

Accompanying Disk Decisioner

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CONTENTS:

INTRODUCTION

HOW TO DETERMINE THE NATURE OF THE DISC

INCOMPATIBLE DISCS

MULTIMEDIA DISCS

MIXED MATERIALS

DCM B18 Books with Accompanying Electronic Resources

DCM B20 Books with Accompanying Sound Recordings

DCM B21 Books with Accompanying Video Recordings

EXAMPLES:

1. Audio CD -- Type of book: Literature
2. Audio CD – Type of book: Language instruction
3. Audio CD + Video CD – Type of book: U.S. History
4. Audio CD – Type of book: Poetry
5. DVD – Type of book: Science
6. DVD – Type of book: Travel
7. DVD – Type of book: Computer software guide
8. DVD – Type of book: Language instruction
9. DVD – Type of book: Anthropology/Linguistics
10. DVD-ROM – Type of book: Software manual

11. DVD-ROM – Type of book: Software handbook

12. DVD-ROM – Type of book: Software manual

13. CD-ROM – Type of book: College guidebook

14. CD-ROM – Type of book: Annual industrial directory

Accompanying Discs Decisioner: Introduction

A book, score, map, or serial (hereafter designated conglomerately as “book”) may be accompanied by a disc that provides audio material, video material, text files, or computer files of one format or another. The purpose of this decisioner is to aid metadata providers (catalogers and technicians) in recognizing the nature of the accompanying disc so that the correct workflow may be used to determine the disposition of the material. Choosing the correct workflow provides direction for the housing, preservation, and patron-service of the disc.

The first decision that must be made, always, is whether the disc accompanies the book, or the book accompanies the disc. If the primary format of the item is determined to be the disc, then the disc and accompanying book is forwarded to whichever unit is responsible for that format (sound recording, moving image, electronic resource). If the primary format is determined to be the book, then the following instructions should be consulted.

This guide covers five major types of discs:

1. Audio CDs – these are standard audio files intended for a common CD player, though will usually play back from a computer as well. These are handled via [DCM B20](#), *Books with accompanying sound discs*. There are audio compact discs using electronic formats that at one time were not generally

compatible with common CD players, e.g., MP3 tracks or MIDI files. MP3 discs are now handled as sound recordings [DCM B20](#) . However, Midi files are handled as CD-ROMs, electronic resources via [DCM B18](#), *Books with accompanying electronic resources*. NOTE: a DVD may also contain nothing but audio files, in which case it should be treated as a sound recording [DCM B20](#) .

2. CD-ROMs – “ROM” is the acronym for “**R**ead **O**nly **M**emory”. “CD-ROM” is a fairly meaningless phrase today as most commercial audio CDs are Read Only. However, in the current context, CD-ROM refers to compact discs that contain electronic resources, e.g., text files, databases, image files, etc. These discs may also include audio and moving image files. These are handled via [DCM B18](#), *Books with accompanying electronic resources*.
3. Video DVDs – These discs contain chiefly moving image files intended for playback with a common DVD player, although many computers today can also play back these discs. NOTE: a DVD may also contain nothing but audio files, in which case it should be treated as a sound recording.
4. DVD-ROMs – These may be described as identical to CD-ROMs with one very telling difference: DVD-ROMs hold much larger files than can fit onto a CD-ROM. Like CD-ROMS, these are handled via [DCM B18](#), *Books with accompanying electronic resources*.

5. Blu-ray Discs – To quote from Wikipedia: *Blu-ray Disc (also know as Blu-ray or BD) is an optical disc storage medium designed to supersede the standard DVD format. Its main uses are for storing high-definition video, PlayStation 3 games, and other data, with up to 25 GB per single layered, and 50 GB per dual layered disc. The disc has the same physical dimensions as standard DVDs and CDs.* The workflow for these should be determined by the content of the disc: audio, video, or electronic resource.

General comments:

1. It must be acknowledged that for discerning the type of disc there are *no hard-and-fast rules* that are 100% reliable. Without inserting the disc into your workstation computer and [examining the file types](#) in a listing of the disc's contents (and even this can be misleading), we can only rely on information printed on or with the disc.
2. *Information about the disc* may be found directly on the labeled surface of the disc, on the cover or container of the book, in the front matter (title page (t.p.), t.p. verso, introduction, etc.), and in the back matter (colophon, appendices, technical credits, etc.) within the book.
3. In order to make an informed guess as to the nature of the disc, you may have to *consider multiple sources* of information. For instance, because a disc is labeled "CD", this should not

automatically be taken to mean “Audio CD”; the disc may include text, images, video files, etc.

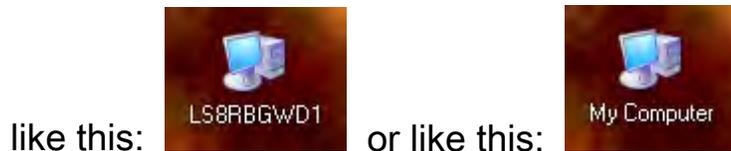
4. The *intellectual content of the book* itself may provide a clue as to the nature of the disc. For example, the accompanying disc for a book of poems will usually be an audio disc, will sometimes be a video disc, but will *almost* never be a database or executable program (software). Likewise, a manual for using a specific computer program (e.g., Microsoft Office), will usually contain software enabling the user to practice their skills in an interactive fashion but will *almost* never contain stand-alone audio or video files.
5. In general, *the playback equipment* specified in one of the sources of information may also provide a clue regarding the nature of the disc. If a disc is intended for computer use (clue: playback equipment will be noted somewhere, e.g., “For use with Windows and Macintosh” – or there will be icons in the folder with labels such as “Autorun” or “Install”), it will usually be intended solely for computer use, hence, it may be treated as an electronic resource.
6. *Intended use* can also be used to justify choosing a particular workflow. For instance, in example [8. DVD – Type of book: Language instruction](#), while the DVD is technically a *video DVD*, it is highly interactive; though it will play in a standard DVD player, its interactivity makes it far more useful in a computer. This disc, then, may be treated either as a video DVD (workflow

[DCM B21](#)) or as a DVD-ROM (workflow [DCM B18](#)), at the discretion of the cataloger.

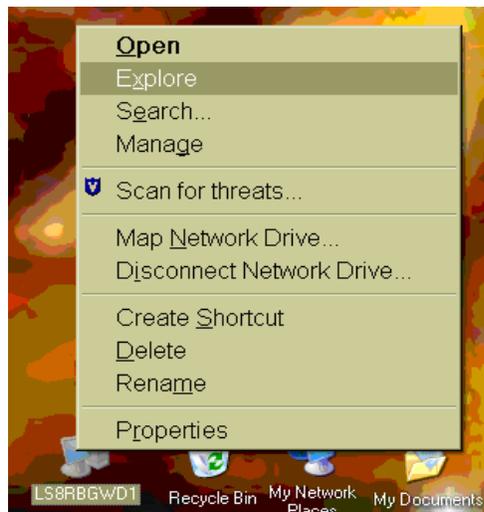
[*Back to Contents*](#)

HOW TO DETERMINE THE NATURE OF THE DISC (I.E., FILE FORMATS)

1. Place the disc in the disc player/recorder of the computer and close the player.
2. When you close the player, one of three things may happen:
 - a. Some computers are set to automatically detect a disc and supply a menu of choices to the user. If a window appears on the screen with a menu of choices, please close that window.
 - b. Some computers are set to automatically recognize the formats and, if possible, begin to play the disc with Windows Media Center, RealPlayer, etc. If this happens, please close the application playing the disc.
 - c. Nothing may happen – and that is fine.
3. **RIGHT CLICK** on the icon for your computer. The icon looks

