

Floppy Disks

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Floppy Disks

These include computer programs or combinations of other types of files and are not as common as they once were, but still surface, and are more likely to be accompanying material than stand-alone items.

Check the item record for the correct location and item type. The item type for stand-alone floppy disks should be **media**. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type **media** to this material as well. Enter the item type format code **Suppl** in the CHRON field for the accompanying material, and apply the Item Statistical Category **Suppl**.

Floppy disks cataloged as accompanying material circulate with the same loan conditions as books or serials (note the exception above for [reference materials](#) [1]). If accompanying books, apply the item type **circ** and enter the item type format code (**Diskette**) in the CHRON field of the item record.

If accompanying a serial, apply the same item type as the serial (**jour01**, **jour02**, etc) and enter the item type format code (**Diskette**) in the CHRON field. Record the item type format code in CHRON after the chronological data.

If there are multiple diskettes accompanying a book or serial, enter the item type format code plus a digit to distinguish each piece (**Diskette 1**, **Diskette 2**, etc.) in the CHRON field of the item record.

See [item record examples](#) [2] or [Enum/Chron Fields in Voyager Item Records for Serials](#) [3].

Add an **Item Statistical Category** for all floppy disks (stand-alone or accompanying):

- Open the item record.
- Click on the middle box (the one with the pie chart icon on it) in the lower left corner of the item record, or press Ctrl-T, to open the Item Statistical Categories dialog box.
- Choose **DISKETTE** from the [Statistical Categories List](#) [4] in the lower portion of the box.
- Click on the blue arrow in the middle of the box to apply the Statistical Category, and click OK.
- Save the item record.

Charge to Preparations and place on the shelf prep truck.

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Source URL: <https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/floppy-disks>

Links

[1] <https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media> [2]

<https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/item-record-examples> [3]

<https://web.library.yale.edu/cataloging/serials/enum-chron> [4] <https://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types>