



Book Labeling Tips:

Technical Paper:

When placing any Book Bar code label to any collection item use caution when adding this label. We suggest the following:

- Avoid adding your Bar code label near another bar code symbol, usually the ISBN has an associated UPC bar code symbol on the book jacket, stay a minimum of 3 inches from these symbols to avoid reading multiple barcode numbers.
- Many times, barcode labels are added in twos to every book item, one on the back book cover; upper right side near the spine and one is added to the inside front or back cover page or to the books Title information page.
 - ✓ Adding a BC label to the outside back cover in the upper right-hand position is done to allow easy access for performing Inventory scanning of these items. This allows the book item to be tipped backward on an angle for scanning without having to remove the item from the shelf.
 - ✓ When adding labels to the outside cover area, many times library staff will add them beneath the protective clear book cover as protection from label ware. This is normally okay, but caution should be used; sometimes these covers are too thick and this can cause scanning problems. The bar code label may not scan properly because the cover distorts the scan; this is especially true with the use of CCD and older Laser scanners. So, before applying a lot of labels this way, do a sampling and test your scanner.
 - ✓ If a label is put on incorrectly and depending on the label material (paper verses vinyl) use caution when removing the label so you will not stretch or distort the bar code symbol. Check any bar code that has been reapplied by scanning it to be sure the reader displays the correct number.

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