
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:

<table>
<thead>
<tr>
<th>Location:</th>
<th>MUSIC LIBRARY, SML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Number:</td>
<td>compact disc Shelved at MUSIC LIBRARY, SML, Recordings Collection (Non-Circ)</td>
</tr>
<tr>
<td>Status:</td>
<td>M298 W976 F7+ Oversize</td>
</tr>
<tr>
<td>Not Checked Out</td>
<td></td>
</tr>
</tbody>
</table>
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:

```
<table>
<thead>
<tr>
<th>Tag</th>
<th>I1</th>
<th>I2</th>
<th>Subfield Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>852</td>
<td>8</td>
<td>0</td>
<td>t b muscirc t h CDRM t i 75</td>
</tr>
</tbody>
</table>
```

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:
  - The CD-ROM is assigned its own call number and holdings record.
  - There is no change to temp loc; it remains as "muscirc".
  - Change the Item Type to "24hr"
  - There is no change to enum/chrom

The information will display in the OPAC like this:

<table>
<thead>
<tr>
<th>Location:</th>
<th>MUSIC LIBRARY, SML</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Number:</td>
<td>ML3790 C411 D6</td>
</tr>
<tr>
<td>Status:</td>
<td>book Checked out - Due 06/02/2005</td>
</tr>
<tr>
<td>Location:</td>
<td>MUSIC LIBRARY, SML, Circulation Desk</td>
</tr>
<tr>
<td>Call Number:</td>
<td>CDRM 75</td>
</tr>
</tbody>
</table>
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
[1] http://web.library.yale.edu/cataloging/music