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.

Select a piece of Mylar that is larger than the dust-jacket you are covering.
- 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.)
- All of the Mylar comes with a pre-creased side; put this creased side closest to you and facing up.

Remove the dust-jacket from the book and set aside the book.
- Set the dustjacket, with the inside facing you, on top of the Mylar.
- 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