

Policy: 520
Subject: SECURITY STRIPPING

Page 520.1

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Approved: April 9, 1998

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Revised:

Policy

Security strips are affixed to most printed materials [see exceptions below].

- ◆ All monographs handled by ISM are security stripped by ISM.
- ◆ Monographs handled by Cataloguing, BDM (selected gifts, rush items) are stripped and stamped with the UML property stamp by the Receiving Section, Materials Acquisitions Department. Standing orders handled by Cataloguing, BDM, are stripped and stamped by Serials Check-in, Materials Acquisitions Department.
- ◆ "Fast track gifts" should be stripped and properly stamped in the unit prior to being sent to Cataloguing.
- ◆ Items bound by Lehmann Bookbinding are stripped by Lehmann.
- ◆ Individual issues of journals will be stripped in the unit libraries, with the exception of Dafoe, which are stripped by Serials Check-in, Materials Acquisitions Department.
- ◆ All depository and circulating theses will be stripped as part of the binding process.
- ◆ Unbound sheets such as maps, architectural drawings, and flimsy items such as pamphlets may be stripped locally according to unit library procedures.

The following materials should not be stripped:

- Rare books
- Books with little or no gutter margin
- Volumes accompanied by computer discs
- Computer discs
- Video tapes
- "Do not catalogue" volumes
- Brittle or other fragile items
- Volumes with comb, coil, or ring binding

Procedures

The security strip should be placed deep within the gutter of an unbound item, and down the inside of the spine of a bound volume.