Procedures - Processing New Books

When books arrive from Cataloging, place them on the "NEW BOOKS TO PROCESS" shelf. When ready to process, retrieve books from that shelf and follow these procedures:

Stamping:
- We use archival ink that we acquire from the Library of Congress (which is located in Room 110 in the office supply cabinet).
- Use the smallest of the three stamps with the circular Library logo on it.
- Choose from one of the few beginning pages of the book, ideally after the title page and on the second page of the first chapter, but primarily a page with only print. If there are mostly images, please see a supervisor for advice about stamping.
  - Please don't stamp artists' books.
- Test the stamp out on a piece of scrap paper.
- Stamp the book as close to the gutter as possible, preferably at the bottom of the right page.
- Blot the stamp with a scrap piece of paper before you close the book to ensure the ink is dry and will not smudge the other page.
- If the book is mostly photographs or full bleed images, please see the librarian or chief curator for guidance.

Mylarizing: Covering the dustjacket/book jacket:
- Any book that has a book jacket requires a pH neutral Mylar cover.

Materials
- Mylar sleeves, held in flat boxes: usually located in Room 103 in drawer #19, with the label “Book Covering Materials”.
- Mylar roll, held in a rectangular cardboard box: usually located in Room 103, sometimes in the back right corner.
- Scissors and bone tool: located in Room 110 in the office supply cabinet

1. Select a piece of Mylar that is larger than the dust-jacket you are covering.
2. If the pre-cut Mylar sleeves are too small, cut a larger one from a roll of Mylar. (Located with the boxes of pre-cut Mylar sleeves in Room 103.)
3. All of the Mylar comes with a pre-creased side; put this creased side closest to you and facing up.
4. Remove the dust-jacket from the book and set aside the book.
5. Set the dustjacket, with the inside facing you, on top of the Mylar.
6. Using the bone tool, gently soften the dust-jacket's creases—this will make it the Mylarizing process easier.

Don't press too hard on the book creases.
• Insert the bottom edge of the dustjacket into the pre-creased section of the Mylar.

• Secure the dust-jacket with one hand, and fold the top section of Mylar down and over the dust-jacket.

• Using the bone tool, crease the top fold you just made. Careful not to crease the dust-jacket itself!

• Look at the sides of the width where the flaps of the book jacket are located; if the Mylar is too long on the sides, trim the excess.

• Place the book inside its newly covered jacket: set the spine in the center of the covered dust-jacket, and carefully place the entire cover onto the book, one side at a time.
Check the UMBC Library catalog to make sure that the information is correct:

- Go to Advanced Search.
- Choose UMBC as the campus.
- Do a LC call number search.
- Ensure that the record for Special Collections matches the typed tag with the materials and the book in hand.

Check the book for any inscription, such as the author’s signature

- If it is signed by the author, check in the OPAC to make sure that there is a note in the catalog record
  - CLICK ON "AVAILABILITY" TO SEE IF THERE ARE ANY NOTES

Shelve the book in its proper location