



# *Stamping Preservation Steward Materials: Guidance for Preservation Steward Partners*



**Suzanne Ebanues, Partnership Coordinator**  
**David Walls, Preservation Librarian**

**May 30, 2018**





Stamping is not a requirement for Preservation Stewards. However, for those Preservation Stewards who have chosen to stamp the materials they are committed to retain, we offer the following guidance on the use of the stamp.



## Actual size of the stamp image

Blue stamp ink may help to differentiate the stamp image from other library stamps in black.



## View of the label visible from the top of the stamp

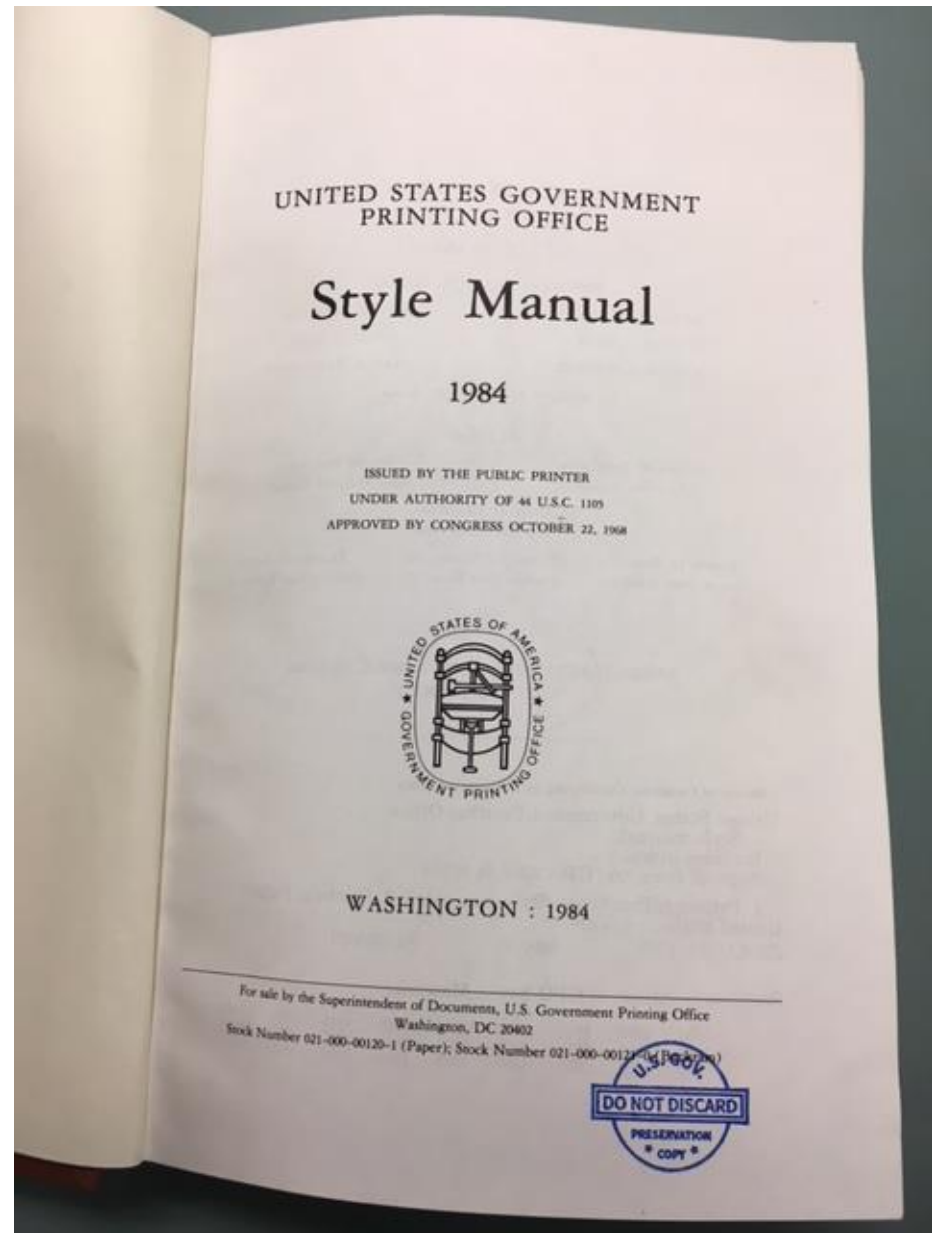
Preservation Steward Partners will each get one stamp. However, multiple stamps are available on loan from GPO to accommodate a temporary ability to have a large number of staff available to stamp materials.



