

## **6.     *Preparation***

All materials (with the exception of periodicals) which have been ordered are shipped to the Lincoln County Library in Kemmerer. The Technical Services Coordinator will check all shipments for discrepancies, duplicates or other problems. S/he will attach bar codes and enter all materials into the WYLD database according to accepted cataloging practices and will have responsibility for maintaining the database. Spine labels will be prepared by Technical Services unless other arrangements are made.

Book covers for the Lincoln County Library branches in Kemmerer, Cokeville, LaBarge, Alpine, and Thayne will be laminated in Kemmerer. Star Valley branch will laminate their own.

Each branch will stamp books with their library stamp and not in the book the date it was added.