

MASSACHUSETTS STATEWIDE DELIVERY COMMITTEE

Barcode Label Placement Policy (1/30/09)

Introduction

A study of Massachusetts library delivery service was conducted by a national consulting team of the Galicia Group and the Quipo Group, in 2007-2008. The resulting 50+ page report, federally funded with LSTA funding through the MA Board of Library Commissioners (MBLC), identified a wide range of improvements to be implemented. In October 2008, the MBLC convened a discussion group of stakeholders to identify short and long-term recommendations for action.

For additional information, visit: www.nmrls.org/msdc

Why standardize barcode placement? Why now?

In order to maintain services and limit costs, a statewide working group will explore automated delivery sorting solutions.

Those solutions are still a few years away, but require equipment to scan the barcodes of materials in delivery. Placing the barcodes in a uniform location will expedite the process. Standardization offers additional benefits for libraries and delivery systems including:

- Increases efficiency of circulation operations
- Eases locating barcodes on material coming into your library from another
- Eliminates accidental scanning of UPCs and ISBNs located on the back of materials
- Speeds automated inventories
- Prepares libraries for self-check of library materials by patrons enabling them to easily locate the item barcode

Requiring libraries' cooperation in uniform label placement is the first action in the projected automation of library material sorting.

Policy

To prepare for an eventual delivery solution, the Regional Library Systems will require that all libraries:

place barcode circulation labels on the front of all new materials, in the upper left corner, parallel to the top of the item.

Libraries are asked to begin labeling new materials in this location beginning Monday, March 30, 2009.

Libraries are NOT asked to change barcode locations retrospectively.

It is understood that that this standard will require re-training for some library staff, especially when it comes to audiovisual materials.

The Regional delivery system will be unable to guarantee delivery of materials for non-standard libraries when automation is underway. We appreciate your cooperation as we all work together to provide the most efficient and effective delivery service for library patrons.

Contact the Committee:

Members of the statewide delivery committee welcome your questions. They are:

Michael Colford, Boston Regional Library System, mcolford@bpl.org

Robin Demas, Concord Free Library, rdemas@minlib.net

Paul Kissman, MA Board of Library Commissioners,
paul.kissman@state.ma.us

Susan McAlister, Minuteman Library Network, smcalister@minlib.net

Carolyn Noah, Central MA Regional Library System, cnoah@cmrls.org

Greg Pronevitz, Northeast MA Regional Library System, greg@nmrls.org

Nancy Rea, MA Board of Library Commissioners, nancy.rea@state.ma.us

John Ramsay, Western MA Regional Library System, jramsay@wmrls.org

Cindy Roach, Southeast MA Regional Library System, croach@semrls.org

Sunny Vandermark, Metrowest MA Regional Library System,
svanderm@mmls.org

Members of the October 2008 delivery stakeholders discussion group:

Nora Blake, MassCat
Melissa Campbell, Plainville
Judith Clini, Agawam Public Library
Michael Colford, BPL
Debby Conrad, SAILS
Paul Dobbs, President, FLO
Ron Gagnon, NOBLE
Gianna Gifford, Simmons College
Barbara Glazerman, MBLC
Marlene Heroux, MBLC
Louise Howland, Beaman Memorial Library, West Boylston
Maureen Killoran, MBLC
Mary King, WMRLS
Paul Kissman, MBLC
Joan Kuklinski, CW/Mars
Rob Maier, MBLC
Patrick Marshall, Bourne
Carolyn Noah, CMRLS
Greg Pronevitz, NMRLS
John Ramsay, WMRLS
Nancy Rea, MBLC
Larry Rungrun, MVLC
Cindy Roach, SEMLS
Gayle Simundza, CLAMS
David Slater, OCLN
Michael Somers, Bridgewater State College
Walter Stein, FLO
Sunny Vandermark, MMRLS