

## Primary Media Items

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## Primary Media Items

*NEW PROCEDURE NOV 2004.* Use the following procedure for videos, sound recordings, and other media items when the media item is the primary bibliographic unit ("stand alone" rather than accompanying material) and the assigned location is SML stacks or Bass. Media items will travel through processing and be shelved in a special security case.

- Enter the format term as the last element of the call number before "(LC)"
- Use the appropriate format term from the **Categories** column in [Statistical Categories](#) [1] table; observe the usage for each category & do not make up new terms
- Catalog primary non-print materials for the assigned location
- Follow special instructions for item records below.
- After cataloging, charge items to the Preparations truck
- Do not follow this procedure for microform. See note below under Microform.

### EXAMPLES:

85 2	00	1b cclaudio 1h PR1583 1i F58 2006 <b>CD</b> <for a sound recording>
85 2	01	1b sml 1h TL558 U6 1i N68 <b>CD</b> (LC) <serial issued as a CD-ROM>
85 2	00	1b sml 1h T385 1i .S53 2008 <b>DVD</b> (LC) <for a DVD-ROM>
85 2	00	1b sml 1h NA2542.35 1i T123 2007 <b>DVD</b> (LC) <for a DVD video>
85 2	00	1b sml 1h PG3455 1i .C5 2017 <b>BLU</b> (LC) <for a Blu-ray video>
85 2	00	1b sml 1h PS3525 l43 1i D4 1965 <b>TAPE</b> <for an audiocassette>
85 2	00	1b sml 1h PN1992.77 1i V54 2003 <b>VHS</b> <for a videocassette>
85 2	01	1b sml 1h HN581 1i .B37 <b>DISKETTE</b> (LC) <serial issued as 3 1/2 in. computer disk>

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**Source URL:** <https://web.library.yale.edu/cataloging/cms/special-processing/primary-media>

### Links

[1] <http://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types>