music. Sheet music generally provides all the elements necessary for the performance of a single selection and does not anticipate the simultaneous publication of individual parts for soloists or ensemble performers.

Slide – Transparent material on which there is a two-dimensional image, usually held in a mount, and designed for use in a projector or viewer.

Special format – A category of general collections books that require additional handling to allow them to be shelved alongside standard books. An example is a book shaped like a slice of pizza.

Still image – A pictorial rather than textual representation recorded on a paper-based medium. Examples include maps, photographs, posters, prints, architectural/technical drawings, and other drawings.

Transcription – A handwritten copy of a data element, such as the item's call number, from the online record to the item itself.

Transliteration – Rendering the characters or script of one language in the characters or script of another. Transliteration although not a translation, it carries no inherent meaning once rendered in the alien script, generally attempts to exploit the conventions of pronunciation to reproduce the sound of the original language. The transliteration of Chinese characters, Arabic or other exotic scripts into the Roman alphabet is also called Romanization.

Verso – The left-hand page of an open book; the verso is the back side of a recto.

Appendix B. Formats Broken Down by Custodial Division

FORMAT	Custodial Division								
	AMED	AFC	ASIAN	ChLit	CALM	DCSU ¹	EUR	G&M	HISP
PAPER -- BOUND -- BOOK									
Non-rare book and bound serial	X	X	X	X	X	X	X	X	X
Non-rare special format	X		X	X		X			
Book with accompanying material	X				X	X			
Directory					X				
Copyright paperback collection									
PAPER -- UNBOUND									
Collection level cataloging (CLC)					X		X		
Serial issue			X	X	X		X		X
Newspaper			X						
Copyright comic book collection									
Copyright moving image descriptive material									
PAPER -- SHEET									
Still image including architectural/technical drawing, poster, photograph, map						X		X	
DISC -- DIGITAL									
CD and CD-R	X	X			X			X	X
CD-ROM	X	X			X	X		X	X
DVD	X	X			X	X		X	X
DISC -- MAGNETIC									
Floppy disk									
DISC -- VINYL									
Vinyl disc									
FILM									
Microfilm	X		X			X	X	X	
Microfiche						X		X	X
Slide						X			
Motion picture film									
MAGNETIC TAPE									
Audio cassette tape	X	X				X			X
Video cassette tape						X			
Video open reel									
MIXED MEDIA									
						X			
COPYRIGHT REALIA									
						X			

1 Represents published materials; for unpublished materials every format is represented except serial issues and newspapers.

FORMAT	Custodial Division								
	HSS	LAW	MS	MBRS	MUS	P&P	RBSC	ST&B	SER
PAPER -- BOUND -- BOOK									
Non-rare book and bound serial	X	X	X	X	X	X	X	X	X
Non-rare special format							X	X	
Book with accompanying material		X							
Directory	X								
Copyright paperback collection							X		
PAPER – UNBOUND									
Collection level cataloging (CLC)		X		X			X	X	
Serial issue	X	X			X	X	X	X	X
Newspaper		X							X
Copyright comic book collection									X
Copyright moving image descriptive material				X					
PAPER – SHEET									
Still image including architectural/ technical drawing, poster, photograph, map				X		X			
DISC -- DIGITAL									
CD and CD-R		X	X	X	X				X
CD-ROM		X	X	X	X				X
DVD		X	X	X	X				X
DISC -- MAGNETIC									
Floppy disk	X	X							
DISC -- VINYL									
Vinyl disc				X					
FILM									
Microfilm	X		X		X				X
Microfiche	X	X	X		X				
Slide						X			
Motion picture film				X					
MAGNETIC TAPE									
Audio cassette tape				X					
Video cassette tape				X					
Video open reel				X					
MIXED MEDIA	X			X					
COPYRIGHT REALIA									

Appendix C. JIG-L Team Membership

Labelling JIG Member	Organization
Ginny Kass	CO Operations Directorate
Deb McKern	LS Public Service Collections; Baseline Inventory Program
Kim Brown	CO Receiving & Processing Division; Receipt & Correspondence Control Section
Megan Caverly	LS African/Asian Acquisitions & Overseas Operation Division; Japanese, Korean, South & Southeast Asian Acquisitions Section
Dexter Fox	LS Operations Directorate; Automation, Planning & Liaison Office
Victor Holmes	CO Receiving & Processing Division
Barbara Humphrys	LS Public Service Collections; Motion Picture, Broadcasting & Recorded Sound Division
Eileen Lowry	CO Copyright Acquisitions Division

Appendix D. Relationship of Item and Piece by Format

Audience = ACQ (when materials are received)

CAT, BCCD (when materials are processed)

PSC, AREA (when materials used, or when direct ships are received/processed)

