PROCESSING BOOK TRUCKS (Spineomatic)

(IF BOOK IS DAMAGED, SHOW SUPERVISOR)

Look for GREEN FLAG marked POSTCATALOGING INSTRUCTIONS

- Open spine label program from desktop. Click on arrow to display right side pane. Click pink erase button to clear previous batch.
- Scan or type a barcode into the pink field.
• The call number from Alma appears in the yellow box in the left pane (if keying in barcode #, hit enter).

  ▪ Compare location on flag in book to location on call# (should be in caps). Van Pelt books will not have a location flag.
  ▪ Check formatting of call # (see call# instructions for samples) and volume information on spine if applicable.

• Complete blue exit check slip if any discrepancies. Put book aside for staff person.
- Press the “Add to batch #1” button to move the call number into the batch window.
- Number will be reflected in the Entries box. Place book on small truck in order in which it was scanned.

- Repeat this process until there are 5 entries in the batch.
- Click the Preview/print button.
• A preview window opens. Confirm the number of entries. Click the small “print” icon in the upper left.

• Cut labels from printer.
• Take first label and first book. Scan or type barcode into the pink field (repeat first step).
• The call number from Alma appears in the yellow box in the left pane. The TITLE appears in the box under Van Pelt Library.
• Compare title on screen to book in hand. If matches, affix label to spine.
• Affix label to spine if wide enough – otherwise affix to common front cover (all books regardless of language).
• Stamp textblock with University of Pennsylvania stamp.
• Affix beeper inside common front cover.
• If Yarnall, E.F. Smith, or Furness, affix bookplate opposite beeper.
• Return book to large truck.
• If dust jacket, make sure there is a barcode label affixed to the back of the jacket, and JUcall # labels on both spine of book