

2. Purpose of Recommended Labels

Each recommended label is described in detail in this section. All upper case text indicates a literal representation of the data. To address LC's needs, JIG-L proposes use of 13 labels and marks, which include:

Security labels (generally applied at point of receipt):

- Item barcode/accession label
- Lasermark
- Edge or property stamp
- Security strip
- De-accession stamp [Topic for future follow-up by LS and CO]

Storage and retrieval labels (generally applied at various points of processing stage):

- Retrieval label
 - Call number label/mark
 - Shelving number label
 - LCCN label
 - Directory label
- Serial shelving label
- Title label
- Piece label
- Folder/envelope label
- Box/container/piece item barcode label
- Perforation mark (microfilm)
- Use and condition label
 - Service restriction and disposition labels
 - Condition labels

2.1 Security labels

At the point of receipt or when boxes are unpacked, material should receive appropriate PIN and accession labels, security marks, and anti-theft detection devices. The specific labels that JIG-L recommends are identified below.

2.1.1 Item barcode/accession label

New label: combines two previous marks (an item barcode label and an accession stamp) into one label

The purpose of the item barcode/accession label is to identify an item as LC property, to track material throughout LC, to document time and place of receipt, and to allow retrieval of related pieces that may become separated. The item barcode/accession label combines the functions of the current barcode label and accession stamp. This label is applied to all appropriate material in LC. A different PIN label, the box/container/piece item barcode label, is used for other components of an item (see 2.2.6). In some cases, the PIN for all components will match; for details, see the specific instructions in Section 3.

Item barcode/accession information may be printed on a flag in lieu of a label in cases such as rare books where an adhesive label is not an option. It would be desirable to develop the capability of printing item barcode/accession information directly onto housing containers as collections are processed, but this technology is not currently available.

The item barcode/accession label is required to contain specific information:

- LIBRARY OF CONGRESS
- Acquisition source/method
- Date of receipt
- Piece identification number (PIN)
 - Barcode symbology
 - Eye-legible PIN

2.1.2 Lasermark

Revised mark: adds Piece Identification Number (PIN) information

Lasermarking is similar to barcoding and property stamping. Its purpose is to mark items as LC property for security reasons and link the item to the system record. A lasermark is required in cases where property stamping or adhesive labeling is impossible or inappropriate, e.g., CDs. Lasermarking occurs at the point of receipt and is currently performed in Copyright, but does not now include the PIN. JIG-L recommends expansion of full lasermarking to LS Acquisitions receipts as described below.

The lasermark contains:

- LIBRARY OF CONGRESS
- Acquisition source/method
- Date of receipt
- Eye-legible PIN that corresponds with item barcode label that is affixed to the container

2.1.3 Edge or property stamp

New mark: replaces LC seal and adds new location

The purpose of the edge or property stamp is to prevent unauthorized removal of LC property or to prove ownership in a court of law. For volumes with a thick enough text block, the property stamp is placed on the “head” or top edge of the text block, hence the term “edge stamp.” The addition of this option increases the ability of security officers to identify LC material. If a volume is too narrow for application of the edge stamp, an alternative location is recommended.

The existing property stamp will continue to be used for specific non-book formats. Certain collections and divisions mark containers with a property stamp. For high risk, high value collections, multiple property stamps may be used on one item. For Library-bound volumes, the Library’s seal will continue to be imprinted on endpapers.

Application of property stamping may include one or more of the following:

- Library of Congress edge stamp
- LC logo property stamp (either the LC seal or the letters “L” and “C” linked)
- Endpapers with LC seal

2.1.4 Security strip

Existing device

The security strip is a type of anti-theft detection device whose purpose is to prevent unauthorized removal of LC property. The security strip is an electromagnetic device inserted into an item to alert security officers if someone attempts to take the item through one of the screening gates. The Library currently uses security strips for book collections. There are two types of book security strips: (1) a double-sided strip which is applied between the pages of a book, and (2) a single-sided strip which is inserted in the spine of a book. PR&TD scientists are in the process of evaluating anti-theft detection devices for non-book materials. It is expected that the videocassette security device will be implemented first.

2.1.5 Deaccession stamp

New label

[Topic for future follow-up by LS and CO.]

2.2 Storage and retrieval labels

As material is processed, the item is prepared for the shelf by adding a variety of labels to assist in storage and retrieval. JIG-L recommends the following labels as a method of establishing standard practices.

2.2.1 Retrieval label

Existing labels: Shelving number label may include additional information

The purpose of retrieval labels is to assist in the storage and retrieval of items. This group of labels includes call number labels (for items that are classified), shelving number labels (for collection-level and other items), and LCCN labels (applied only to the first instance of a work). This information may be printed on a flag for insertion in rare books. A retrieval label may be placed on a piece, an item or a container or on all three components.

The **call number label** may include the following information:

- Assignment (location and sublocation, if known)
- Classification
- Cutter number
- Enumeration
- Chronology or publication date
- Service restrictions (e.g. copyright licensing information)
- Copy number

Copyright licensing information on the label is represented by a code. It alerts the custodial division to check the 845 field in the holdings record for restrictions governing use.

