Computer Disk Processing for Asia/Fine Arts/Olin**/Uris (LTS Procedure #19a)

Scope: *This procedure documents computer disk processing for Asia, Fine Arts, Olin, and Uris libraries. Disks for other unit libraries are excluded from this procedure.*

Note: *Items accompanying unbound serials issues should be sent to Collection Management Serials Department with accompanying issue in a campus envelope. Do not separate. Collection management staff will ensure that they are set up properly for the stacks once the paper volumes are bound. The disks will remain in Serials Collection Management until then.*

Contact: Pam Stansbury

Unit: Cataloging

Date last reviewed: 04 Mar 2024

Date of next review: March 2025

CD ROM/DVD-ROMs (Unaccompanied)

CD-ROM/DVD-ROMs (Accompanied by insert/guide in jewel case)

CD-ROM/DVD-ROMs + Hardcover book

CD-ROM/DVD-ROMs + Paperback book

Magnetic Disks *(Mostly obsolete)*

   Disks (Unaccompanied)

   Disks + Hardcover book

   Disks + Paperback book

For Olin and Uris Reference, see respective sections olin,ref and uris,ref   in LTS Procedure #24.

Back to CD Processing Procedure (LTS Procedure #24)

CD-ROM/DVD-ROMs (Unaccompanied):

1. Location:
     - Asia: ech/sasa/was/asia **Call number prefix** Disk
     - Fine Arts: fine (with **Holdings note**: Request at Circulation Desk.)
     - Olin: olin **Call number prefix** Disk
     - Uris: uris **Call number prefix** Disk
2. Call number: LC type with qualifier "Disk" before call number
3. **Fine Arts:** Barcode outside of jewel case and create item record.
   Provide scrap card with call number or write call number on flyer for Physical Processing.
   LTS Olin Physical Processing marks jewel case with call number, tattle tapes CD-ROM/DVD-ROM and writes call number on inner ring of CD-ROM/DVD-ROM with indelible ink.
4. **Asia/Olin/Uris:** If CD-ROM/DVD-ROM is received by LTS staff in a circulation-worthy DVD case, leave the CD-ROM/DVD-ROM in that case. Otherwise, transfer CD-ROM/DVD-ROM to a circulation-worthy DVD case. Transfer any insert(s) from the old container to the DVD case. Write call number on the location flyer. Apply barcode to outside of case and create item record. Do not include insert in piece count. Physical Processing staff will tattle tape CD-ROM/DVD-ROMs and write call numbers on the inner ring of CD-ROM/DVD-ROM with indelible ink.

CD-ROM/DVD-ROMs accompanied by bibliographically significant insert/guide laid in jewel (or DVD) case *(described in subfield e of 300 field and/or a 500 note)***:**

1. Location : Appropriate stacks location
     - Asia: ech, sasa, was
     - Fine Arts: fine (with **Holdings note**: Request at Circulation Desk)
     - Olin: olin **Call number prefix** Disk
     - Uris: uris **Call number prefix** Disk
2. Call number: LC type with qualifier "Disk" before call number on all pieces
3. Holdings notes:
     - **Holdings statement:** 1 CD-ROM/DVD-ROM
     - **Holdings statement for supplements:** 1 guide [or insert] **Public note:** <Laid in DVD case>
4. **Fine Arts/Uris:** Barcode DVD case and create item record, indicating appropriate piece count.
   Provide scrap card with call number or write call number of flyer for Physical Processing.
   LTS Olin Physical Processing marks jewel case with call number, tattle tapes CD-ROM/DVD-ROM and writes call number on inner ring of CD-ROM/DVD-ROM with indelible ink.

5. **Olin/Asia:** If CD-ROM/DVD-ROM is received in a circulation-worthy DVD case, leave in that case. Otherwise, transfer to circulation-worthy DVD case. Write call number on any *significant* insert/guide and move to inside the case. Write call number on the location flyer and apply barcode to inside of case and create item record, but do not change piece count. Physical Processing staff will tattle tapes CD-ROM/DVD-ROMs and write call number on inner ring of CD-ROM/DVD-ROM with indelible ink, and create pocket for insert.

CD-ROM/DVD-ROMs + Hardcover book (*whether CD-ROM/DVD-ROM accompanies book or book is guide to CD-ROM/DVD-ROM, the disk will be put into a pocket of the book*)