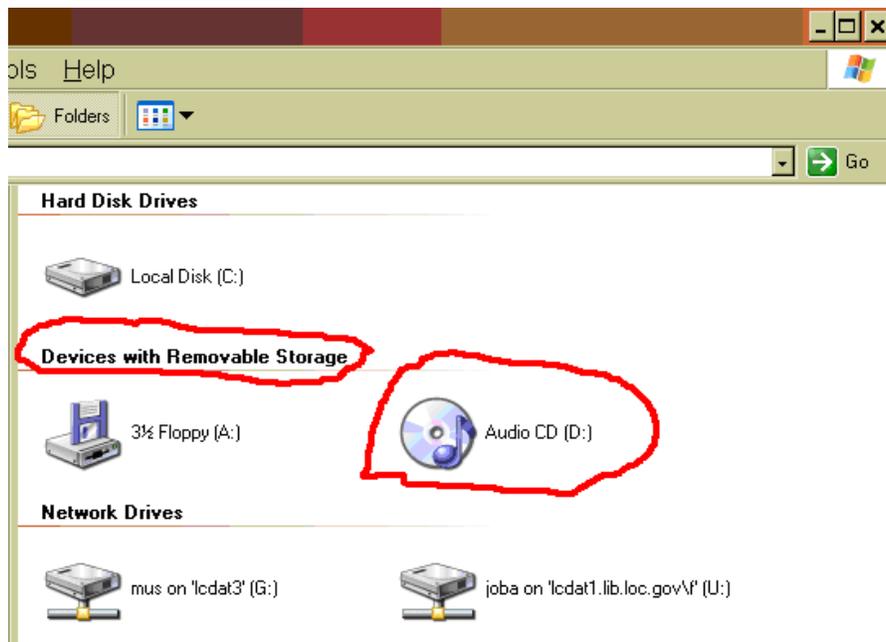


4. A menu will appear. **LEFT CLICK** on the menu choice “Explore”.



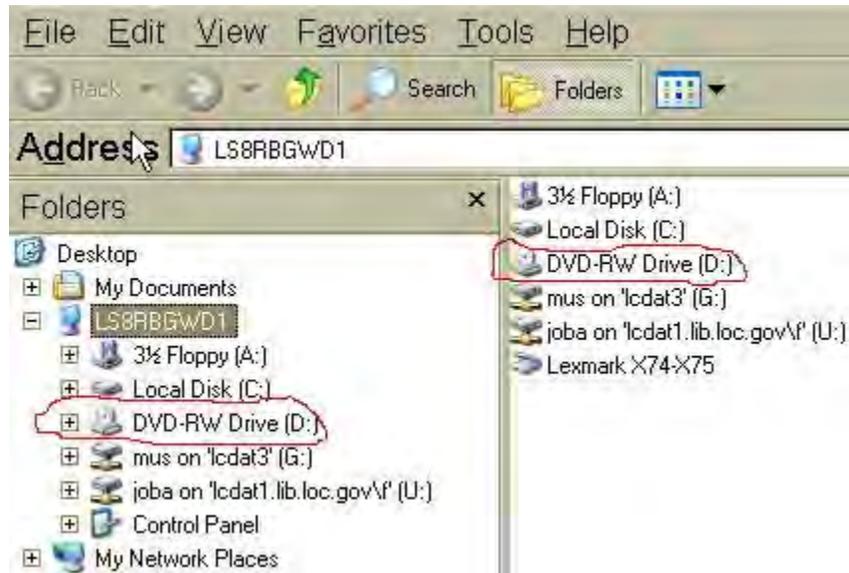
5. Depending which item on your “VIEW” menu is checked, the result will appear in one of two types of displays:

Display 1



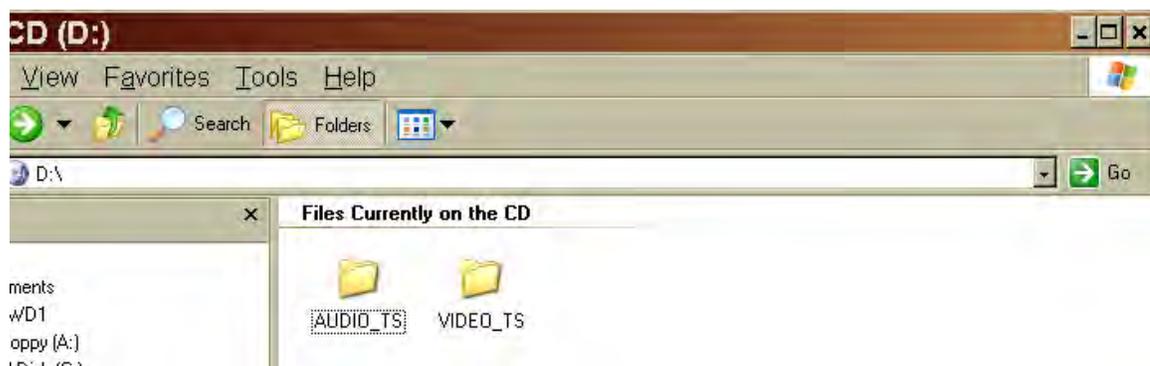
Note that under “Devices with Removable Storage” there is one icon for the Floppy drive (A:) and one icon for the disc drive (D:). Although the disc drive indicates that it contains an “Audio CD”, this is usually reflecting what was last in the drive, not what may currently be in the drive.

Display 2



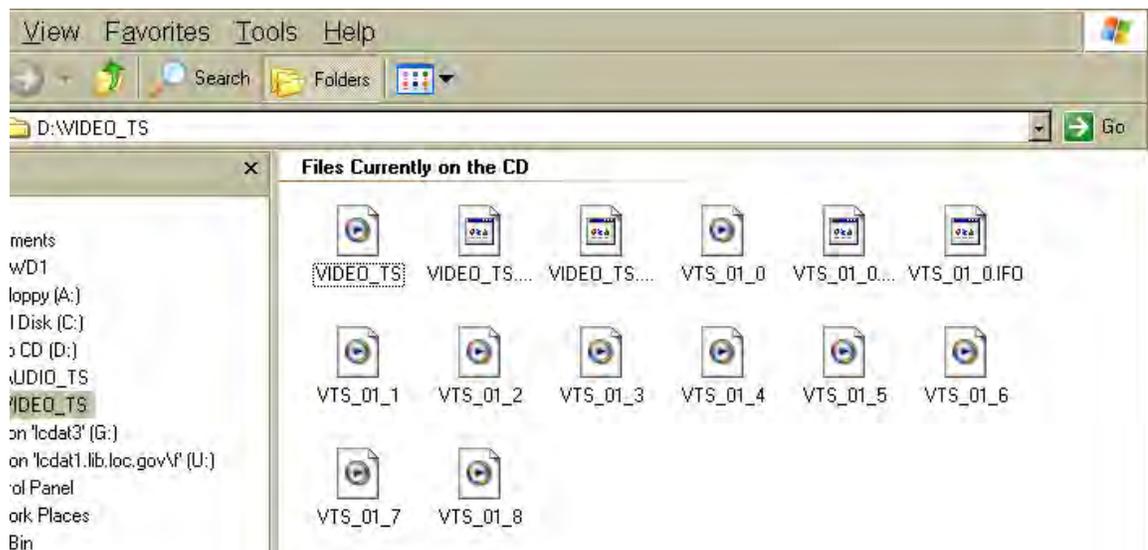
As with the previous display, it is drive “[D:]” that is your focus. In this display, the drive is called “DVD-RW Drive” – this does not mean that it contains a DVD.

