

Accompanying Media

Processing Accompanying Media

1. CD-ROMS ACCOMPANYING BOOKS

1.1 Disposition and responsibility

CD-ROMs accompanying both books and serials will be copied by the designated Cataloging staff member.

1.2 Labeling and storage

When copying is complete the original CD-ROM is labeled with the call number of the accompanying book and stored in call number sequence with the other original CD-ROMs in the Cataloging and Metadata Services area.

The following information is written on the CD-ROM copy, using a permanent marker:

Title (*)

Call Number of accompanying book

Sirsi Control Number

* Note: the title should be exactly the same as that of the accompanying book, even if the original CD-ROM has its own distinct title.

The CD-ROM copy is kept in a clear plastic pocket affixed to the inside back cover.

1.3 Bibliographic information

The presence of a CD-ROM accompanying a book is indicated in the 300 physical description field. (See example below:)

300 __ ix, 390 pages : |billustrations, maps ; |c24 cm. + |e1 CD-ROM (4 ¾ in.).

The presence of a CD-ROM accompanying a serial is indicated in the 525 field.

For books, when the title of a CD-ROM is different from the title of the book, a combination of 500 + 740 notes is used:

ex: 500 __ Title on CD-ROM: Excavations in Quadrant 9 of Herefordshire Castle.

740 02 Excavations in Quadrant 9 of Herefordshire Castle

For serials, when the title of a CD-ROM is different from the title of the serial, [ASK ALICE](#)

1.4 Technical details note (538 field)

A 538 field noting requirements for use of the CD-ROM is often, though not always, included in the bibliographic record. (See example below:)

538 __ System requirements for accompanying CD-ROM: IBM PC or compatible system ; CD ROM drive.

The Cataloger is not expected to verify or revise this note, nor does a 538 need to be added to the record if it does not already exist.

1.5 Volume/Copy information

The piece count should reflect the book + the CD-ROM(s). A note should be added to the CIRCNOTE line near the bottom of the VOL/COPY screen:

CIRCNOTE: Includes CD-ROM

1.6 Paperback books

All paperback books with accompanying CD-ROMs are sent to the bindery. The copy of the CD-ROM is kept in its adhesive-backed plastic envelope and inserted in the book with a white flag indicating 'CD-ROM'. These are placed on the bindery shelves near the Preservation Librarian's office.

1.7 Bound serials

Once a serial is sent for commercial binding, the copied CD-ROM will be held by Preservation Services until the bound volume has been returned from the bindery, at which point the copied CD-ROM will be placed in a pocket in the back of the volume.

1.8 Marking table

Books and bound serials accompanied by CD-ROMs receive a white flag marked "CD-ROM" to alert the Marking Table.

1.9 CD-ROM exceptions

If copying of a CD-ROM is prohibited by the publisher, or if a CD-ROM fails to copy properly, use the following procedures:

- Book is shelved in appropriate location, while the CD-ROM is kept separate from the book and shelved at the Circulation Desk.
- Bibliographic record includes note detailing location of CD-ROM (590 field for books and 868 field for serials).
- CD-ROM receives its own Call Number with last line of "CD-ROM".
- CD-ROM is placed in a jewel case and barcoded appropriately (see Barcode in [Processing Electronic Resources](#)).

- Book goes on regular (non-rush, non-special) truck to Marking Table with printout of bibliographic record highlighting 590 field.
- CD-ROM is placed on the shelf near the Marking Table. It is accompanied by a flag marked with the appropriate location if other than Stacks (Ref. Desk ; Circ-Desk etc.) above Call Number.

2. DISKETTES ACCOMPANYING BOOKS

2.1 Disposition and responsibility

Diskettes are no longer received as accompanying material. However, there are still items in the collection which include copies of diskettes. Due to the originals having become unusable over time these (the originals) have been discarded. From time to time Circulation staff bring down books from which the accompanying diskette is missing. In these instances the Sirsi record is modified in the following ways: in the 300 field any '+|e' is removed, as is any 500/538 note regarding requirements of the diskette ; the piece count is modified to account for the absence of the diskette. This applies to serials as well as to books.