1.   Introduction

This document outlines the Joint Issue Group on Labelling's (JIG-L) recommendations for labelling material across various formats. JIG-L's charge was to make recommendations to improve and streamline the marking and labelling of all formats received by the Copyright Office (CO) and the Library Services Acquisitions Directorate (LS ACQ). JIG-L was formed by LS and CO to address technical issues of mutual interest that would further the CO Business Process Re-engineering (BPR) to make its services more responsive to Congress, the Library, and the public. JIG-L addressed the need for LS and CO to work together to address the marking, stamping, and labelling of material to support the work processes of the Library.

The term "Library" throughout the document refers to all Service Units (Library Services, Copyright Office). **Appendix A. Glossary of Terms** provides definitions for other terms used in this document.

Labels serve many purposes and provide important support throughout the Library of Congress' (LC) tracking, disposition, storage, and retrieval of materials. Labels or marks identify the point and time of acquisition, the assignment location, and the manner in which items are arranged on the shelf, to name just a few purposes.

JIG-L members collected information about current processes through a series of nineteen (19) interviews with custodial divisions. Common and variant practices were documented across the full range of formats held by each division (see **Appendix B. Formats Broken Down by Custodial Division**). In analyzing the data collected, it was necessary to articulate not only the range of formats but also the manner in which items added to the collections are stored and served. **Appendix D. Relationship of Item and Piece by Format** describes how the ILS item record is used to combine pieces into items for the purpose of collection control.

JIG-L members (**Appendix C**) presented preliminary recommendations for select formats in February and March at a series of stakeholder meetings. The six groups of stakeholders were the CO, serials, technical services, public services, the LS Cataloging Policy and Support Office (CPSO), and the Preservation Directorate.

Based on the collected documentation, input from stakeholders, and follow-up meetings with particular units, JIG-L developed a set of recommendations designed to upgrade marking and labelling practices in a comprehensive manner.

While acknowledging that exceptions will exist, JIG-L's recommendations follow a few general principles:

▪   Facilitate tracking of material.

   Piece Identification Number (PIN) labels provide identifying information to help track items and pieces as they are processed from the point of entry to their final destination within LC. For retrieval of database records, the item barcode becomes the main point of access.

▪   Strengthen the security of the collections during processing, transit, storage, use, and on exhibit as outlined in LC's security plan.

   Through particular marks and labels, LC indicates ownership and possession of materials. By identifying material as the property of LC, these labels and marks help security officials

identify material borrowed from LC and help security officials prevent loss. When material is stolen, these markings provide crucial evidence of LC ownership. To improve security while in process, it is recommended that items receive barcode/accession labels and anti-theft detection devices upon receipt.

- Generate labels from data elements in Library databases to avoid keying, stamping, and handwriting information.

  JIG-L recognizes that a high degree of manual processing introduces a high probability of error. A single misplaced digit can result in the misfiling of an item and the loss of the use of that item for many years. JIG-L recommends automating the production of marks and labels through innovations such as printing accession information on the PIN label. The benefit of automating is two-fold: time savings and increased accuracy.

- Minimize the number of labels on any one piece and avoid obscuring significant information.

  By coordinating CO and other Service Unit processing of materials, duplication of effort can be reduced. JIG-L recommends a single PIN label, for example, for use in tracking and retrieving items in both CO and Integrated Library System (ILS) databases. The copyright registration number will continue to be used in the CO database, however JIG-L recommends that the label not be applied to the deposit, with the exception of end-stage processing for deposits sent to the Copyright Deposit Copy Storage Unit (DCSU). Another label which JIG-L feels is not needed on each item is the Library of Congress Control Number (LCCN) barcode label. It will continue to be used for assignment of LCCNs, and would only be applied to the first instance of a work.

  The proliferation of labels has been a particular problem for non-book formats such as compact discs (CDs) where the available space for the placement of labels is minimal. JIG-L recommendations include reduced size labels for these formats and elimination of a separate Copyright licensing agreement label. The licensing information will be incorporated in the item retrieval label (see Section 2.2.1).

- Continue to adhere to preservation standards.

  While JIG-L is recommending increased barcoding of the collections to meet inventory management control and security needs, it is critical that the expansion of the use of barcodes and other labels for non-book and special collections materials is not detrimental in any way to the items themselves. Preservation Research and Testing Division (PR&TD) will need to develop specifications for colored label stock and for stock used on mats and folders which house photographic collections. JIG-L recommends that PR&TD develop specifications for a "universal" label, reducing the complexity of matching the right stock with the right item in high-volume units such as mailrooms.

Assumptions

There are several assumptions underlying the recommendations in general:

- All items receive an item barcode at the point of receipt or soon thereafter

- Labels will be applied upon receipt and at the various processing stages

- The PIN or item barcode will serve users throughout the Library

- Because service units have different functions, they may use a common label for different purposes.

- Custodial units will continue to have some flexibility in production of labels according to specific needs

- There will be technical support to carry out the requirements delineated in **Appendix E. Information Technology (IT) Needs**

- The data needed to produce the recommended labels will be stored in data fields as specified in **Appendix F. Label Content**

How to use this document

This document details recommended labels. The **Table of Contents** provides an easy index to LC labels and their respective guidelines by format and processing types. **Section 2. Purpose of Recommended Labels** defines the array of labels that JIG-L recommends. **Section 3. Marking, Stamping, and Labelling (MSL) Manual** graphically shows label recommendations for most material that LC receives. This material is grouped in categories so that like materials receive the same labelling. Categorization considers format and processing type. In addition to graphical representations, **Section 3** includes information about the placement, content, size, composition and production method for labels shown. It is expected that the MSL Manual will be expanded to include additional formats and that it will be maintained as changes occur.

Section 4. Units that Apply Labels shows both current responsibility and future recommendations. **Section 5. Recommended Actions** shows a phased approach to implementing recommendations.

This document is intended as a guideline to standardize practices wherever possible and achieve economy of scale. Not every instance of a format or combination of media is represented here. These guidelines are applicable to all sources of acquisitions, including direct shipments to custodial divisions. Formats which are not represented here are special collections materials such as glass plate negatives or wax cylinder sound recordings. Guidelines for these formats will be developed at a later date.