
Preparations Procedures for Processing Media for Shelving

1. Media enters Preparations in [translucent cases](#) [1]. The barcode should be attached to piece before arrival.
2. Staff member affixes security beeper to outside case, under the plastic covering, in the center of the case.
3. Staff member affixes bookplate to left inside cover, in the center of the case.
4. Staff member scans barcode on piece from labeling program, presses enter, and the call number label prints.
 - Horizontal labels are used for DVDs; therefore the format should be changed in the labeling program for this function.
 - Vertical labels are used for videos; therefore the format should be changed in the labeling program to accommodate this function.
5. Staff member affixes call number label to bottom spine, outside plastic covering.
6. Charge media to appropriate pseudo-patron for the next destination.
7. Access Services picks up media.
 - Rush Requests are delivered within SML.
 - Reference CDs go on the same truck as reference books.

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Preparing Containers and Ordering Supplies for Media

Protective Cases

There are standard protective cases for most formats, which are used for circulation, transportation between libraries, and shelving media materials at LSF.

The formats which have standard cases are:

- VHS videotapes
- CDs/DVDs
- Sound cassettes
- 3½" floppy diskettes

Other formats, such as 12" videodiscs and 5¼" floppy disks, require special cases. Send these to Preservation/Collection Care.

Examples of the CD/DVD and VHS cases in various stages of preparation are below.

CD/DVD cases		

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DVD Step 1	DVD Step 2 (open)	DVD Step 3
		
	DVD Step 2 (closed)	
VHS Cases		
		
Step 1	Step 2	Step 3

Ordering Supplies

Important: If you are expecting a large media shipment or planning a special project, make sure there are sufficient supplies before the materials arrive.

Each unit should order its **own cases** (VHS, CD/DVD, audio cassette and other formats) and security shells. They should do this at the same time they submit equipment requests. Orders go to the Business Office, which has a profile identifying the vendor, part number, and PTAE0 code for each type of supply. Payment for these materials comes from a central fund. Allow at least two months to receive the security shells, since these have to be shipped from Europe.

Marking pens should be ordered by the unit that needs them, out of its own allocation for office supplies. Only water-based permanent markers should be used to mark CDs and DVDs.

Disposal of Unacceptable Cases

Media items usually arrive in cases that don't match the type used in the Library. Most VHS and DVD cases can be recycled. Anything marked with the American or European "Recycle" symbol surrounding the number 1, 2, 4, or 5, or having the initials HDPE underneath can be recycled. Otherwise it must be thrown away. CD jewel cases cannot be recycled.

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Links

[1] <https://web.library.yale.edu/cataloging/containers>