## Corner stamping on the title page

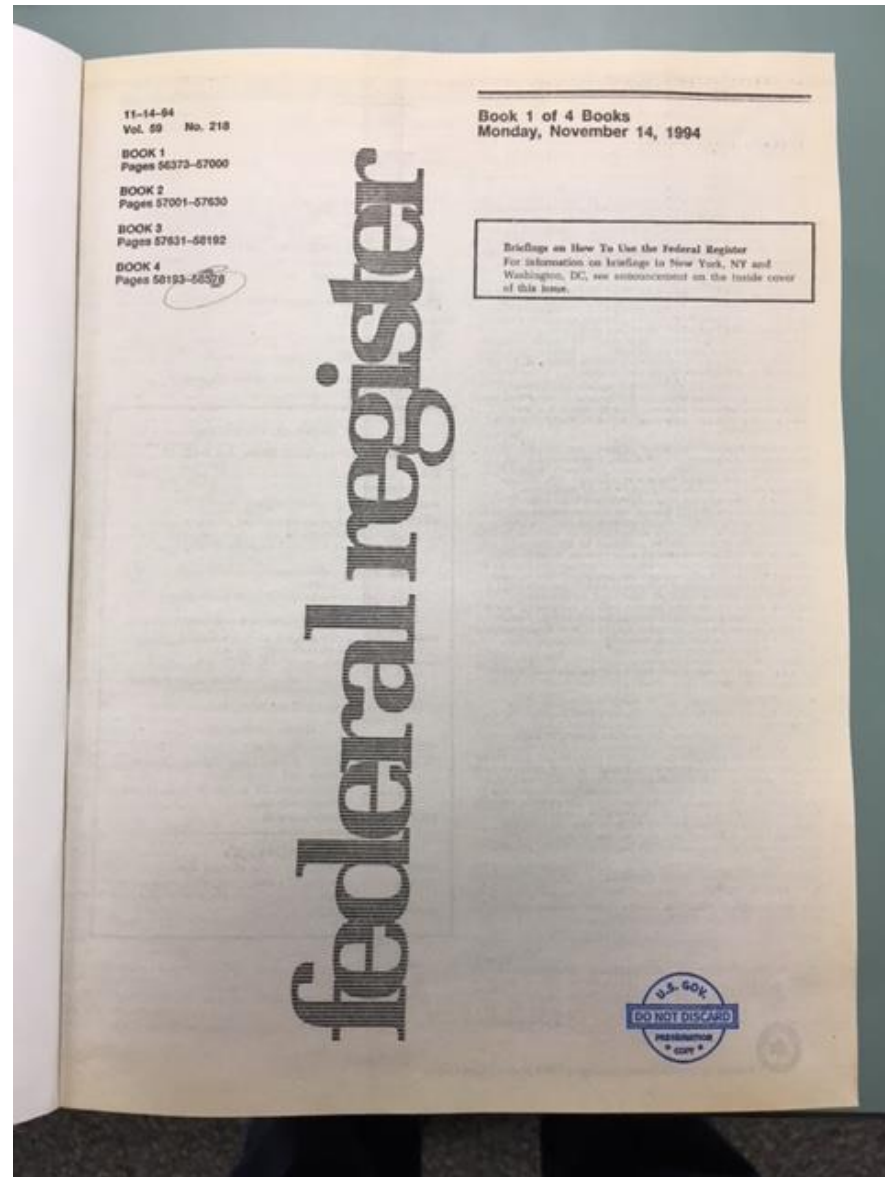
Stamping on the right corner of the title page may be the most convenient place for the stamp.

If possible, stamp the materials so that vital information is not obscured.





## Stamping on the title page





You can stamp on glossy cover material, but it will take the ink several hours to dry so that it doesn't smear.



## Stamp view on page edge

We don't recommend stamping on the text edge. Many Government publications are not evenly trimmed. Also, the uneven page edge and narrow width of the cover make it difficult to stamp thinner volumes and get a clear stamp image.

