# The Policies and Procedures for

# <insert school name>

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| Organisation/publisher | Website | Publication |
|---|---|---|
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| | | |

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| Elements of processing | Book | Non book single items |
|---|---|---|
| Supplier and item cost | | |
| Barcodes | | |
| Call number label | | |
| School stamp | | |
| Due date slip, if applicable | | |
| Placement of security tag, if applicable | | |
| Repackaging | | |
| Covering | | |

| Kits |
|---|
| For two or more media needed to be catalogued together. |

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