6. In either of the two displays, **DOUBLE LEFT CLICK** on the icon for the disc drive “[D:]”. The result will be a new window displaying the files on the disc:



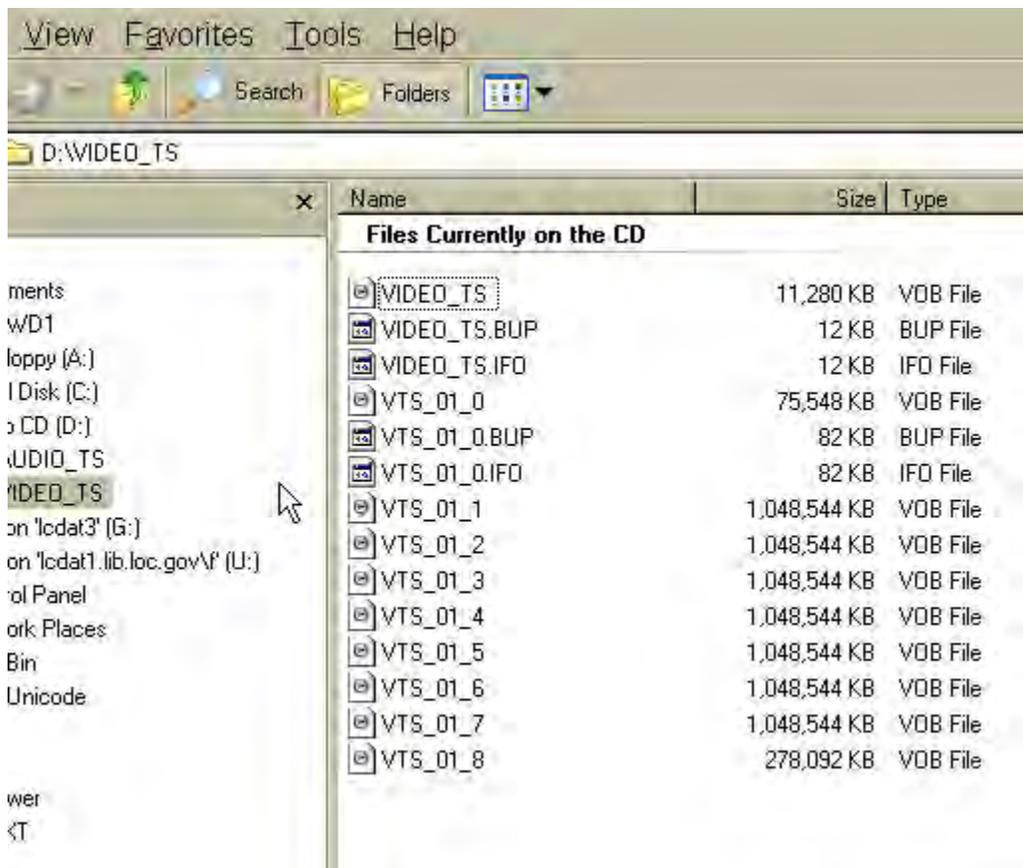
[If the new window does not appear, please see below under [“Incompatible discs”](#).]

What we see above is a typical set of folders for a video DVD. It is possible to go into these folders if needed to explore the file types. **DOUBLE LEFT CLICK** on either folder icon to see the files inside. In this case, the “AUDIO_TS” folder is empty. The “VIDEO_TS” folder contains the following:



Note that the resulting set of icons includes icons with the Windows Media Player symbol  on them. Left click on any of these and the Windows Media Player should open and begin playing that selection.

It should be obvious whether this represents a video or audio file. It is sometime helpful to change the view of these files (use the “VIEW” menu choice up in the menu bar) to look at the “Details”:



Notice that under the column for “Type” is listed the file type of each selection. While it is not necessary for everyone to be able to understand each of these file types, it is sometimes helpful to see if there are any obvious text files or executable files that would qualify this as an electronic resource.

Below are examples of typical folders/files found on audio CDs, video DVDs and electronic resources (CD-ROMs, DVD-ROMs).

AUDIO CDS



VIDEO DVD



ELECTRONIC RESOURCE 1 (CD-ROM or DVD-ROM)



[For individual discs containing mixed types of content, see below under [Multimedia discs.](#)]

ELECTRONIC RESOURCE 2 (CD-ROM or DVD-ROM)

Initial files:



Files in second folder (Programma CATALOGO):



[Back to Contents](#)

Incompatible discs:

There are instances when your computer cannot read the disc you've inserted. Three common instances of this are as follows:

- ✚ the disc is corrupted;
- ✚ the disc is from overseas where a distinctly different file system is in use, making the disc incompatible with North American personal computers;
- ✚ the disc is meant for Apple computers only.

In these instances, the cataloger will have to depend on auxiliary information (see examples below) to determine the proper workflow.

Multimedia discs:

It is not unusual for discs to contain multiple types of content: sound, video, images, software. In these instances, it will be up to the cataloger to determine either the primary content or the primary use for the disc.

- ✚ **Primary content:** For sometime now, audio CD producers have created discs that have come to be known as “enhanced CDs”. These are discs sold as audio CDs and for which the primary content is the audio portion of the disc. However, the disc may also hold secondary content: images, video, text. Despite the secondary content, the disc is cataloged as an audio CD. If the accompanying disc is clearly meant to function primarily as an audio CD, a video CD or DVD, or an electronic resource, then the disc should be handled according to the workflow for that primary content.

✚ **Primary use:** If the primary content cannot be easily determined, the cataloger should view the material from the standpoint of how a user would most likely access the content. If primary access would likely be via CD player, DVD player, or computer, the workflow decision can be based on this. In cases where access to a single multimedia disc is possible via either computer and/or CD/DVD players, make your choice as to the type of disc/workflow based on which machine furnishes the fullest access or most ease of use. For instance, the following disc includes both audio and video files:



While the audio files are playable on a CD player, the video files require a computer. A user is far more advantaged by using a computer for the entire disc than using a CD player for the audio and a computer for the video. Therefore, this should be considered a CD-

ROM because primary access would most likely be via computer
(workflow: [DCM B18](#))

Mixed Materials:

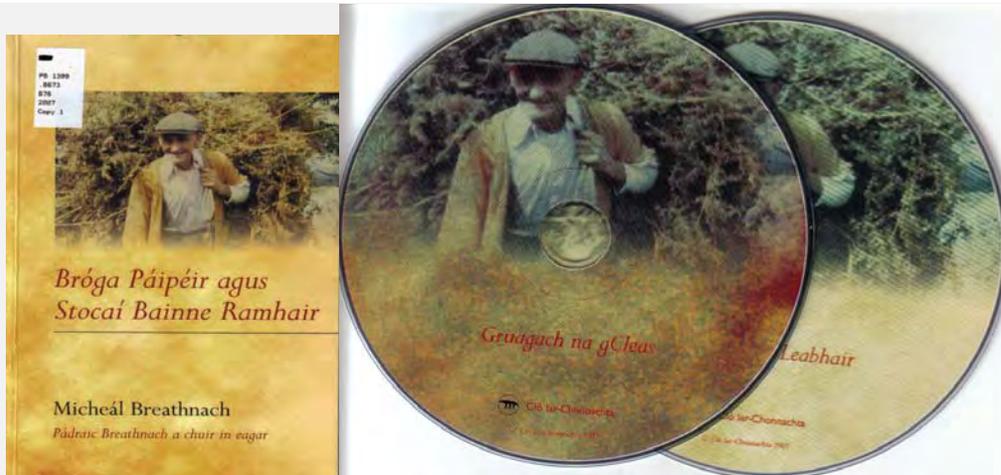
In general, books are accompanied by a single type of material. However, there are instances of multiple types of material accompanying a single print publication. For instance, LCCN 2002405950, *The Prehistoric Cemetery*, is a print publication which includes a CD-ROM, microfiche, and a map. In this case, because both the CD-ROM and the microfiche are the responsibility of MRC, the appropriate workflow would be [DCM B18](#) – the item is cataloged on the proper ABA team and assigned to MRC. Below please find the most common occurrences of mixed materials and follow the workflow designated for each:

- Book, CD-ROM, audio CD: the book is cataloged and assigned to MRC; the book and discs are routed to
 - 1. laser engraving (if the item is NOT from copyright)
 - 2. MBAS for removal of the audio CD (per [DCM B20](#))
 - 3. BCCD
- Book, audio CD, video DVD: the book is cataloged and assigned to the general collections; the book and discs are routed to
 - 1. laser engraving (if the item is NOT from copyright)

- 2. MBAS for removal of the audio CD (per [DCM B20](#)) and removal of the video DVD (per [DCM B21](#))
- 3. BCCD
- Book, video DVD, microfiche: the book is cataloged and assigned to MRC (because of the microfiche); the book, disc, and fiche are routed to
 - 1. laser engraving (if the item is NOT from copyright)
 - 2. MBAS for removal of the video DVD (per [DCM B21](#))
 - 3. BCCD
- Book, video DVD, set of playing cards, glass tumbler all encased in a metal box: the book is cataloged and assigned to SpecMat (because of the cards, tumbler, and metal box); the package is routed to
 - 1. laser engraving (if the item is NOT from copyright)
 - 2. MBAS for removal of the video DVD (per [DCM B21](#))
 - 3. BCCD

- EXAMPLES and CLUES

1. Audio CD -- Type of book: Literature



Aguisín II

Ábhar ó Mhicheál Breathnach atá i gceardlann Raidió na Gaeltachta.

