MARC holdings and 590 notes for books and scores with accompanying audio/video recordings


Sound and video recordings, CD-ROMs, and USB drives that accompany a book or score are shelved separately, not with the book or score itself.

Sound and video recordings

In addition to the barcode for the book or score, assign a barcode to the sound recording as well.

If the book or score is being sent to commercial bindery, attach a note saying "Accompanying _____ shelved with sound recordings" to the bindery slip. When the item is returned from being bound, "Accompanying _____ shelved with sound recordings" will be stamped on the item.

In the items records, indicate each format in "Enum."

For the book or score:
° Change the Item type to "circ"
° Add "book" or "score" to Enum.

For the sound/video recording:
° Change Perm. Loc. to musrec.
° Change the Item Type to "media"
° In Enum, use one of the following:
  ° sound cassette
  ° compact disc
  ° video cassette
  ° DVD
The information will display in the OPAC like this:

**Location:** MUSIC LIBRARY, SML
compact disc Shelved at MUSIC LIBRARY, SML, Recordings Collection (Non-Circ)

**Call Number:** M298 W976 F7+
Oversize

**Status:** Not Checked Out

Put the barcode for the recording on a slip with ORBIS ID and call number and take the recording to the sound recordings collection.

### CD-ROMs

In addition to the barcode for the book or score, assign a barcode to the CD-ROM as well.

Assign a call number "CDRM ____" after searching by call number to determine the next number to be assigned. Give the call number in the holdings record:

```
Tag | I1 | I2 | Subfield Data
852 8 0 $b muscic $h CDRM $i 75
```

Add a note in a 590 field in the bib record: "MUS: Accompanying CD-ROM shelved at Circulation Desk as CDRM ____ ."

In the items records, indicate each format in "Enum."

For the book or score:
° Change the Item type to "circ"

° Add "book" or "score" to Enum.
For the CD-ROM:
- Create a new holdings record in which the CD-ROM will be assigned its own call number.
- There is no change to temp loc; it remains as "muscirc".
- Change the Item Type to "media"
- There is no change to enum/chrom

The information will display in the OPAC like this:

### Location 1

- **Location:** MUSIC LIBRARY, SML
- **Call Number:** ML3790 C411 D6
- **Status:** book Checked out - Due 06/02/2005

### Location 2

- **Location:** MUSIC LIBRARY, SML, Circulation Desk
- **Call Number:** CDRM 75
- **Status:** Not Checked Out

### USB Drive

In addition to the barcode for the book or score, assign a barcode to the USB drive as well.

If the book or score is being sent to commercial bindery, attach a note saying "Accompanying ____ shelved with sound recordings" to the bindery slip. When the item is returned from being bound, "Accompanying ____ shelved with sound recordings" will be stamped on the item.

In the items records, indicate each format in "Enum."
- For the book or score:
  - Change the Item type to "circ"
  - Add "book" or "score" to Enum.
For the USB drive:

For the sound/video recording:

° Change Perm. Loc. to musrec.

° Change the Item Type to "recordings"

° In Enum, use "USB drive"

The information will display in the OPAC like this:

Location: MUSIC LIBRARY, SML
USB drive Shelved at MUSIC LIBRARY, SML, Recordings Collection

Call Number: ML410 S118 K23

Status: Not Checked Out

Put the barcode for the USB drive on a slip with ORBIS ID and call number and take the USB drive to the sound recordings collection.

Source URL: https://web.library.yale.edu/cataloging/music/accsound

Links