

Item Types and Statistical Categories

In the past, media have been given a format-specific item type such as cd. Under the new system, receiving staff will apply a single generic item type (media) to all stand-alone media formats, and catalogers will add statistical categories to each item record to identify the format.

In the case of paper + media combinations, MST will apply circ to both parts by default. Catalogers may change this item type according to the exceptions noted below.

The standard Isf and Isf-r item types for books will also be used for media.

Media records that were created before the new policies were established will be changed from the old format-specific item types to the new item types. However, the Voyager circulation tables have been revised so that any media with old format-specific item types can now circulate according to the new one-week loan policies.

ITEM TYPES	
standalone media: MEDIA	One week for all reader types at SML, CCL, SSL, and Divinity.
print+media combos: CIRC for all parts (see exception below for reference materials)	All parts have the same item type. Mixed items will receive circ by default. Selectors may determine that the media part is primary (e.g., a CD-ROM has an accompanying user guide), in which case they insert a "One Week Circ" flag and catalogers will change the item type to media. If the media portion is really an independent entity, the selector may have it cataloged separately, and it will then get the media item type while the book gets circ.
serial+media combos: JOURxx for all parts	Both the paper portion and the media portion receive the usual item type for journals (e.g. jour05). If the journal volume doesn't circulate, then neither does any accompanying material, which must be used in the building with equipment that the library provides for this purpose.
special collections: nocirc	Non-circulating; nocirc may also be used for reference materials shelved in the stacks.
reference: reference	Non-circulating. Note: Some reference books have accompanying media (print+media combos). The selector may decide to split the items, often keeping the book in Reference but allowing the media to circulate (shelving it in the stacks).
STATISTICAL CATEGORIES	
Category	Usage
Beta	Seldom-used videotape format
CD	Data and software CD-ROMs, sound CDs, interactive multimedia, video CDs and mixed types
Diskette	Floppy disks of any size
DVD	Movies, digital images, data, sound, interactive media, etc.
Blu-ray	Blu-ray discs
Laserdisc	12-inch videodiscs

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Phonodisc	LPs, 78s, wax discs, etc
Suppl	User guides, pamphlets, inserts, etc accompanying stand-alone media
Tape	Cassettes, reel-to-reel, computer tapes (all types except videotapes)
U-Matic	Seldom-used videotape format
VHS	Most common videotape format (includes NTSC, PAL, and SECAM)
[Other formats]	If a new or additional statistical category needs to be created, contact the head of the Cataloging Dept. Do not use an existing category unless Cataloging has set that as policy.

(Revised 12 Nov 2007)

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