The **shelving number label** may include the following information:

- Shelving number
- Collection name
- Title
- Box number in series
- Service restrictions (e.g. copyright licensing information)

The **LCCN label** includes:

- LC CONTROL NUMBER
- Barcode symbology
- Eye-legible LCCN number

Labelling Report

The **directory label** may include the following information:

- Assignment
- Directory
- City/title
- Enumeration
- Chronology
- Copy/set number

2.2.2 Serial shelving label

New label: replaces handwritten transliteration, transcription, ticking, and assignment, routing, and retrieval information

The purpose of the serial shelving label is to eliminate numerous manual processes by generating a single label from data in the LS Voyager database needed for the routing, processing, shelving or retrieval of loose serials.

A serial shelving label may include:

- Title
- Assignment
- Call number
- Enumeration
- Chronology

2.2.3 Title label

New label: replaces hand- or typewritten labels which describe item or box contents

For items such as directories that are not shelved by retrieval number or serial shelving label, a title label is specified. It is also used when a box or container is provided for multiple items or pieces and the box contents need to be described. The content of this label varies according to local need. The title label also includes piece numbers of box contents when possible.

The title label contains some or all of the following information:

- LIBRARY OF CONGRESS or LC seal
- Assignment
- Collection name
- Title
- Classification
- Cutter number

Labelling Report

- Shelving number
- Box number in series
- Enumeration (or the range)
- Chronology (or the range)
- Range of piece numbers
- Number of pieces/items
- Service restrictions

2.2.4 Piece label

New label: replaces handwritten notation

The purpose of the piece label is to identify the piece should it become separated from the item or other components. This label is used on pieces that are stored as a collection in a common container, such as certain pamphlets.

The piece label may include:

- Shelving number
- Piece number
- Title

2.2.5 Folder/envelope label

New label: replaces hand- or typewritten notation

The purpose of the folder/envelope label is to identify the pieces/items contained therein. The folder or envelope may be stored within another container or stand-alone.

The folder/envelope label contains some or all of the following information:

- Collection name
- Title
- Shelving number
- Classification
- Cutter number
- Sequence number
- Chronology
- Box number
- Folder number
- Piece number(s)

2.2.6 Box/container/piece item barcode label

New label: increases LC's ability to prove ownership and manage collections

The purpose of the box/container/piece item barcode label is to identify the box/container/piece as LC property, to manage collections in process, transit, or use, and to allow retrieval of related pieces that may become separated. The box/container/piece item barcode label is applied concurrently with the title label for a box or container. The PIN number may not agree with the PIN in the item barcode/accession label applied at the point of receipt. For more specific guidelines, see the instructions in Section 3.

2.2.7 Perforation mark

Existing mark

The Serials and Government Publications Division (SER) uses this mark as a means of identifying microfilm as Library property. Because the surface of the film cannot accept a property stamp, the Library's name and the date of perforation is punched out on the leader of the microfilm using a small manual device. JIG-L recommends the expansion of the perforation mark for use in CO and ACQ receipts.

The perforation mark:

- LIBRY CONG
- Month – day – year

2.2.8 Use and condition label

A. Service restriction and disposition labels

Copyright deposit extra copy label

Existing labels

The purpose of the **copyright deposit extra copy label** is to indicate that the deposits are motion picture extra copies that are published, not governed by the Motion Picture Agreement, and are selected by Motion Picture Broadcasting and Recorded Sound Division (MBRS). The sticker alerts MBRS that the copy is an extra (usually a different format) of a motion picture that CO sends to them. MBRS often uses the extra copy as a service copy.

The copyright deposit extra copy label includes:

- COPYRIGHT OFFICE – EXTRA COPY

Labelling Report

The purpose of the **copyright deposit extra copy – destroy if de-accessioned label** is to indicate that the deposits are registered under the Motion Picture Agreement with Return Not Requested (MPA/RNR), and are selected by MBRS. Motion Picture examiners also apply this label to unpublished motion picture extra copies selected by MBRS. Published motion pictures governed by the MPA and unpublished motion pictures are not used in the LC surplus program. If de-accessioned, they must be destroyed.

The copyright deposit extra copy – destroy if de-accessioned label includes:

- COPYRIGHT OFFICE – EXTRA COPY – DESTROY IF DE-ACCESSIONED

Archival master label

Existing label: provides a visual cue to an item's limited accessibility

The purpose of this label is to assist in the identification of materials that should not be provided to researchers because of their archival status. This label is produced on red paper stock.

The archival master label includes:

- ARCHIVAL MASTER

B. Condition labels

Alkaline indicator

Existing mark: provides a visual clue that (a) an item has been tested and is alkaline; or (b) an item has been treated by mass deacidification

The indicator is a dot of white ink placed on the spine of a bound volume either when the item is tested before selection for mass deacidification or following treatment.

Irradiation damage stamp

Existing mark: provides a visual clue to indicate that item has been damaged during the mail process but is being retained by the Library. The item may or may not receive conservation treatment

The stamp includes:

- DAMAGED BY IRRADIATION