

## Exhibit A PROCESSING SPECIFICATIONS

### BARCODES, SPINE LABELS, RFID TAGS/HUBS, LABELS, PROPERTY STAMP

Barcodes – Place PPL supplied barcode on back cover outside, horizontally, ¼” from bottom edge, 1.5” from spine. Place barcode on dust cover on those books so supplied, otherwise cover barcode with C-View label (as per 2.c).

Spine Labels – Place spine label ¼” from bottom of book or dust cover, call number starting at left edge and wrapping to front of book. Exceptions listed below.

- Thin books – Turn spine label vertically, reading from top to bottom. Line of label to display on spine is author’s last name if fiction, or Dewey designation if non-fiction.
- Spiral books – Place all labels on the front cover of book, spine label ¼” from bottom and ¼” from spiral.

### RFID tags/hubs

Books – Tags are placed ½ inch to the right of the spine on the inside back cover and about 1 inch from the bottom. If there are multiple copies of the same book, tags are placed on varying points along spine.

DVDs and Blu-Ray Discs – Tags are placed inside paper jacket about 1 inch from the bottom and about ½ inch to the right of the crease in the jacket. RFID hub is placed on top/play side of disc surrounding center hole.

Music CD - Tags are placed inside paper jacket about 1 inch from the bottom and about ½ inch to the right of the crease in the jacket. RFID hub is placed on top/play side of disc surrounding center hole.

Spoken word CDs and PM3s – Tags are placed on the back cover of the insert about ½ inch from the top and ½ inch from the right side.

### Labels

Genres including Mystery, Romance, Science Fiction, Western – These labels are placed directly above the spine label.

Property Stamp – Stamp the top edge of pages in black ink with provided property stamp which reads “Phoenix Public Library”.

## JACKETS (MYLAR JACKETS, SPINE TAPE, C-VIEW LABELS)

Mylar jackets – On all books with a dust cover, place a Mylar jacket, of sufficient length to completely enclose the dust cover and tape or glue to the inside lining paper of the front and back cover of the book. Graphics and maps may be covered. The only exception is that jackets are not to be attached over any “pull-outs”, disks, booklets, pattern, etc. In those cases, enclosed the dust cover in Mylar, tape where possible, and leave the area in question with no action.

### Spine tape

Hardcover books without dust covers – Place book tape over all labels on the spine, allowing tape to extend  $\frac{3}{4}$ ” past creases of the spine.

Spiral bound books – Place book tape over labels on the front of the book. Tape is placed  $\frac{1}{4}$ ” up from the bottom of the book and  $\frac{1}{4}$ ” in from the spiral.

Paperback books – Place book tape full length of the spine allowing tape to extend  $\frac{3}{4}$ ” past creases of spine. Do not allow book tape placed over spine labels to extend over barcodes. We will accept less than  $\frac{3}{4}$ ” of tape in this instance.

C-View labels – Place a C-View label protector over all exposed barcodes, i.e. any book not receiving a Mylar jacket.

### **Provide per unit processing charge for books based on the following criteria:**

- Location stamp placed on top of book (PPL supplies property stamps)
- Barcode label placed on back cover of book. (PPL supplies barcodes)
- Mylar jackets placed on dust jacket books– state cost difference for taping vs. gluing, if any. All jackets must be adhered unless there are removable inserts.
- Label protector (C-Vue) on non-Mylar covered books.
- RFID tags placed and programmed (PPL supplies RFID tags). PPL uses 3M self-check system.

### **State per unit processing charge for audiovisual materials based on the following criteria:**

- DVD’s and Blu-ray: Barcode, spine, property label, and RFID tag & hub. When needed: branch and children/teen labels.
- Music CD
- CD (CD and case)
- Barcode, spine label, property label, RFID tag & hub. When needed: branch label, children or teen label, and content label.
- Insert
- Spine label and if needed, children/teen label. Tape on full length of spine.

- Accompanying booklet (in addition to insert)
- Spine label, children or teen label if needed, tape on full length of spine, and branch label if needed.

#### **Spoken Word CDs**

- Barcode, spine label, RFID tag on back of the graphic insert and cover (property label).  
When needed: branch label, children or teen label if needed, and content label.

#### **Spoken word MP3 Discs**

- Barcode, spine label, RFID tag on back of the graphic insert and cover (property label).  
When needed: branch label, children or teen label if needed, and content label.