Uimh. CD	Rian	Dáta Craolta	Ábhar
CD 0182	19	11/11/1976	Seól: Mac na Baintir.
CD 0307	11	17/04/1995	Amhrán a' chum se féin.
CD 0307	10	26/03/1995	Seól: Mac na Baintir & Éirinn.
CD 0409	27	06/02/1977	Cleann Mhac Mairtin, Iubheanna, leighisanna, Pádraí An Mhárthair Phádraig, amhrán, Seán na Móna, Amhrán an Phreasaí.
CD 0760	19	09/04/1996	Seolta, dáta agus seanchas.
RC201103	2(3)	20/11/2003	Filoch.
CD 0522	20	11/11/1991	Clár fíréin a rinne Micheál le (Aingeal Ní) Chonchubhair i 1977.
CD 1264	10	11/11/1991	Ag canaí fíréin domhailochta Chama/Ros Muc.
CD 0011	5	26/02/1978	Amhrán.
CD 0011	35	11/11/1991	Amhrán: Cead Slán don Cúche Ardín, Caisleán Uí Néill.
CD 0075	21	11/11/1991	Tráth na gCéir.
CD 0133	50	11/09/1991	Tráth na gCéir: Craobh Chomamara.
CD 0159	1	19/11/1987	Clár deiciméide fíréin Seán na Tuath.
CD 0248	9	13/02/1996	Filoch.
CD 0409	15	27/03/1977	Filochta, seolta.
CD 0400	11	22/01/1996	Filochta.
CD 0696	14	29/08/1976	
CD 0760	19	09/04/1996	Seolta, dáta agus seanchas.
CD 0773	24	31/08/1994	Dán Ghlyson Mhac Mhuirín.
CD 1519	26	11/11/1991	Amhrán: Ros an Mhí Cois Cuain.
CD 1556	2	11/11/1976	Seól: Mac na Baintir.
CD 1592	5	26/04/2000	Seól.

On the [Open Library Web page](#):

Notes: Short stories; the stories Loinnir Mac Leabhair and Gruagach na gcleas are also narrated by the author on separate sound discs. Title on accompanying disc: Loinnir Mac Leabhair Title on accompanying disc: Gruagach na gcleas

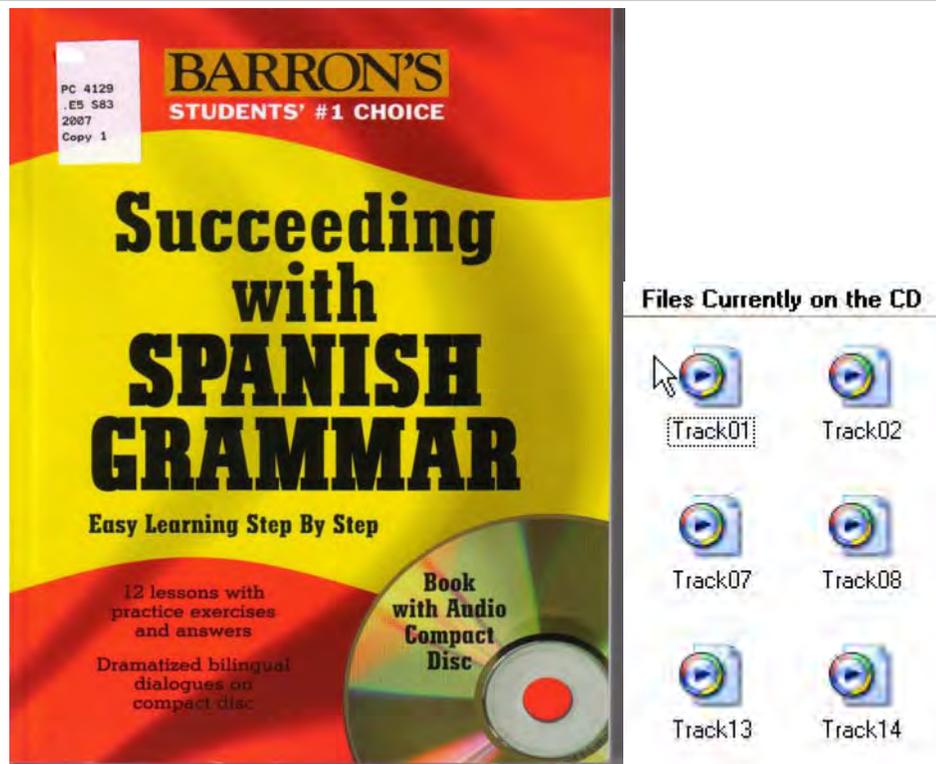


The CDs have no indication as to type of disc. **Clue:** But, on the last page of text, there is what appears to be a discography with “CD” numbers with “Raidio na Gaeltachta” at the top. **Clue:** Searching the title on the Web elicited a description in English. **Clue:** Inserting the disc into my computer, I elicited Windows Media Player and found myself listening to a story narrated in Gaelic by an aged male voice. **Workflow:** The two discs are audio CDs. ([DCM B20](#))

[*Back to Contents*](#)

[Back to Contents](#)

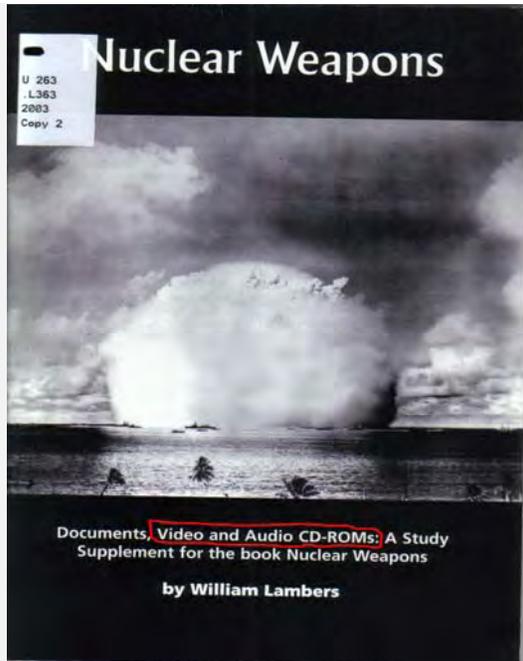
2. Audio CD – Type of book: Language instruction



The cover of this publication tells you all you need to know: “Book with Audio Compact Disc”. **Clue:** The important clue here is the presence of the word “audio” in the printed description. **Complication:** There are a number of file formats for audio, some of which play in CD players and computers, and others which will play only in a computer or a specially-equipped CD player. The most common file types created specifically for computers are MIDI files and MP3 files. In the past MBRS, the custodial unit for sound recordings, considered MP3 files to be electronic resources, but today they are accepted as sound recordings. MIDI files, however, are still handled as computer files. **What to do:** Unless there is clear evidence (indication in the print matter or on the discs labeled surface) that the audio is in a file format not compatible with a common CD player (e.g., MIDI files), treat the disc as a sound recording. **Clue:** There is no indication that the audio is other than *.WAV files. **Workflow:** The disc is an audio CD. ([DCM B20](#))

[Back to Contents](#)

3. Audio CD + Video CD – Type of book: U.S. History



back of the book is a **video CD-ROM** containing clips of nuclear weapons tests. On the same video CD-ROM is footage of President Eisenhower's 1953 Atoms For Peace speech. While the primary purpose of "Atoms For Peace" was to promote the positive uses of nuclear energy, the speech also was intended to help educate the public on the nuclear nightmare. It still serves this purpose today. Intertwined with Eisenhower's speech excerpts is footage of the effects of nuclear weapons. In addition, there is an **audio CD** of speeches and statements covering topics such as early efforts to achieve a nuclear test ban treaty, the Nuclear Non-Proliferation Treaty and the INF Treaty of 1987. Also included are reprints of documents dealing with nuclear arms control and disarmament.

