

## Policy

Odum Library places the discs in a separate container that is shelved in a case located at the Circulation desk. During check-out, Circulation will retrieve the disc and place it in the book.

## Procedure

### General collection:

Processing:

Open the envelope and place the disc in a separate slim jewel case.

Print a hub label with the call number and VSU Library on the disc.

\*For labels with 2 lines set the length of label at "Auto".



Label the jewel case with the title and call number of the book.

### FAMC Materials/Accompanying CDs:

Holdings:

Create a separate holdings number for the disc(s) and assign it an accession number. Input a \$x Accompanies score: [Score call number].

\$b Odum \$c FAMCAV \$k FAMC \$h [Accession number] \$i CD

Or

\$b Odum \$c STACK3 \$h [Accession number] \$i CD \$x Accompanies book: [Book's call number]

852 8    ꞑ Odum ꞑc FAMCAV ꞑk FAMC ꞑh 3970 ꞑi CD ꞑx Accompanies score: FAMC MT662.3 .S71 1994 c.2

Create an item record with the material type “CD” and item policy “CD Music UB Nonavail”.

In the holdings record for the score input \$x See accompanying CD: FAMC [Disc number] CD

852 0    ꞑ Odum ꞑc FAMCOPEN ꞑh MT662.3 ꞑi .S71 1994 ꞑx See accompanying CD: FAMC 3971 CD

Processing:

Open the envelope and place the disc in a separate slim jewel case.

Place a label on the CD case with the text: “Accompanies score: [score call number]” Or  
“Accompanies Book: [Book’s call number]”

\* For labels with only one line, fix the label length at “5.00”.



Place a label near the barcode on the item saying: “See accompanying CD: [FAMC xxxx CD]”

