

End Processing Preparation for Books and Media

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This document provides general guidelines on the format of written call numbers for all Widener Stacks books and general guidelines for marking all books for Stacks Preparation and for Bindery Preparation as needed.

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Fund and Gift Numbers

All books require a written fund annotation to guide Shelf Preparation as to what book plates to use. A fund number is now written in the book at receipt by acquisitions staff in most divisions and will already be in place. Books coming out of the backlog may require this step. Microforms and media formats are not marked with a fund number.

Write the fund number in pencil on the verso of the title page, centered left-to-right, about 2/3 down the page or lower. Include any leading zeros. Books purchased with FAS funds (00011 in HULPR; 000001 in Aleph) are not plated and require only a checkmark (✓);¹ a checkmark (or a small “g” for *gratis*) may also be used for gift books that have no assigned gift number and for book-in-hand gifts. Gift numbers may be on a slip of paper inserted in the book; if so, transcribe the gift number fully (e.g. 01*49) in place of the fund number.

Note: If no gift number has been assigned in Collection Development, acquisitions and cataloging staff do not need to construct one.

Use of the BINDING / SHELF PREPARATION slip

To identify a book with “special needs” requiring some intervention by Conservation services, use the goldenrod [BINDING / SHELF PREPARATION slip](#) to designate the area of concern. Common circumstances include an errata slip² to be tipped in, the need for a pocket to hold a

¹ Certain other funds and sources can also be designated with a simple “✓”, such as PL480, any fund beginning 022... (e.g. 022217)

² Unless the correction is restricted to a single place in a book, an errata slip (flagged with the gold Binding/ Shelf Preparation slip) should be inserted behind the title page. A slip with a single correction may be inserted at the position of the error, e.g. a slip with a correction for p. 128 may be inserted at p. 128.

loose map, a need for repair or better housing. Books for HD with uncut pages also need to be routed through the shelf preparation unit.

Charging Materials for tracking

All soft cover books being sent to HD and having no “special needs” are *discharged* in the Circ Module to set the [*In-Transit loan status*](#) and are sent to Materials Management via placement on an HD Paperbacks truck. *Items placed on this truck should never be charged to pseudopatrons!*

The following materials are charged to pseudopatrons in the Circ Module and are sent to Shelf Preparation via placement on an End Processing truck:

- Hardcover books for HD (*Charge to Shelf Prep: 00678333*)
- Hardcover books for Widener Stacks (*Charge to Shelf Prep*)
- Soft cover books for Widener Stacks (*Charge to Binding Prep: 00678325*)
- All books (stacks or HD) requiring special treatment, with directions on a BINDING / SHELF PREPARATION slip (*Charge to Shelf Prep or Binding Prep (stacks soft cover)*)
- All books with non-book format accompanying material (*Charge to Shelf Prep; Default location is HD, with rare exceptions.*)
- All non-book formats other than microforms (CDs, DVDs, video, etc. *Charge to Shelf Prep*)

Preparation of Widener Stacks Volumes

I. Call Number Format (All Stacks books)

Call number examples precede the explanatory text to which they refer.

GENERAL:

Copy the call number from the 852 field of the holdings record onto the verso (back) of the title page. Write it in the upper left corner, leaving a margin of about $\frac{3}{4}$ of an inch above it and to the left. This should prevent any part of the call number from being cut off, in the event the book is later bound or repaired.

WID-LC
PN
6231
.M66
I 84
1998x

In the example above, the fourth and fifth lines of the call number, each consisting of a capital letter followed by a number, are “Cutter numbers”. The first Cutter number always begins with a period. The second Cutter (when present) does not. For the sake of clarity, write the first Cutter

number so that its period takes up a whole space, i.e., so that the period lines up visually with the first character in each line above and below.

If the Cutter number begins with I, O, or S, separate that letter visually from the number after it by inserting a blank space, as above. This is a signal to the people doing bindery- and shelf-preparation that these are not the numbers 1, 0, or 5. The “trailing x” (not always present) follows the date without a space. (*further information below*)

WID-LC
DT
433.29
.A54
D66
1990

Not every period signals the beginning of a Cutter number. In the above example, the fact that the first period is followed by a number tells you that it is a decimal point and that the numerals after it are part of the base number and belong on the same line as the rest of the base number. Like the period in the Cutter number, this decimal point should take up the space of a single letter or number.