## BOOKS

	Label	Supplier	Affix To	Instructions	Notes
1.	Theft: RFID Tag	PPL	Inside back cover	Insert on inside back cover close to spine.	Follow 3M location recommendations.
2.	Barcode	PPL	Back cover	Bottom of cover, ½ inch from bottom, 1½ inches from spine, centered.	Able to read by 3M self check machine.
3.	Branch Label	PPL	Back cover	Left of the barcode, centered with the barcode.	
4.	Children or Teen	PPL	Spine	Top of spine, ¼ inch down.	C = Children CABC = ABC or 123 books CB = Beginners CP = Picture books Red C = Holiday books apply only to Valentines, Easter, Halloween, Thanksgiving, Christmas, Hanukah, Passover, & Kwanza
5.	Call # Label	Vendor	Spine	Bottom of spine, ¼ inch up from the bottom. If spine is too narrow to fit, turn spine label so that it reads top to bottom. On thin books, for nonfiction, display the Dewey call number. For fiction, display author's last name.	If author's last name needs to be separated by hyphen, do so at a logical break, e.g., ROOS-EVELT not RO-OOSEVELT.
6.	"NEW" Label (Yellow = 2008. Blue – 2009. Yellow – 2010)	PPL	Spine	Directly above the Call # label or above the call # and genre labels.	
7.	Genre Labels – FICTION, MYSTERY, ROMANCE, WESTERN, SCI FI	Vendor	Spine	Genre labels are placed directly above the call # label in the same direction.	
8.	Spanish Label = Español	Vendor	Spine	Directly above Call # label for Adult, Children's, Teen, & bilingual books.	
9.	Barcode Carrier	PPL	Title page	Bottom, middle ¼ inch from bottom.	
10.	Property Stamp	PPL	TOP	Middle of top.	
11.	Clear Mylar Jacket	Vendor	Jacket	Sized to fit, taped.	
12.	Clear CD Pocket	Vendor	Inside back cover, centered		

13.	Liability Label	PPL	Clear CD pocket		
14.	No Batteries Provided	PPL			Materials that are cataloged as a book that require batteries for operation will have this label

### DVD (Single)

	Label	Supplier	Affix To	Instructions	Notes
1.	Case	Vendor			
2.	Theft <ul style="list-style-type: none"> <li>• RFID Tag</li> <li>• RFID Hub</li> </ul>	PPL	<ul style="list-style-type: none"> <li>• Backside of graphic</li> <li>• Top / play side of disc</li> </ul>	RFID Hub surrounding center hole	
3.	Property Label Hub with Barcode Carrier	PPL	Top / play side of disc over RFID Hub	Hub with carrier barcode number surrounding center hole.	
4.	Barcode	PPL	Graphic	Back, lower right-hand corner, ¼ inch from the bottom & ¼ inch from the spine.	
5.	Branch Label	PPL	Graphic	Directly above barcode, centered.	
6.	Children or Teen Label	PPL	Graphic	Top of spine ¼ inch down.	
7.	Call # Label	Vendor	Graphic	Bottom of spine ¼ inch from the bottom. OK to wrap to front.	
8.	First Letter of Title Label	Vendor	Graphic (spine)	Above Call # on spine centered.	Do not use A, And, or The as 1 <sup>st</sup> word of title.
9.	First Letter of Title Label	Vendor	Graphic (front cover)	Front upper right hand corner of graphic ¼ inch from top and ¼ inch from side.	Do not use A, And, or The as 1 <sup>st</sup> word of title.
10.	Liability Label	PPL	Graphic	Bottom centered ¼ inch from bottom, front of graphic.	

