

## Discs Accompanying Books – Cataloging & Preparation

For books that are accompanied by audio or data CDs (and, more infrequently, cassette tapes), we will follow the procedures below. The assumption for these procedures is that the discs/tapes will be located in the general stacks with the book. This does not apply to audio CDs ordered for the Music Library in Scheide.

### Paperback or Hardback books with Inserted Discs

This section applies to the more typical situation in which a book has a disc inserted in a pocket at the back of the book.

#### Hardback book

1. For compact discs that accompany a hardback book, keep the disc in the book. If necessary, use double sided tape to attach a Tyvek pocket on the inside of the back cover. Do not leave a disc in a plastic pocket, as it will stick inside the pocket.
2. Do not create an item record for the disc but, rather, in the item record for the book put an x in the I Message field that will indicate that a disc is inside.

#### Paperback book

1. For compact discs that accompany a paperback book create a separate item record for the disc.
2. In the item record put **Disc** in the volume field. Enter the barcode number in the barcode field and place the barcode on a piece of the wax paper and put it with the disc for Preparations to attach later.
3. In the back of the paperback book attach a typed label that indicates this book is accompanied by a disc (see last paragraph of instructions).
4. Prep for disc: Compact discs that accompany a paperback book should be placed in a CD case. The call number is written around the hole of the CD, and a target is applied. ***The date due slip goes inside the cover on the left side of the jewel case protector box.*** The spine label goes on the outside of the case in the same way as a book. Type two labels for the title of the CD, put one on the spine and the other on the front of the box. Cover with label protectors. The barcode goes on the case in the bottom left corner.

Either

1. In both instances above, a preservation copy of the disc will not be made except in special circumstances as judged by one of the librarians.
  - a. The discs will be copied by using the a CD burner. (located in IT support)
  - b. Identifying information will be indicated on the disc.
  - c. The original disc will be filed in the TS department; the copy will go to the stacks.

## **Books with Supplemental Discs or Tapes**

This section applies to books that have separate discs or tapes which supplement the book and which may have packaging that combines the book and discs/tapes.

1. For the accompanying discs or tapes create a separate item record for each disc/tape.
2. In the item record put Disc or Tape as is appropriate (using Disc 1/Tape 1 if accompanied by multiple discs/tapes). Enter the barcode number in the barcode field and place the barcode on a piece of the shiny barcode paper and put it with each disc/tape for Sue to attach later.
3. In the back of the book, under the call number, put DISC or TAPE as is appropriate.
4. Discard the packaging.
2. A preservation copy of the disc will not be made except in special circumstances as judged by one of the librarians.
  - a. The discs will be copied by using the a CD "burner." (located in IM or IT support)
  - b. Identifying information will be indicated on the disc.
  - c. The original disc will be filed in the TS department; the copy will go to the stacks.

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