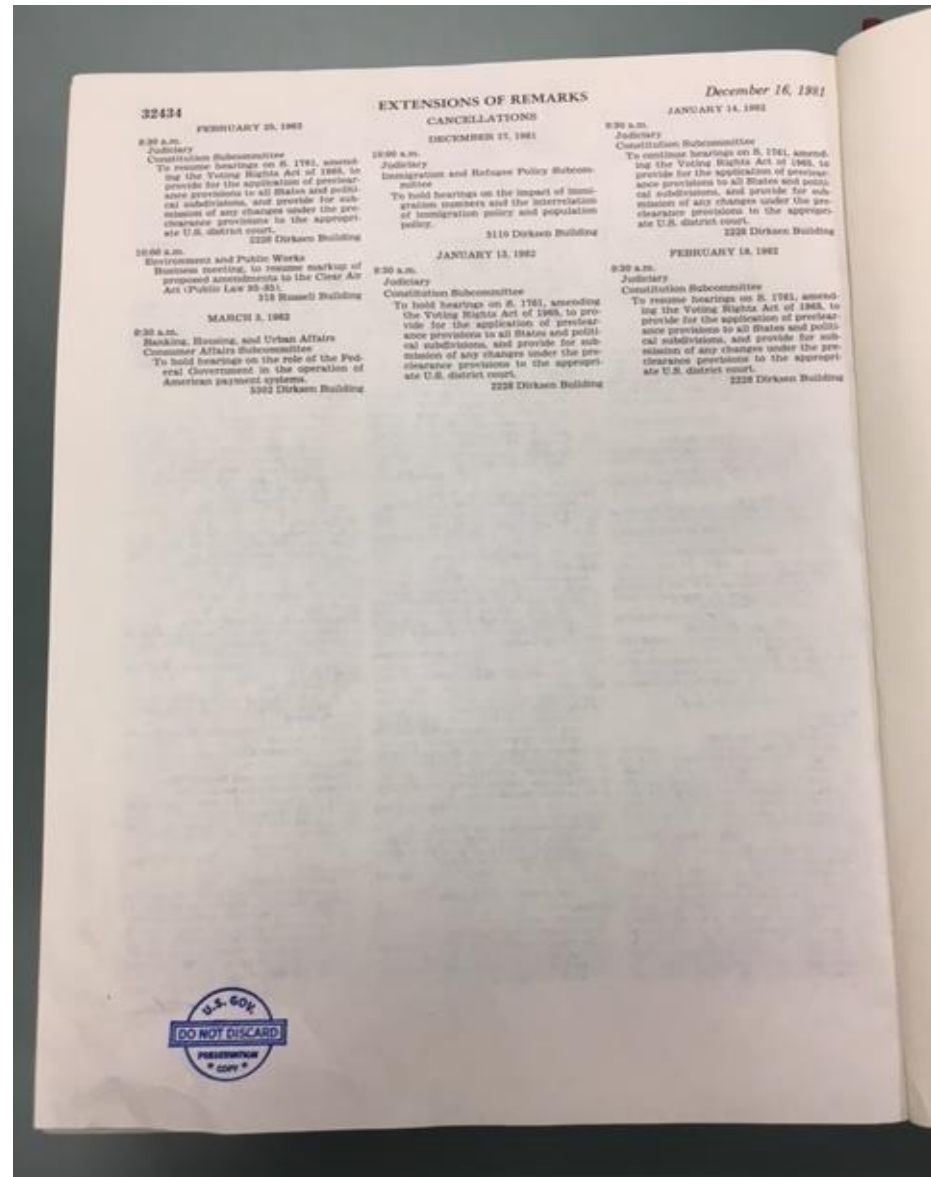






# Local library policy or practices for stamping are ok

We recognize that some libraries may have a policy or practice already in place prescribing how materials are to be stamped. Follow your local policies and practices first.





If you have a problem with a stamp, need more ink pads for your stamps, or need to request more stamps for a larger stamping effort, contact us.

Suzanne Ebanues  
[sebanues@gpo.gov](mailto:sebanues@gpo.gov)

David Walls  
[dwalls@gpo.gov](mailto:dwalls@gpo.gov)