

Fine Arts Artists' Book Collection (LTS Procedure #153)

Overview: *The Fine Arts Library keeps a small working collection of artists' books. This procedure documents their special treatment.*

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Unit: Cataloging and Metadata Services

Date last reviewed: 9/21/2023

Date of next review: July 2024

Ordering information:

Fine Arts librarians identify the titles they want in this collection when they place their orders. LTS staff does not try to identify if something is an artist's book or if it should be added to the Artists' Book Collection.

The location is **Fine Arts Reference**. Ordering staff place "**Artists' Book Collection**" in the Call number prefix box.

On receipt:

Flyer for Fine,Ref. Do not barcode item.

Cataloging:

These books are eligible for fastcat, although because they often have multiple parts or other oddities, they often fall out of fastcat.

Prefer classification in the N7433.3-.4 range, but any valid call number is acceptable (for example, photography books may be classed at TR).

Make sure the bib record has the 366 for still images ("still image b sti 2 rdacontent"), 650 "Artists' books\$ v Specimens.", and 655 "Artists' books \$2 lcgft" as appropriate.

On the Holding record, verify the location is **Fine Arts Reference** and **Artists' Book Collection** is in the Call number prefix box.

Set the item record to **Non-circulating**.

Write the call number on the piece(s) as Fine,Ref. Do not write the "Artists' Book Collection" on the piece.

Be thoughtful about where the barcode is applied. Generally, do not apply the barcode on the outside front cover as is done with conventional books. Try to be as discrete as possible. The item may be spine labeled as usual, but if the item is very unusual, have Physical Processing run a spine label and attach it to the location flyer with a paper clip (this can be done with the barcode as well) for the Fine Arts staff to apply them as they see fit. If the book needs an MM case, the cataloger can request one as usual. If the book presents an unusual situation, please contact the Fine Arts Library and ask. It's possible that Fine Arts will ask for the book to reach them untouched and they'll do something when they get it. If the book shouldn't go to the Fine Arts Library on the regular truck, ask a Fine Arts librarian/staffer to pick it up on their next trip to Olin or walk the book to the library yourself.

On receipt at Fine Arts Library:

Fine Arts staff will catch these titles on receipt at Fine Arts because they are in the Fine,Ref collection, which are reviewed and handled there. Fine Arts staff sees the Artists' Book Collection prefix and that triggers them to put a special "ABC" sticker on the piece.

Fine Arts staff is welcome to add any titles they like to the collection themselves, without going through LTS: just change the location to fine,ref, add the call number prefix, and change the item record to Non-circulating.