

Items for Marking / Labeling Books and Archival Boxes

ITEM	APPROVED USE	DESCRIPTION	ORDERING INFORMATION	VENDOR(S)
Temporary Labels (Avery)	To temporarily label a book, e.g. reference; reserve Not recommended for use on plain paper covers or leather bindings	Avery Removable ID Laser/Inkjet Labels Available in three sizes: 3-1/3" x 4", Pack of 150 (AVE6464) 1" x 2-5/8", Pack of 750 (AVE6460) 8-1/2" x 11", Pack of 25 (AVE6465) Labels leave a varying amount of adhesive which can easily be removed with a white vinyl eraser.	Ordering available through SciQuest	W.B. Mason 1-888-926-2766 www.wbmason.com
Marker – Optical Media Pen	Used for permanent marking of optical media (CDs, DVDs)	Composition – water, dyes; will take some time to dry; black only	Order through referenced web site; discount for buying multiple pens	AIC Online Store: http://tinyurl.com/n53zlvh
Marker – Sakura Pigma Micron Pen	Used for <u>permanent</u> marking of materials	Pigment-based; will not fade; <u>not for use on optical media (CDs, DVDs)</u> #2 pencil also works well for marking call number tags in special collection books	Ordering available through SciQuest Price varies depending on point size and color	Dick Blick Art Materials 1-800-828-4548 www.dickblick.com
Marker – Sharpie Water-Based	Used for permanent marking of optical media (CD, DVDs)	Composition - water, dyes; will take some time to dry; comes in a variety of colors	Ordering available through SciQuest Price varies depending on point size and color	Dick Blick Art Materials 1-800-828-4548 www.dickblick.com
Spine Labels – Foil Back	Call number spine label for general collections materials	Gaylord PermaPlus Foil-Back Labels Comes in a variety of sizes and applications (pin-feed and laser print): http://tinyurl.com/not3rok	Ordering available through SciQuest	Gaylord Archival Phone: 1-800-448-6160 Fax: 1-800-272-3412 www.gaylord.com Use priority code GA20 for discount
Spine Labels – Se-lin Labels	Call number spine label for general collections materials	Composite label with a heat-activated acrylic adhesive	Ordering available through SciQuest	Demco Phone: 1-800-356-1200 Fax: 1-800-245-1329 www.demco.com
Spine Label Covers	Protect call number information on foil backed labels	Gaylord Ultra-Saver II with UV protection Polyester with permanent acrylic adhesive Variety of sizes 500 labels/roll	Ordering available through SciQuest	Demco Phone: 1-800-356-1200 Fax: 1-800-245-1329 www.demco.com
Wite-Out Correction Tape (BIC)	To permanently modify call numbers, such as blocking out a location that is no longer valid.	2 layers – adhesive layer is an acrylic based polymer and white coating is pigments, resins and dispersing agents. Tested in Conservation Lab - Dry Oven Aged, 2/3-10/04 80° C ± 5° C ≅ 70 years	Ordering available through SciQuest Item #WS16309340	Demco Phone: 1-800-356-1200 Fax: 1-800-245-1329 www.demco.com