1. Location : Appropriate stacks location
    - Asia: ech, sasa, was
    - Fine Arts: fine
    - Olin: olin
    - Uris: uris
2. LC call number with **<u>no</u>** qualifying "Disk" or "Guide" on any pieces
3. MFHD notes:
    - Book with accompanying disk:
        - **Holdings statement:** text
        - **Holdings statement for supplements:** 1 CD-ROM/DVD-ROM **Public note:** <in pocket of text>
    - Disk with accompanying book/guide:
        - **Holdings statement:** 1 CD-ROM/DVD-ROM **Public note:** <in pocket of text>
        - **Holdings statement for supplements**: 1 guide
4. Barcode book, create item record, and change piece count to 2. Circle "Special Handling" on flyer and include note on location flyer that volume includes disk in pocket.
5. LTS Olin Physical Processing marks book, tattle tapes book and CD-ROM/DVD-ROM, writes call number on inner ring of CD-ROM/DVD-ROM with indelible ink, uses existing pocket if appropriate or applies new one when none provided or existing pocket is of questionable archival quality
    - ***Note***: *If more than 2 CD-ROM/DVD-ROMs are received or if CD-ROM/DVD-ROMs are too big to put in plastic pockets in book, do **not** create item records. Send to Conservation for box creation. Conservation staff should send box to Serials Collection Management for barcoding, and then on to LTS Physical Processing for tattle taping and marking as outlined above*

CD-ROM/DVD-ROMs + Paperback book (*whether CD-ROM/DVD-ROM accompanies book or book is guide to CD-ROM/DVD-ROM, the disk will be put into a pocket of the book*)

1. Location : Appropriate stacks location
    - Asia: ech, sasa, was
    - Fine Arts: fine
    - Olin: olin
    - Uris: uris
2. LC call number with **<u>no</u>** qualifying "Disk" or "Guide" on any pieces
3. MFHD notes:
    - Book with accompanying disk:
        - **Holdings statement:** text
        - **Holdings statement for supplements:** 1 CD-ROM/DVD-ROM **Public note:** <in pocket of text>
    - Disk with accompanying book/guide:
        - **Holdings statement:** 1 CD-ROM/DVD-ROM **Public note:** <in pocket of text>
        - **Holdings statement for supplements:** 1 guide
4. Barcode book, create item record, and change piece count to 2
5. Send book to be stiffened, along with accompanying CD-ROM/DVD-ROM. Circle "Special Handling" on flyer and make **prominent** note on location flyer that there is an accompanying CD-ROM/DVD-ROM. Conservation staff will make pocket for CD-ROM/DVD-ROM if the publisher's pocket is not appropriate or of questionable archival quality.
6. LTS Olin Physical Processing marks book, tattle tapes CD-ROM/DVD-ROM, and writes call number on inner ring of CD-ROM/DVD-ROM with indelible ink.
7. ***Note***: *If more than 2 CD-ROM/DVD-ROMs are received or if CD-ROM/DVD-ROMs are too big to put in plastic pockets in book, do **not** create item records. Send to Conservation for box creation. Conservation staff should send box to Serials Collection Management for barcoding, and then on to LTS Physical Processing for tattle taping and marking as outlined above.*

MAGNETIC DISKS *(Mostly obsolete)*

- **Disks (Unaccompanied):**
    1. Location:
        - Fine Arts: fine (with MFHD note: 852 |z Request at Circulation Desk)
        - Olin: olin (with MFHD note: 852 |z Request at Circulation Desk)
        - Uris: uris (with MFHD note: 852 |z Request at Circulation Desk)
    2. Call number: LC type with qualifier "|k Disk" before call number
    3. Pencil call number, preceded by word "Disk" on small white label and affix label to disk
    4. Send disk to Stacks Collection Management in disk mailing box
- **Disks + Hardcover book**
    1. Location:
        - Book--Appropriate stacks location (i.e. fine/olin/uris)
        - Disk--Appropriate Circulation Desk (i.e. Fine Arts/Olin/Uris)
    2. LC call number
    3. MFHD notes:

- 852 |z Request disc at Circulation Desk
- Book with accompanying disk:
  - **Holdings statement:** text
  - **Holdings statement for supplements:** 1 disk
- Disk with accompanying book/guide:
  - **Holdings statement:** 1 disk
  - **Holdings statement for supplements:** 1 guide
4. Barcode and create item record for book, and if book is accompanying material to disk, use *guide* in the enum of item record
5. Do not barcode disk *
6. Pencil call number, followed by word "Disk" on small white label and affix label to disk
7. Place disk in disk mailing box and rubber band to book
8. Physical Processing will process book and send both pieces to Stacks Collection Management

- **Disks + Paperback book**

  a. Location:
     i. Book--Appropriate stacks location
     ii. Disk--Appropriate Circulation Desk
  LC call number
  MFHD notes:
     i. 852 |z Request disc at Circulation Desk
        1. **Holdings statement:** text
        2. **Holdings statement for supplements:** 1 disk
     Disk with accompanying book/guide:
     ii. **Holdings statement:** 1 disk
     iii. **Holdings statement for supplements:** 1 guide
  d. Barcode and create item record for book, and if book is accompanying material to disk, use *guide* in the enum of item record
  e. Pencil call number, followed by word "Disk" on small white label and affix label to disk
  f. Send book to be stiffened, along with accompanying disk. Make prominent note on location flyer indicating that there is an accompanying disk. Conservation staff will make pocket for disk if the publisher's pocket is not appropriate or of questionable archival quality.

* Collection Management staff will barcode and mark the user copy of magnetic disks.