

# PROCESSING POLICY AND PROCEDURES

## Processing Policy

### Rationale:

- To maintain consistency in the processing of materials
- To standardise the stages of processing of materials

### Policy Statement:

- To standardise the approach towards processing of materials

### Audience:

- Bendigo Senior Secondary College Library Resource Centre team members

### Authorship:

- Bendigo Senior Secondary College Library Resource Centre team members

### Related Documents:

- *Learning for the Future : Developing Information Services in Schools 2<sup>nd</sup> Edition*
- *AMLIB (Software Programme Material)*

### Date of ratification:

- February 2009

### Date of review:

- December 2011

## Processing Procedures

Elements of Processing	Book	Non-book single items (including CDs, DVDs, Kits and Computer Software)
Supplier of item cost	Inside the front cover, inside a stamp with other details	Record details on AMLIB
Barcodes	Top right hand corner of back cover, parallel to spine	Back cover of CD or DVD, inside of plastic tag on any other hardware
Call Number label	On the spine of the book at a predetermined height measured from the bottom (If book is too narrow – then the same height, but on the back cover as close to the spine as possible)	Front cover of CD or DVD
School Stamp	Title page, Back page (Round stamp) Top, bottom and side of book (BSSC stamp)	Front cover of CD or DVD
Due date slip	Back page of each book	Not applicable

<b>Security Strip</b>	Inside a non-conspicuous part of the book	Not applicable
<b>Repackaging</b>	Not applicable	Determine what sort of repackaging is necessary per item
<b>Covering</b>	Cover paperbacks with adhesive book covering, dust jackets and hardbacks with non adhesive book covering	Use barcode protector labels over barcodes