Oversize Designations:

WID-LC	WID-LC
HC	PL
331	839
.A1	.O 48
M8	1992x
1988	PF
F	

The letters F and PF are size designations which direct the reader to special sections of the Widener stacks where oversized volumes are shelved. Any volume whose size (as given in subfield c of the 300 field) is 31-39 cm. must have a call number ending in F. If subfield c indicates a size of 40 cm. or greater, the call number must end in PF. No other element of the call number may come after F or PF.

DETAILS:

Trailing x: Although the current practice is not to use the “trailing x” in the call numbers of books going to the Harvard Depository, it is still required on books for the Widener stacks, with one exception. If you are using cataloging copy that has on it a field 050 00, the call number in that field should be used without a trailing x. A call number taken from any other field (even 050 04) needs a trailing x.

Multi-volume works:

WID-LC	WID-LC
PJ	D
7846	728
.S 89	.N28
1995	vol. 4
Heft 14	t. 3
F	PF

If oversize designations are necessary, volume numbers precede F or PF. The correct abbreviations for volume designations (Bd., t., pt., etc.) are found in Appendix B of AACR2. If the volume number is given on the book unaccompanied by any such term, use “vol.” (not “v.”) in the call number. Care should be taken in accepting call numbers that contain volume designations. The volume number given on an imported record may be the number of your particular volume within a multi-volume monograph, or it may represent the number of your multi-volume monograph as a whole within a larger monographic series.

Old Widener call numbers:

LSoc 92143.82.9.5 (125, t. 6)

These call numbers, used until about 1977, are written horizontally. You will encounter one only if you are adding a volume to a multi-volume work originally cataloged before that year. The first volume number (but only the first) may be written without a caption (Bd., t., pt., vol. etc).

II. Marking Author and Title for Binding (Softbound Stacks books)

Mark off author, title, and volume designation. When choosing how to mark these elements, use common sense as to how much might be reasonably expected to fit on the spine of any given size volume. Remember the call number will also be on the spine if it is wide enough.

GENERAL:

- If any elements discussed below are not clear from the type and layout on the title page, or if a title page is missing, write the author or binding title on a goldenrod BINDING / SHELF PREPARATION slip
- Diacritics that affect spelling [German ü, ß, etc.] must be spelled out; diacritics and ligatures that do not affect spelling are ignored
- Author and/or title chosen should always be in the nominative case
- Choose for binding the name used by the author on a title page, not the catalog entry should it differ
- Mark personal author surnames for binding using a double underscore at the beginning and a forward slash at the end (example A below)
- If there are multiple authors, mark only the first one (example B below)

- Compound surnames have traditionally been bound using only the first element; use multiple elements if judged useful and there is sufficient room (examples C and D below)
- Generally do not mark corporate authors for binding but use title only; if the title is not distinctive, mark off both the corporate body and the title, abbreviating where possible (e.g. for a government ministry, use country only for author)
- Books that have title main entry, mark the title only. Mark off as brief a binding title as possible using a double backslash at the beginning and a double forward slash at the end. Half brackets may be used within a title to omit words or phrases (examples E, F, and G below)
- Mark volume numbers for multi-volume works in the same way as titles. If expressed as a Roman numeral, write in and mark the Arabic equivalent (example H below)
- With cotton tape, tie volumes to be bound together in proper order. Mark upper left corner of cover, in pencil, “Bind 2 [3, 4, etc.] in 1”

Examples:

- A. Stanley Hoffmann_/, Ph. D.
- B. Stanley Hoffmann_/ and Guido Goldman
- C. Josep Carner_/ i Puig-Oriol
- D. Gabriel García Márquez_/
- E. The \sun also rises_{//}
- F. History of the affairs of \church and state in Scotland_{//}, from the beginning of the reformation to the year 1568
- G. \Diversidade [e unidade_] em [Fernando_] Pessoa_{//} or, simply, Diversidade e unidade em \Fernando Pessoa_{//}
- H. Volume \4_{//} or Volume IV → write in \4_{//}