This study supplement is meant to accompany the book Nuclear Weapons (ISBN: 0965652076). However, you can still use the supplement without the book. Throughout the supplement you will find references to Nuclear Weapons in the footnotes.



Video CD Files

Files Currently on the CD



Audio CD Files

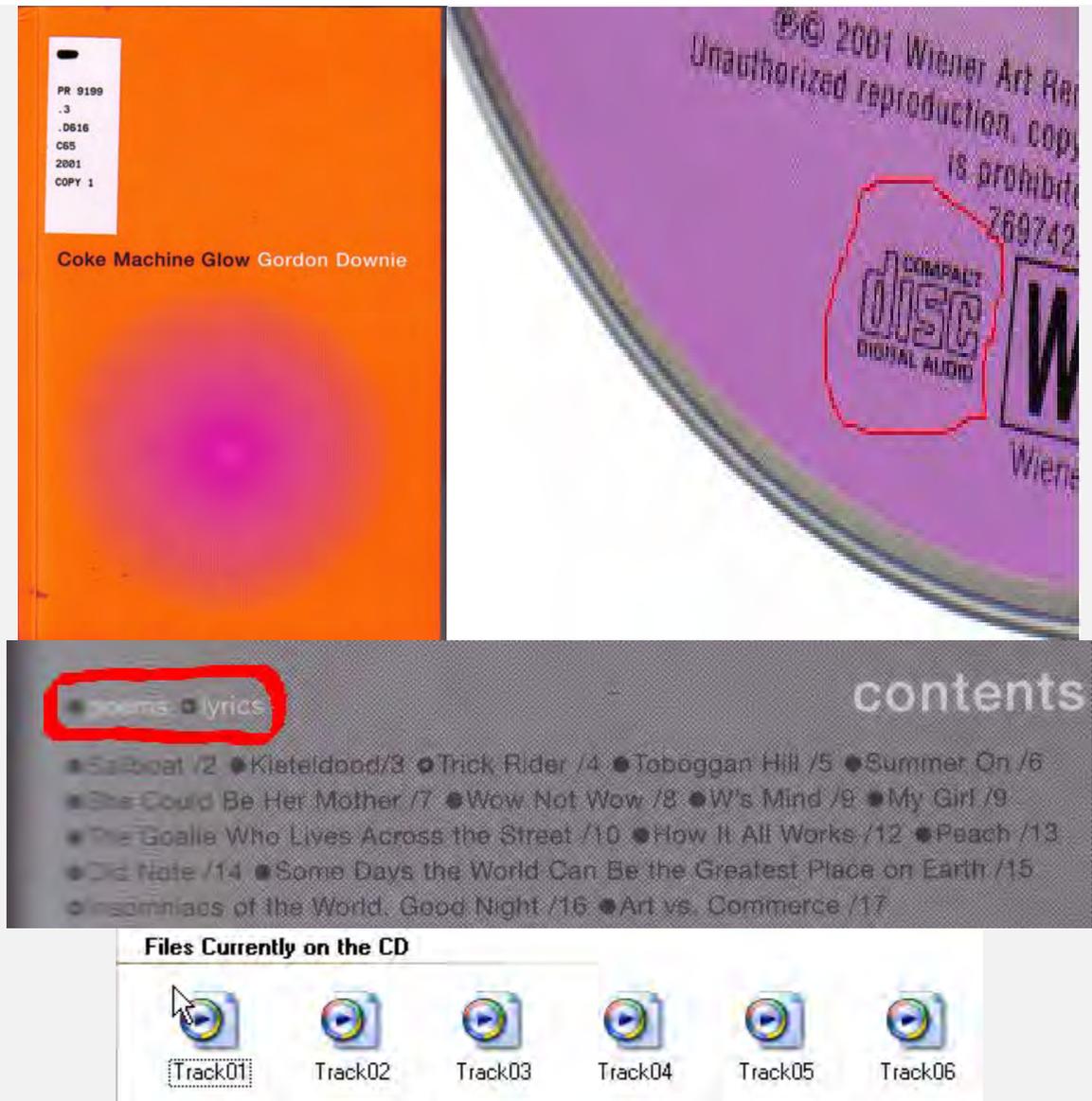


Clue: The cover proclaims “Video and Audio CD-ROMs.” **Clue:** The introductory text uses the terms “video CD-ROM” and “audio CD.” **Clue:** Each disc is labeled either “Audio CD” or “Video CD”. **Clue:** The video is not described as the expected video format, a “DVD”, but rather a “CD-ROM”. **Conclusion 1:** The audio CD, though described as a “CD-ROM” is “ROM” only in the sense that all audio CDs are actually ROMs. **Workflow 1:** The disc is an audio CD. ([DCM B20](#)) . **Workflow 2:** The video disc, though not labeled a DVD, but a “video CD-ROM” should be considered a moving image (video) disc. ([DCM B18](#)).

[Back to Contents](#)

[Back to Contents](#)

4. Audio CD – Type of book: Poetry



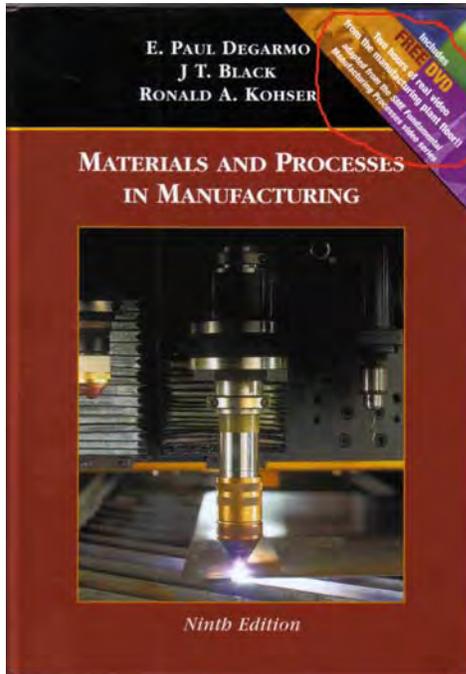
This example is fairly straightforward. **Clue:** This is a book of poetry. **Clue:** The contents page header distinguishes contents between “poems” and “lyrics”. **Clue:** The CD itself includes the typical audio CD symbol on its labeled surface. **Complication:** Does the book contain chiefly poems or chiefly song lyrics? Without listening to the CD, how can we know if it contains music or spoken word? **Resolution:** Because the contents page indicates which works are poems and which lyrics, we can determine that this is chiefly poetry and will class in PR.

