

## Holding Record

### Adult Large Print Books—FIC & NF, HC and Pbk.

5/26/10

**ITYPE:** Adult Large Print Books will come from ACQ with the Itype BLN, BL28, BLNU10 or BL28U10 depending on the collection code and price of the item ie. BBXLP has the Itype BLN and BBLP has the Itype BL28U10 when the item is less than \$10.

**FICTION CALL NUMBER:** This is assigned by the ACQ department and will be one of the following:

FIC	M	W
Author's last name	Author's last name	Author's last name

SF  
Author's last name

The LP prefix appears on the spine label but not in the call number field on Horizon.

**NON-FICTION CALL NUMBER:** This is assigned by the ACQ department according to the Dewey Decimal System:

Dewey  
Author's last name

The LP prefix appears on the spine label but not in the call number field on Horizon.

**COLLECTION CODE:** This is determined by the selector when ordering. "New" collection codes ie. BBXLP result in a blue dot on the pocket.

5/26/2010

# Processing Procedures

## Adult Large Print

5/26/10

Title Source 3 will have only one cart for Large Print materials. ACQ will order these items direct and do all the processing.

### Hardcover books with no dust jacket:

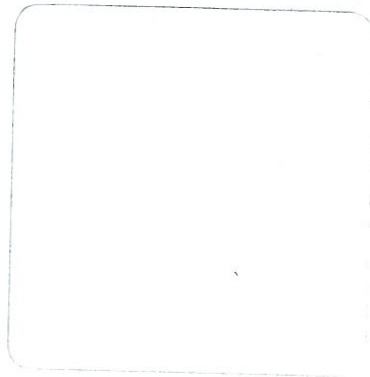
1. A large property label will be attached to bottom third of the title page adjusted to avoid covering pertinent information.

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BAY CITY MI 48708

2. The barcode is placed in the upper right corner of the inside back cover.



3. The beeper is placed on the inside back cover where the pocket pouch will be.



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4. The book pocket is centered 1 inch from the bottom of the inside back cover.
5. A large property label is centered on the pouch of the pocket.

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6. If the item has a new collection code, a blue dot is placed in the bottom right corner of the pocket.



7. The bib label is centered flush with the top edge of the pocket. The prefix LP is used on the bibliographic label.

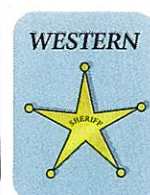
**LP 306.874 Schlessinger**

**Schlessinger, Laura.**

**In praise of stay-at-home  
moms**

8. The rotation schedule is determined by the ACQ department and appears immediately above the pocket pouch and on a book card inserted in the pocket.
9. If the book is not to be rotated the branch code and the date processed (1<sup>st</sup> or 15<sup>th</sup>) appear immediately above the pocket pouch.
10. The spine label will be printed by the ACQ department using the font Arial size 15 bold. The LP prefix will be added to the call number. If the book has no genre label the spine label will be affixed ¼ inch from the bottom of the spine. If there is a genre label (Mystery, Science Fiction, Fantasy or Western) the genre label goes ¼ inch from the bottom of the spine with the spine label above it. Spine labeling is covered with book tape.

**LP  
306.874  
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5/26/2010

Paperback books: (see materials examples above)

1. A large property label will be attached to bottom third of the title page adjusted to avoid covering pertinent information.
2. The barcode is placed in the upper right corner of the inside back cover.
3. The beeper is placed on the inside back cover where the pocket pouch will be.
4. The book pocket is centered 1 inch from the bottom of the inside back cover.
5. A large property label is centered on the pouch of the pocket.
6. If the item has a new collection code, a blue dot is placed in the bottom right corner of the pocket.
7. The bib label is centered flush with the top edge of the pocket. The prefix LP is used on the bibliographic label.
8. The branch code and the date processed (1<sup>st</sup> or 15<sup>th</sup>) appear immediately above the pocket pouch.
9. The spine label will be printed by the ACQ department using the font Arial size 15 bold. The LP prefix will be added to the call number. If the book has no genre label the spine label will be affixed ¼ inch from the bottom of the spine. If there is a genre label (Mystery, Science Fiction, Fantasy or Western) the genre label goes ¼ inch from the bottom of the spine with the spine label above it. The entire spine is covered with book tape.
10. 3 pieces of hinge tape (1/4 inch filament tape) are applied between the first page and the front cover. The same will be done for the last page and the back cover.

Hardcover books with a dust jacket: (see materials examples above)

1. A large property label will be attached to bottom third of the title page adjusted to avoid covering pertinent information.
2. The barcode is placed in the upper left corner of the inside back flyleaf.
3. The beeper is placed on the inside back flyleaf where the pocket pouch will be.
4. The book pocket is centered 1 inch from the bottom of the inside back flyleaf.
5. A large property label is centered on the pouch of the pocket.
6. If the item has a new collection code, a blue dot is placed in the bottom right corner of the pocket.
7. The bib label is centered flush with the top edge of the pocket. The prefix LP is used on the bibliographic label.
8. The rotation schedule appears immediately above the pocket pouch and on a book card inserted in the pocket.
9. If the book is not to be rotated the branch code and the date processed (1<sup>st</sup> or 15<sup>th</sup>) appear immediately above the pocket pouch.
10. The spine label will be printed by the ACQ department using the font Arial size 15 bold. The LP prefix will be added to the call number. If the book has no genre label the spine label will be affixed ¼ inch from the bottom of the spine directly on the dust jacket. If there is a genre label (Mystery, Science Fiction, Fantasy or Western) the genre label goes ¼ inch from the bottom of the spine directly on the dust jacket with the spine label above it.
11. The dust jacket is covered with a mylar jacket and affixed with ¼ inch filament tape.

# THE DIARY

EILEEN GOUDGE

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THORNDIKE  
CHIVERS

BAY COUNTY LIBRARY SYSTEM  
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LP FIC Gouddge  
Gouddge, Eileen.  
The diary

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AUG 15 2009

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*The Diary*

EILEEN GOUDGE

LP  
FIG  
Goudge

Status: cc Created: 8/11/2009 10:48:00 AM by: salfrancis  
Owned by: Unowned Updated: 8/12/2009 10:30:00 AM by: everyday1  
Field: Date entered on file (yymmdd)

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- 010 -- -- ‡a 2009013671
- 020 -- -- ‡a 9781410418029 (alk. paper)
- 020 -- -- ‡a 1410418022 (alk. paper)
- 040 -- -- ‡a DLC c DLC d BTCTA d GK8
- 049 -- -- ‡a B2AA
- 050 1 0 ‡a PS3557.O838 b D53 2009b
- 082 0 0 ‡a 813/.54 2 22
- 100 1 -- ‡a Goudge, Eileen.
- 245 1 4 ‡a The diary / c Eileen Goudge.
- 260 -- -- ‡a Waterville, Me. : b Thorndike Press, c 2009.
- 2 -- -- ‡a 0908
- 300 -- -- ‡a 277 p. (large print) ; c 22 cm.
- 490 1 -- ‡a Thorndike Press large print core
- 650 -- 0 ‡a Mothers x Diaries x Fiction.
- 650 -- 0 ‡a Mothers and daughters x Fiction.
- 650 -- 0 ‡a Large type books.
- 655 -- 0 ‡a Domestic fiction.
- 655 -- 7 ‡a Love stories. 2 gsafd
- 830 -- 0 ‡a Thorndike Press large print core series.
- 938 -- -- ‡a Baker and Taylor b BTCP n BK0008346953
- 950 -- -- ‡a 2631337 b Horizon bib#
- 994 -- -- ‡a C0 ‡b B2A