### DVD (Multiple / Sets)

	Label	Supplier	Affix To	Instructions	Notes
1.	Case	Vendor			
2.	Theft <ul style="list-style-type: none"> <li>• RFID Tag</li> <li>• RFID Hub</li> </ul>	PPL	<ul style="list-style-type: none"> <li>• Backside of graphic</li> <li>• Top / play side of <b>LAST disc</b></li> </ul>	RFID Hub surrounding center hole	
3.	Property Label Hub with Barcode Carrier	PPL	Top / play side of <b>1<sup>st</sup> disc</b>	Hub with carrier barcode number surrounding center hole on <b>1<sup>st</sup> disc</b> .	
4.	Barcode	PPL	Graphic	Back, lower right-hand corner, ¼ inch from the bottom & ¼ inch from the spine.	
5.	Branch Label	PPL	Graphic	Directly above barcode, centered.	
6.	Children or Teen Label	PPL	Graphic	Top of spine ¼ inch down.	
7.	Call # Label	Vendor	Graphic	Bottom of spine ¼ inch from the bottom. OK to wrap to front.	Call # includes the number of discs, e.g., 2 Discs.
8.	First Letter of Title Label	Vendor	Graphic (spine)	Above Call # on spine centered.	Do not use A, & And, or The as 1 <sup>st</sup> word of title.
9.	First Letter of Title Label	Vendor	Graphic (front cover)	Front upper right hand corner of graphic ¼ inch from top and side	Do not use A, & And, or The as 1 <sup>st</sup> word of title.
10.	Liability Label	PPL	Graphic	Bottom centered ¼ inch from bottom, front cover	

### MUSIC CD (Single)

	Label	Supplier	Affix To	Instructions	Notes
1.	Case	Vendor			
2.	Theft <ul style="list-style-type: none"> <li>• RFID Tag</li> <li>• RFID Hub</li> </ul>	PPL	<ul style="list-style-type: none"> <li>• Backside of graphic</li> <li>• Top / play side of disc</li> </ul>	RFID Hub surrounding center hole	
3.	Property Label Hub with Barcode Carrier	PPL	Top / front side of disc over RFID Hub	Hub with carrier barcode number surrounding center hole.	
4.	Barcode	PPL	Graphic	Back, lower right-hand corner, ¼ inch from the bottom & ¼ inch from the spine.	
5.	Branch Label	PPL	Graphic	Directly above barcode, centered.	
6.	Branch Label	PPL	Book / pamphlet	Back bottom centered horizontally.	
7.	Children or Teen Label	PPL		To right of Call # label. TEEN label is applied to Central (BB1) only. Some Branches use TEEN labels, they will attach.	
8.	Children or Teen Label	PPL	Book / pamphlet	Front, top to right of spine label. TEEN label is applied to Central (BB1) only. Some Branches use TEEN labels, they will attach.	
9.	Call # Label	PPL	Graphic	Front, top left corner ½ inches from top, ¾ inch from spine.	
10.	Call # Label	PPL	Book / pamphlet	Front, top left corner ½ inches from top, ¾ inch from spine.	
11.	First Letter of Performer / Composer / Title Label	Vendor	Graphic	Upper right hand corner of graphic ¼ inch from top and side.	Do not use A, And, & The as 1 <sup>st</sup> word of title.
12.	"LOOK FOR!" Label	Vendor	Case	Back of case left of barcode. Use only if there are separate enclosure / liner notes.	
13.	Liability Label	PPL	Graphic	Bottom centered ¼ inch from bottom, front cover.	



### MUSIC CD (Multiple)

	Label	Supplier	Affix To	Instructions	Notes
1.	Case	Vendor			
2.	Theft <ul style="list-style-type: none"> <li>• RFID Tag</li> <li>• RFID Hub</li> </ul>	PPL	<ul style="list-style-type: none"> <li>• Backside of graphic</li> <li>• Top / play side of <b>LAST disc</b></li> </ul>	RFID Hub surrounding center hole	
3.	Property Label Hub with Barcode Carrier	PPL	Top / front side of <b>1<sup>st</sup> disc</b>	Hub with carrier barcode number surrounding center hole on <b>1<sup>st</sup> disc</b> .	
4.	Barcode	PPL	Graphic	Back, lower right-hand corner, ¼ inch from the bottom & ¼ inch from the spine.	
5.	Branch Label	PPL	Graphic	Directly above barcode, centered.	
6.	Branch Label	PPL	Book / Pamphlet	Back bottom centered horizontally.	
7.	Children or Teen Label	PPL	Graphic	To right of Call # label. TEEN label is applied to Central (BB1) only. Some Branches use TEEN labels, they will attach.	
8.	Children or Teen Label	PPL	Book / Pamphlet	Front, top to right of spine label. TEEN label is applied to Central (BB1) only. Some Branches use TEEN labels, they will attach.	
9.	Call # Label	Vendor	Graphic	Front, top left corner ½ inches from top, ¾ inch from spine.	Call # includes the number of discs, e.g., 3 Discs.
10.	Call # Label	Vendor	Book / Pamphlet	Front, top left corner ½ inches from top, ¾ inch from spine.	
11.	First Letter of Performer / Composer / Title Label	Vendor	Graphic	Upper right hand corner of graphic ¼ inch from top and side.	Do not use A, And, & The as 1 <sup>st</sup> word of title.
12.	"LOOK FOR!" Label	Vendor	Case	Back of case left of barcode. Use only if there are separate enclosure / liner notes.	
13.	Liability Label	PPL	Graphic	Bottom centered ¼ inch from bottom, front cover.	

