Overview
This document will describe how to process books once they arrive in your library.

Note: The following example is the procedure followed at Mary Immaculate

1. Stamp book with school stamp on the title page and bottom right on inside back cover.
2. Record at the bottom of the title page in pencil: the cost, supplier and year of purchase.
3. Process through Z- Cataloguing. In the pop-up window, to add a copy, select the correct Collection and Loan Category before scanning the barcode. On the next screen, add the Collection code in the Classification field, the supplier and the cost.
4. Attach a barcode on the lower front cover in the middle.
5. Write barcode number in pencil inside the school stamp on the title page, and in pen inside the school stamp on the inside back cover. Be sure to include the first 5 numbers and the check digit eg B12345K.
6. In pencil write the call number on the title page.
7. Print spine label, attach any other stickers depending on the Collection:
   - Easy Fiction – letter on front top left, coloured sticker.
   - Easy Non Fiction – blue sticker on lower spine.
   - Short chapter books – yellow sticker on lower spine.
   - Classroom readers – pink sticker on upper spine.
   - Guided readers – yellow sticker on upper spine.
   - Reading Recovery – red sticker on upper spine.
8. Cover book:
   - Paperbacks in contact.
   - Hardcovers with plastic.
   - Reinforce inside front and back with strips of contact.
   - If book is stapled, use a strip of contact to reinforce the centre over the staples.