

Barcode Placement Policy

Proposed revision

- ~~• Books: Right edge of the barcode label no more than eight inches from the spine, the left edge of the barcode label no less than three inches from the spine, the lower edge of the barcode label no more than one inch from the top of the book and only on the front cover.~~
- Books: top right hand corner of the front cover
- ~~• VHS Videos: in the window on the cassette or on the bottom of the cassette~~
- DVDs and Blu-ray: top right hand corner (of case or insert)
- Books on CD/Cass: top right hand corner (of case or insert)
- Music CDs: top right hand corner (of case or insert)
- Software and Video Games: top right hand corner (of case or insert)
- Digital Audio Players: top right hand corner of cover/insert
- Vinyl: top right hand corner of cover
- Multi-part sets (follow the Labelling Multipart Items policy)

Libraries that create duplicate barcodes should not cover the ownership labels of another library.