

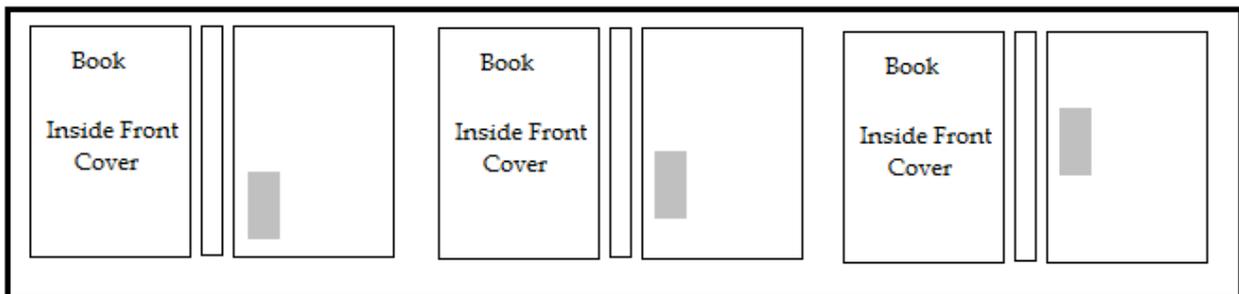
RFID Tagging by Format (EnvisionWare)

Note: Remember, metallic print or packaging will interfere with the tag. Alternate ideas will need to be considered for these items.

Book Tagging (New Items Being Processed)

1. Launch the EnvisionWare Encoding Station.
2. Tear a tag from the roll and place on RFID reader.
3. Scan book's barcode (or if needed manually type barcode).
4. Tags will be placed on the inside of the back cover of each book.
5. Tags will be placed $\frac{1}{4}$ inch away from the spine crease, vertically and will alternate between three positions, upper middle, lower middle and bottom edge. **Be aware, DO NOT place tag on spine crease, this will cause the tag to fold and become inoperable.**
6. The tagging of board books, magazines, and kits is the decision of the owning library.

Example:



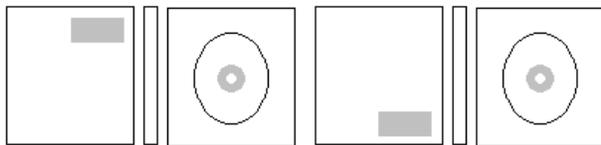
Book Tagging (Tagging In The Stacks)

1. Launch the EnvisionWare Encoding Station.
2. Place book on the RFID reader, select "Query Item" to check if item has been previously tagged. If tag is located, check that tag information and barcode number match. If barcode and tag do not match, re-encode tag. If no tag is located, continue to step 3.
3. Tear a tag from the roll and place on RFID reader.
4. Scan book's barcode (or if needed manually type barcode).
5. Tags will be placed on the inside of the back cover of each book.
6. Tags will be placed $\frac{1}{4}$ inch away from the spine crease, vertically and will alternate between three positions, upper middle, lower middle and bottom edge. **Be aware, DO NOT place tag on spine crease, this will cause the tag to fold and become inoperable.**
7. The tagging of board books, magazines, and kits is the decision of the owning library.
8. **Important Note: For Libraries that tag non-owing items (ie; items owned by other libraries) DO NOT tag board books, magazines, or kits.**

DVDs, Playaways, Games, Blu-Rays, CDs, Audio Books, MP3s (new items):

1. Launch the EnvisionWare Encoding Station.
2. Tear a tag from the roll and place on RFID reader.
3. Scan the item's barcode (or if needed manually type barcode).
4. Open the case and remove the Cover Art page from between the case and plastic protector.
5. Locate the spine of the material on the Cover Art page.
6. Place the tag on the blank side of the Cover Art page (horizontal) near the spine, either along the upper edge or the lower edge of paper insert.
7. When tagging any items that contain metal, it is suggested to query the tag to confirm it is working properly.
8. If Cover Art page contains metallic printing, new Cover Art maybe be required. Make a new photo copy of the Cover Art to use.

Example:



- **Tagging DVDs, Playaways, Games, Blu-Rays, CDs, Audio Books, MP3s from the stacks. Follow the above instructions after you have queried the item to determine it has not already been tagged.**