Because the book will class in PR, the nature of the recorded sound is not pertinent – it is only important that this is a sound recording. **Workflow:** The disc is an audio CD. ([DCM B20](#))

[*Back to Contents*](#)

[Back to Contents](#)

5. DVD – Type of book: Science

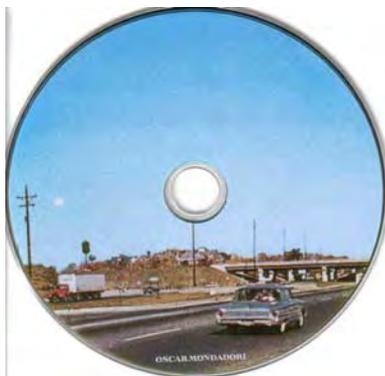
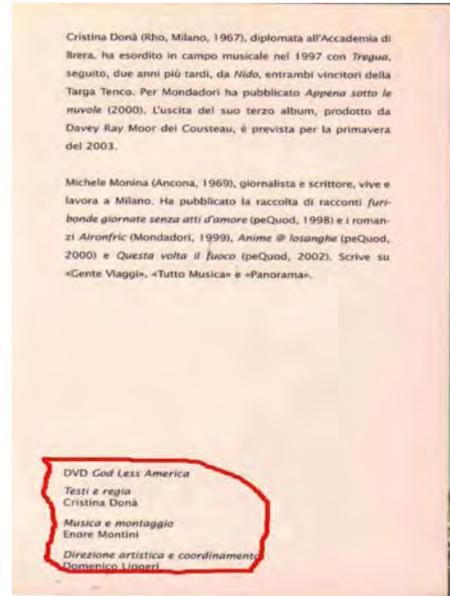
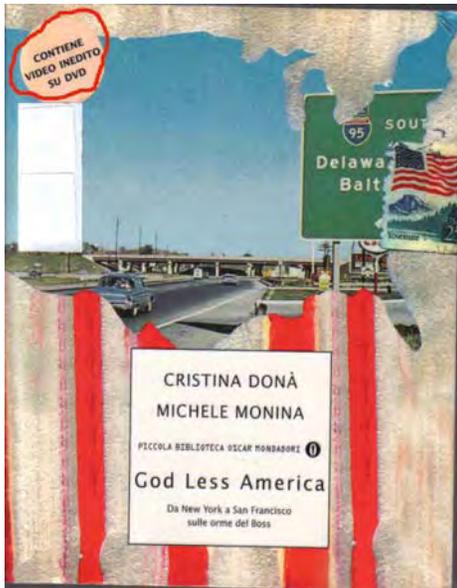


Clue: Book cover and disc labeled surface both signify “DVD”. **Complication:** Science books often have DVD-ROMs consisting not of video files, but technical data, tables, databases, an e-version of the text, etc. How can we tell that this is a simple video disc? **Resolution:** The first page of the books describes the “video series” and indicates that this is also available in VHS (videotape format). The paired file types comprising the disc content, “AUDIO_TS” and “VIDEO_TS”, are most typical of video DVDs. **Workflow:** This is a video DVD ([DCM B21](#)).

[*Back to Contents*](#)

[Back to Contents](#)

6. DVD – Type of book: Travel

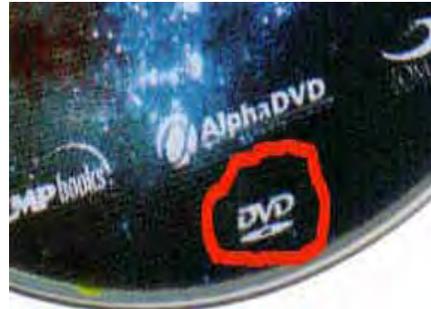
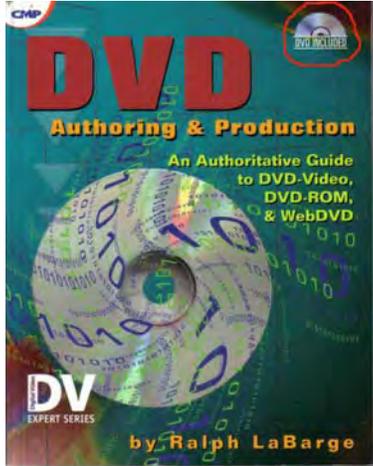


Clue: The cover clearly indicates that there is a DVD and that it contains “video.”

Clue: The rear inside flap lists typical credits for the DVD including “testi” (captions), “musica” and “direzione”. **Clue:** The file types are those for a typical DVD video. Note: The disc itself has no information about itself other than the name of the publisher. **Workflow:** This is a video DVD ([DCM B21](#)).

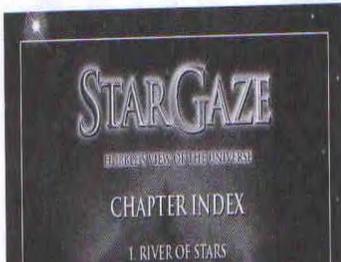
[Back to Contents](#)

7. DVD – Type of book: Computer software guide



What's on the DVD?

A copy of *StarGaze*, a DVD title developed by the author, is included to provide examples of the DVD authoring and production process. This disc will work in Video player, or DVD-ROM enabled PC.

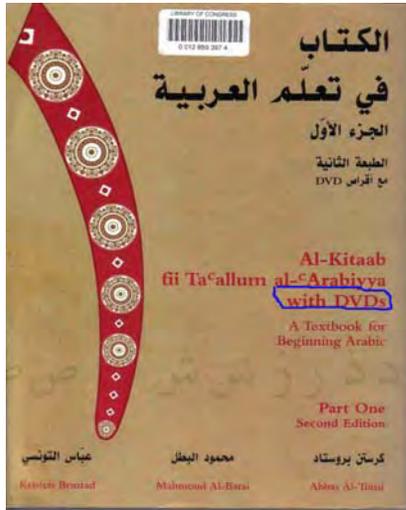


This disc is included because it is atypical. **Clue (misleading):** This is a book about computer software and one expects that the disc will include interactive software. **Clue:** The disc includes the logo typically found on video DVDs. **Clue:** The final page of the book indicates that the disc will play in a video player. **Clue (misleading):** While the typical DVD video file types are found, there seem to be a host of other file types as well. **Conclusion:** the printed matter indicates that the disc is an example of what a video DVD should be, rather than a set of files to be manipulated by the user. **Workflow:** This is a video DVD ([DCM B21](#)).

[*Back to Contents*](#)

[Back to Contents](#)

8. DVD – Type of book: Language instruction



PREFACE
TO THE SECOND EDITION

Dear Students and Colleagues,

We are pleased to present this second edition of the *Al-Kitaab fii Ta'allum al-'Arabiyya Part I* textbook that comes with DVDs containing all of the audio, video, and cultural materials that accompany the text itself. This edition retains all of the features of the first edition in a slightly revised format and adds some new features as well. Within each chapter, the components are defined in more consistent order than the first edition, following the philosophy outlined in the Arabic introduction. The materials are designed to cover approximately 150 classroom hours, plus 200-300 hours of preparation outside class.

Files Currently on the CD

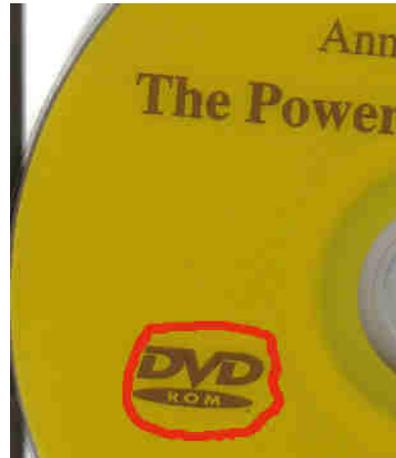
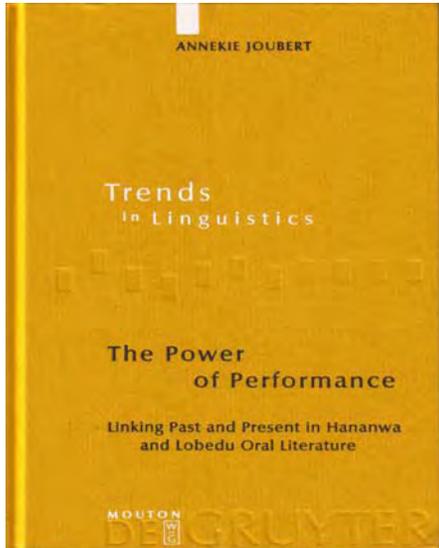


Clue: The cover, the preface, and the file-types all seem to indicate that this is a video DVD. **Clue:** On the disc itself, we have this guidance: “Recommended for computer and NTSC-format DVD players.” **Hint:** Do not be put off by the “NTSC-format” disclaimer; this is one of two standard video DVD formats related to players common in different parts of the world. **Workflow 1:** If the cataloger decides that the nature of the disc is so highly interactive that a patron would seemingly find this useful only with the interactive control that a computer furnishes, it should be considered a DVD-ROM and treated per workflow [DCM B18](#). **Workflow 2:** However it is a standard DVD and may be handled as a video

DVD ([DCM B21](#)).