	Format	Processing Type	Examples	Item Record =	Unit Served
1	Paper – Bound – Book	Non-rare (full/core cataloging and MLC)	<ul style="list-style-type: none"> • Hardcover • Paperback • Bound pamphlet 	Item	Item
		Serial	<ul style="list-style-type: none"> • Library bound serial • Self-contained serial unit 	Item	Item
2	Paper – Bound – Book	Special format	<ul style="list-style-type: none"> • Unshelvable item • Odd-shaped book 	Item	Item/box
3	Paper – Bound – Book	Accompanying material	<ul style="list-style-type: none"> • Book w/CD-ROM • Book w/toy 	Item (number of pieces recorded in both Copyright and ILS databases)	Item/box
4	Paper – Bound – Book	Directory	<ul style="list-style-type: none"> • Phone book • City directory • Social register 	Item	Item
5	Paper – Bound – Book	Copyright Paperback Collection	<ul style="list-style-type: none"> • Romance novels 	Item → stored together in box with other items	Item
6	Paper – Unbound	CLC (collected pieces that receive Collection Level Cataloging)	<ul style="list-style-type: none"> • Miniature book • Playscript • Pamphlet collection • Uncataloged sheet music 	Box → containing multiple pieces	Box
7	Paper – Unbound	Serial issue	<ul style="list-style-type: none"> • 	No (Receipt noted in check-in record)	Piece

	Format	Processing Type	Examples	Item Record =	Unit Served
8	Paper – Unbound	Newspaper	•	No	Piece
9	Paper – Unbound	Copyright comic book collection	•	Box → containing multiple items in mylar sleeves	Item
10	Paper – Unbound	Copyright moving image descriptive material		Box → containing multiple items and formats in folders	Box
11	Paper – Sheet	Still image	• Photograph	Box → containing multiple items in mats or pieces in folders	Box/folder
			•		
			• Poster	Folder/Box → containing single items	Folder
			• Map	Folder → containing multiple pieces, some in mylar sleeves	Folder
			• Architectural/ technical drawing	Folder/Box → containing multiple pieces that become items in individual folder once served	Folder

	Format	Processing Type	Examples	Item Record =	Unit Served
12	Disc – Digital	CD/CD-R	• CD, CD-R	Jewel Case → containing 1 or more discs & text	*
			• CD set in container/binder	Container/Binder → containing multiple discs	*
		CD-ROM	• CD-ROM	Jewel Case → containing 1 or more discs & text	Jewel Case
			• CD-ROM set in container/binder	Container/Binder → containing multiple discs	Container
13	Disc – Digital	DVD	• DVD	Container → containing 1 or more discs & text	*
14	Disc – Magnetic	Floppy	• Floppy • Floppy set in container/binder	Container → containing 1 or more discs & text	Container
15	Disc – Vinyl	Vinyl disc	• 45 • LP	Jacket → containing 1 or more discs in sleeves	*
16	Film	Microfilm	• Newspaper reel	Box → containing multiple pieces on a reel	Box
			• Brittle books reformatted to microfilm	Item → stored together on reel with other items	Box
17	Film	Microfiche	• Single/multiple fiche in jacket	Sleeve → containing single/multiple pieces	Sleeve
			• Fiche set in container/binder	Boxes/Binder → containing multiple pieces in sleeves	Box
18	Film	Slide	• Slide set in container/binder	Container/Binder → containing multiple pieces	Container

* Sound recordings and moving images are not served directly to users. Users hear or view them at audiovisual booths, but do not handle the item.

	Format	Processing Type	Examples	Item Record =	Unit Served
19	Film	Reel	<ul style="list-style-type: none"> • Motion picture 	Canister	*
20	Magnetic tape	Audio cassette Video cassette	<ul style="list-style-type: none"> • Single cassette or set in container/binder 	Case	*
21	Magnetic tape	Video open reel		Canister	*
22	Mixed media		<ul style="list-style-type: none"> • Kit • Software package • Video w/audio 	Container → containing range of formats	Container
23	Copyright realia		<ul style="list-style-type: none"> • Greeting card • Fabric/carpet • Calendar 	Item → stored together in box with other items	Item

* Sound recordings and moving images are not served directly to users. Users hear or view them at audiovisual booths, but do not handle the item.

Appendix E. IT Needs

JIG-L identified IT needs to support the implementation of labelling recommendations. These IT needs state the initial IT issues and concerns related to labelling from a business user perspective. These needs are not comprehensive, but rather state clearly at a high level IT concerns that are already recognized by the JIG-L members. JIG-L recommends that these needs be further vetted and defined to develop full IT requirements necessary to design and implement an IT system.

