

## Bookband Do's

<b>DO NOT REMOVE THIS BAND</b>		
<div style="background-color: #000080; color: white; padding: 5px; display: inline-block;"><b>Virtual Catalog</b></div>		
Barcode		
Request Number _____		
<b>Special Instructions</b>		
<b>Library Use Only</b>		
<b>Borrowing Library</b>		
<b>Lending Library</b>		
<b>Shipped</b>		
<b>Received</b>		
Notify Patron		
Patron Pickup		
Patron Return		
<b>Returned</b>		
<b>Completed</b>		
Checkin		

**Do** copy bookbands onto white paper only. This helps everyone identify the book as Virtual Catalog material.

**Do** place a barcode label in this box if you are a BORROWING library that uses its own barcodes. (Lenders leave it empty.)

**Do** write the request number CLEARLY. It is the most important information on the bookband! **REQUIRED.**

When checking out the book to the patron, **do** stamp or write the due date in this space. It's the date the book is due back to the borrowing library (not to the lending library.)

**Do** use this space when it's appropriate. For example: "This is volume 1. Submit a separate request for each additional volume wanted." Since only material that can be checked out by the borrower for four weeks is appropriate for the virtual catalog, you may not need this space very often.

**Do** clearly identify the specific library in the standard format. Many also like to include the courier route (if any). (Wondering what "standard format" and courier routes are? <http://www.bpl.org/brls/Delivery.htm>) **REQUIRED.**

**Do** clearly identify your library in the standard format. **REQUIRED.**

**Do** fill in dates or other notes--but only if it's useful to your library, either borrowing or lending. As it says, this is optional.

Because it's so hard to identify Virtual Catalog books when they don't have bookbands... **Do** tape the bookband firmly around the cover, using extensions as necessary. **Do** make sure barcode is visible.