[Back to Contents](#)

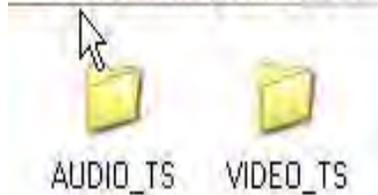
9. DVD – Type of book: Anthropology/Linguistics



of the camera.

I want to make special mention of Prof. Inge Kosch, who contributed greatly to this work, by putting to it her precise and sensitive editorial pen. I am indebted to Gebhard Dettmar for the mammoth task of formatting the camera ready copy of the manuscript and to Jörg Schulze for preparing the final copy of the accompanying DVD.

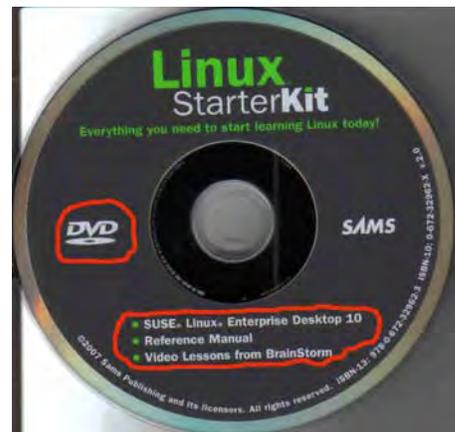
Files Currently on the CD



Clue: The introduction mentions the “accompanying DVD.” **Clue (misleading):** On the disc itself, we have the logo for DVD-ROM. However, as with the CD in example 3 above, the “ROM” does not represent a “computer file” as one might be misled to believe. **Clue:** the file types are consistent with a simple video DVD. **Lesson:** Assume nothing – it would have been very easy to assume that the disc contained merely an e-version of the text, making the disc a computer file, but it

is, indeed, a video. **Workflow:** This is a video DVD ([DCM B21](#)).

10. DVD-ROM – Type of book: Software manual



The Linux software included on this DVD is a full-featured evaluation version of SUSE Linux Enterprise Desktop 10. This software is licensed for limited evaluation purposes and does not include access to software updates or to any technical support. If you are interested in purchasing SUSE Linux Enterprise Desktop 10, which includes support and maintenance, you can buy a subscription at shop.novell.com. More information is available at www.novell.com/products/desktop/eval.html.

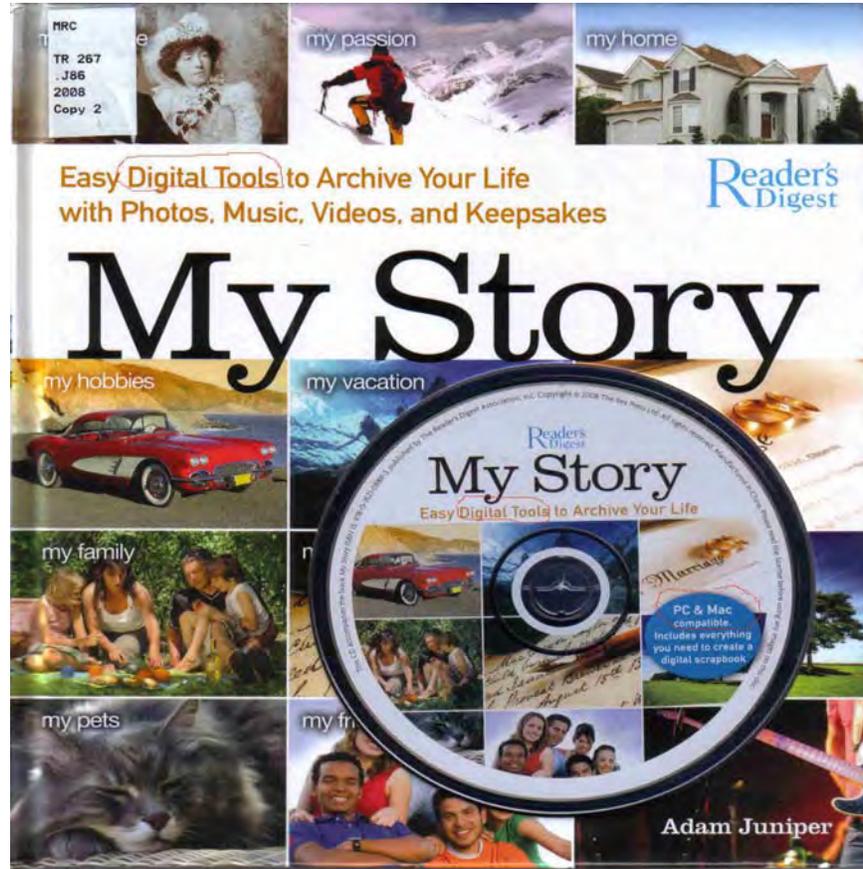
Files Currently on the CD



Clue: This is a software manual. **Clue:** The cover, the introduction, and the labeled surface of the disc all state that software is included on the disc. **Clue (misleading):** The disc includes the standard video DVD logo. **Clue:** The file types include many more types of files than a standard video DVD. **Workflow:** This is a DVD-ROM (DCM B18).

[Back to Contents](#)

11. DVD-ROM – Type of book: Software handbook



My Story presents a SUPER-EASY way to make a digital record of your life. More than just a picture on a page, this **book and DVD** gives you everything you need to capture your life story—complete with personal history, snapshots, memorabilia, favorite music, home videos, family records, and more.

This simple step-by-step program comes with templates, simple
Files Currently on the CD

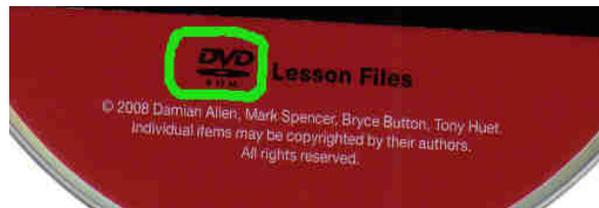
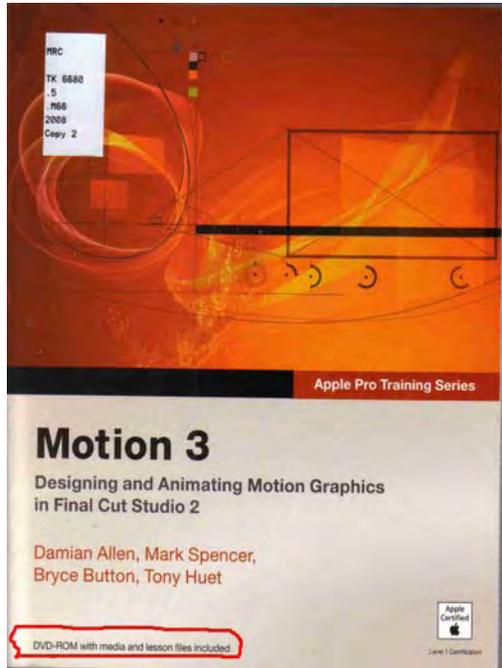


Clue: “Digital tools” found on the cover and the disc. **Clue:** “PC & Mac compatible” found on disc. **Clue:** Back cover describes disc as “DVD”.

Workflow: There is obviously no need to look any further than the front and back covers and the disc integrated into the cover. This is a DVD-ROM ([DCM B18](#)).

[*Back to Contents*](#)

12. DVD-ROM – Type of book: Software manual



Copying the Motion Lesson Files

Apple Pro Training Series: Motion 3 comes with a DVD containing all the files you need to complete each lesson. The project and media files are contained within the Motion3_Book_Files folder.