### AUDIOBOOK on CD and MP3 CD

	Label	Supplier	Affix To	Instructions	Notes
1.	Case	Vendor			
2.	Theft <ul style="list-style-type: none"> <li>• RFID Tag</li> </ul>	PPL	<ul style="list-style-type: none"> <li>• Backside of graphic</li> </ul>		
3.	Property Label Hub with Barcode Carrier	PPL	Top / front side of <b>1<sup>st</sup> disc</b>	Hub with carrier barcode number surrounding center hole on <b>1<sup>st</sup> disc</b> .	
4.	Barcode	PPL	Graphic	Back, lower right-hand corner, ¼ inch from the bottom & ¼ inch from the spine.	
5.	Branch Label	PPL	Graphic	Directly above barcode, centered.	
6.	Children or Teen Label	PPL	Graphic	Top of spine ¼ inch from top.	
7.	MP3 Label	PPL	Graphic	Top of spine ¼ inch from top or if Children or Teen label is present, place below.	
8.	Call # Label	Vendor	Graphic	Spine ¼ inch from bottom.	Call # includes the number of discs, e.g. 3 DISCS
9.	“LOOK FOR!” Label	Vendor	Graphic	Back of case left of barcode. Use only if there are separate enclosure / liner notes.	
10.	Liability Label	PPL	Graphic	Bottom centered ¼ inch from bottom	

## BOOKS with Disk

	Label	Supplier	Affix To	Instructions	Notes
1.	Theft <ul style="list-style-type: none"> <li>• RFID Tag</li> <li>• RFID Hub</li> </ul>	PPL	<ul style="list-style-type: none"> <li>• Inside back cover of case</li> <li>• Top / play side of disc</li> </ul>	<ul style="list-style-type: none"> <li>▪ Insert on inside back cover close to spine</li> <li>▪ RFID Hub surrounding center hole</li> </ul>	
2.	Property Label Hub with Barcode Carrier	PPL	Top / front side of disc over RFID Hub	Hub with carrier barcode number surrounding center hole on <b>1<sup>st</sup> disc.</b>	
3.	Barcode	PPL	Back cover	Left of the barcode, centered with the barcode.	
4.	Branch Label	PPL	Book	Left of the barcode, centered with the barcode.	
5.	Children or Teen Label	PPL	Book	Front, top to right of spine label.	
6.	Call # Label	Vendor	Spine	Bottom of spine ¼ inch from bottom. If spine is too narrow to fit, turn spine label so that it reads top to bottom. On thin books, for nonfiction, display the Dewey call number. For fiction, display author's last name.	If author's last name needs to be separated by hyphen, do so at a logical break, e.g., ROOS-EVELT not RO-OOSEVELT.
7.	"NEW" Label (Yellow = 2008. Blue – 2009. Yellow – 2010)	PPL	Spine	Directly above the Call # label or above the call # and genre labels.	
8.	Genre Labels – FICTION, MYSTERY, ROMANCE, WESTERN, SCI FI	Vendor	Spine	Genre labels are placed directly above the call # label in the same direction.	
9.	Spanish Label = Español	Vendor	Spine	Directly above Call # label for Adult, Children's, Teen, & bilingual books.	
10.	Property Stamp	PPL	Book	Middle of top.	
11.	Clear Mylar Jacket	Vendor	Jacket	Sized to fit, taped.	
12.	Clear CD Pocket	Vendor	Inside back cover, centered		
13.	"LOOK FOR" Label			Back of book left of barcode ¼ inch from bottom.	
14.	Liability Label	PPL	Clear CD pocket		