1. The proposed materials processing system must support the selection process of the Library.
 - a. Selected items are documented
 - b. Selected items are identified
 - c. Rejected items are identified
 - d. Rejected items are not directed into Library processing streams
2. The proposed materials processing system will supply and maintain the date of receipt in association with the record of each deposit/registration/receipt.
3. The proposed materials processing system will provide a capability for documenting (recording and maintaining) PIN numbers with the record of each receipt and any appropriate accompanying documentation (order correspondence, registration documentation, etc.)
4. The proposed materials processing system will maintain a unique index of assigned PIN labels and will extend that index of piece identification numbers as library receipts, or copyright deposits and registrations are received and documented.
5. The proposed materials processing system should provide a capability to document the physical condition of received items (e.g., damaged--retained; damaged--replaced)
 - a. Damaged items will be documented
 - b. Documentation will identify damaged receipts
6. The proposed materials processing system will be capable of changing/deleting PIN information.
 - a. PIN assignments
 - b. Registration detail
 - c. Receipt status
7. The proposed materials processing system will maintain an interface to the Library's piece identification number (PIN) source file capable of generating new item numbers as required, or of reproducing (duplicating) existing piece identification numbers:
 - a. To support and extend item receipt processing
 - b. To support subsequent item processing
 - c. To extend piece level control to additional materials
8. The proposed materials processing system will support the association of multiple PINs to one service request (e.g., copyright claim). Several configurations are proposed for review:

- a. One PIN assigned to the item and to its support documentation.
 - b. Each item and any associated documentation may be pinned separately, a request to review a copyright registration would require retrieval of multiple documents and items.
9. The proposed materials processing configuration will support the association of related item records.
- a. As specific pieces associated with one record.
 - b. As specific registrations associated with one item.
 - c. As numerous items stored and served together; so that if one of the items is in use all of the related items will be reported as unavailable for use.
 - d. As a number of associated items whose status is governed by a single transaction.
Processing of any one item in the associated set updates all members of the set.
10. The proposed materials processing system will provide the capability to address and process data at the item level.
- a. To support Library collection control and circulation activity.
 - b. To uniquely describe and manage specifically identified materials and resource documentation.
 - c. To provide aggregate control of collected sets and kits.
 - d. To provide access to specific items, registrations, and related documentation.
11. The proposed materials processing system will support an interface with other local systems at the most granular (item) level.
- a. Full compliance with bibliographic (Z39.50) and commercial (X-10) communication standards.
 - b. System safeguards will regulate external access to the copyright data.
 - c. System safeguards will regulate remote modification of copyright data.
 - d. System safeguards will regulate the receipt of electronic deposits.
 - e. System safeguards will filter and refer outside requests for copyright information.
 - f. System safeguards will filter and pass requests for library information to library processors.
12. The proposed materials processing system will be capable of monitoring requests for information concerning specific items by several measures, including:
- a. Multiple requests for a single item, or item segment, and the status of each request.
 - b. Multiple requests for multiple items, or item segments, and the status of each request.
 - c. Frequency of requests for specific items.
 - d. Total number of requests for specific items.
13. The proposed materials processing system will maintain a history of activities (retrieval, review, judgement, etc.) associated with each item or associated component (registration, claim, request, etc.).
- a. For pre-determined periods of time.
 - b. Until purged or replaced by transaction age, expiration date, periodic review, etc.
 - c. For the maintenance of material status assessments to determine culpability for damage or loss.
14. The proposed materials processing system will provide search capability for copyright content, deposits and items.
- a. From outside web-based sources.

- b. From internal copyright reference queries.
 - c. From a variety of library based searches passed to the integrated processing system.
15. The proposed integrated processing system will provide a capability to document item status reporting across an interface with Library inventory:
- a. Lost items.
 - b. Missing items.
 - c. Withdrawn items.
 - d. Damaged items.
 - e. Replacement requests.
16. The proposed materials processing system will permit continuous location and status tracking of items.
- a. See No. 13 preceding.
 - b. Periods of status retention may expire routinely, be replaced or purged.
17. The proposed materials processing system will provide a capability to distinguish and track each item or associated piece described in the system.
18. The proposed materials processing system will track requests and items identified to the processing system for replacement use. (See No. 15 preceding.)
19. The proposed materials processing system will direct output to interfaced printing equipment and permit different content and formatting for specific applications. Users may elect specific formats, or accept default formatting based on defined physical types (microfilm, printed items, digital media, etc.).
20. The proposed materials processing system will store and format data to generate laser marks using interfaced marking equipment. (See No. 19 preceding.)
21. The proposed materials processing system will offer the capability to select content and element layout for use with interfaced label printing equipment.
22. The proposed materials processing system will offer the capability to format and pass data to a variety of interfaced print devices to produce either standard label products, or to imprint paper, Mylar, or other media. (See No. 19 preceding.)
23. The proposed materials processing system will generate copyright registration numbers or other specially formatted sequentially numbered series as required. (See No. 19 preceding.)
24. Data available in the proposed materials processing system may be used to produce various management reports.