Installing the Lesson Files

- 1 Insert the *Apple Pro Training Series: Motion 3* DVD into your computer's DVD drive.
- 2 For best results, drag the entire Motion3_Book_Files folder from the DVD to the top level of your computer's hard drive or to an attached media drive.

The disc contains approximately 7 GB of data.

It is important that you put this folder on the top level of your hard drive as described; this will ensure that the Motion project files correctly link with their media.

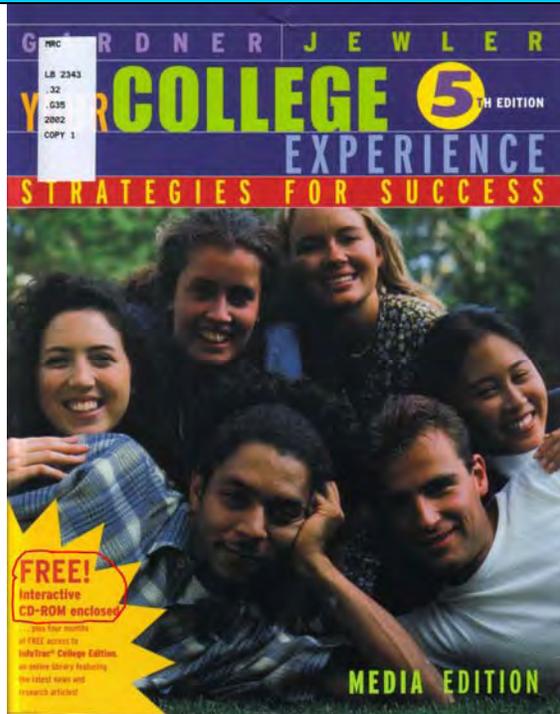
Files on disc

Note that because this disc is made for Apple, not for Windows, a Windows computer will not recognize the disc at all – you will not be able to explore the file types without an Apple computer.

Clue: “DVD-ROM” on cover and on labeled face of disc. **Clue:** The book includes instructions on installing the files onto one’s computer. **Clue:** This is a software manual. **Note:** Because this software is for Apple machines, the file types were unreadable on a Windows machine. **Workflow:** This is a DVD-ROM ([DCM B18](#)).

[*Back to Contents*](#)

13. CD-ROM – Type of book: College guidebook

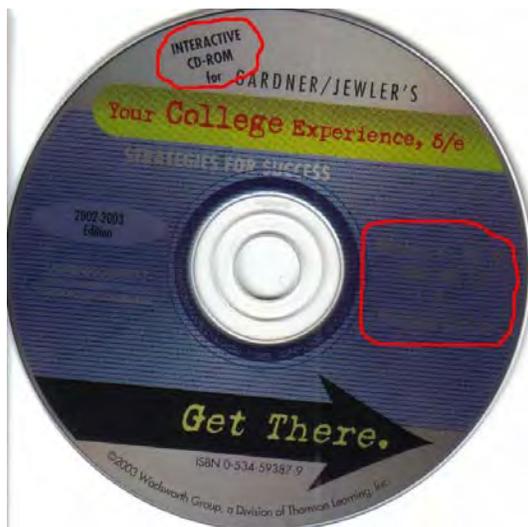


and Succeed!
with this new Fi

LIBRARY OF CONGRESS
0 009 200 840 A

Inside, you'll find:

- Self-assessments at the beginning of every chapter and on a FREE CD-ROM (included in every new copy of this book) to help you reflect on your own experience. The CD-ROM is designed to reinforce and extend the content of the text and add a new level of interactivity to the book's features. Every chapter on the CD includes self-assessments that will direct you to the exercises, readings, and Internet resources that best meet your needs.



System Requirements:

Windows or Macintosh
Netscape Navigator or MS Internet Explorer 4.0 +
Word processor application able to read rtf (rich text format) files
4X CD-ROM
256 colors

To begin the program . . .

FOR PC:
Load the CD into your CD-ROM drive.
If the CD does not automatically start, click the Start button and select the Run option:
Enter D:\start.htm (D:\ being the letter of your CD-Rom drive) in the text box and click the OK button.

FOR MAC:
Load the CD into your CD-ROM drive.
Double click the CD-ROM icon on your desktop.
Double click the file, start.htm.
Select your browser application to view the index page.

To Save or email:

Save or email your work by accessing the online Save Feature button at the top of each page.

Files Currently on the CD



Clue: The cover, the back cover, and the disc all include the term “CD-ROM”.

Clue: The back cover and the disc describe the disc as “interactive”. **Clue:** The disc container includes system requirements and installation instructions. **Clue:** the file types include an “autorun” file – though this is not a conclusive clue, in the context of the other clues, it is worth noting. **Conclusion:** This is a CD-ROM.

Workflow: This is a CD-ROM ([DCM B18](#)).

[Back to Contents](#)

[Back to Contents](#)

14. CD-ROM – Type of book: Annual industrial directory



L'innovation de cet annuaire ne s'arrête pas là. En effet, outre la publication du présent livre, un **CD-Rom** sera édité pour une consultation plus aisée et une lisibilité plus rapide, grâce aux nombreux accès possibles.



Clue: It would be unusual, though not impossible, for an industrial directory to include a strictly video disc. **Clue:** The introductory material describes the disc as a CD-ROM for easy and rapid consultation. **Clue:** The file types include computer specific files such as setup, autorun, installation, etc. **Conclusion:** This is a CD-ROM. **Workflow:** This is a CD-ROM ([DCM B18](#)).

[*Back to Contents*](#)

B18 Books With Accompanying Electronic Resources

B18.	INTRODUCTION.....	2
B18.2	DETAILS OF ACCOMPANYING ELECTRONIC RESOURCES.....	2
B18.3	SYSTEMS REQUIREMENT NOTE (538 FIELD).....	3
B18.4	ADDITIONAL INFORMATION PERTAINING TO THE ACCOMPANYING ELECTRONIC RESOURCE.....	4
B18.5	DISPOSITION OF BOOKS WITH ACCOMPANYING ELECTRONIC RESOURCES.....	4
B18.5.1	Machine-Readable Collection (HSS)	4
<i>B18.5.1.1</i>	<i>Holdings and item records (HR/IR)</i>	<i>4</i>
<i>B18.5.1.2</i>	<i>Disposition</i>	<i>5</i>
B18.5.2	Materials Assigned To The Music Division Or To The Performing Arts Reading Room.....	5
<i>B18.5.2.1</i>	<i>Holdings and item records.....</i>	<i>5</i>
<i>B18.5.2.2</i>	<i>Disposition of main item and electronic resource.....</i>	<i>5</i>
B18.5.3	Materials Assigned To The African And Middle Eastern Division (AMED).....	6
B18.5.4	Materials Assigned To The Asian Division.....	6
<i>B18.5.4.1</i>	<i>Holdings and item records</i>	<i>6</i>
<i>B18.5.4.2</i>	<i>Disposition of main item and electronic resource</i>	<i>7</i>
B18.5.5	Materials Assigned To The Law Library	7
<i>B18.5.5.1</i>	<i>Holdings and item records</i>	<i>8</i>
<i>B18.5.5.2</i>	<i>Disposition of main item and electronic resource</i>	<i>8</i>
B18.5.6	Materials Assigned To Reading Rooms.....	8
B18.5.7	Materials Not Addressed In These Guidelines	8

[Back to Contents](#)

B18.1 INTRODUCTION

At one time books with accompanying electronic resources (formerly called “computer files” prior to the adoption of *Amendments 2001* to AACR2 in December of 2001) were referred to the Computer Files Team, Special Materials Cataloging Division, to supply both the accompanying material data in the in the physical description area (300 field) and a system requirements note (538 field) for the accompanying electronic resource. The increasing number of books being published with accompanying electronic resources mandated that provision of these data elements should become the responsibility of the catalogers cataloging books.

DCM B18.2-B18.4 provide guidelines pertaining to the description of accompanying electronic resources. B18.5.1 provides guidelines for materials that fall into a classification custodial to the Machine-Readable Collection/HSS. B18.5.2 provides guidelines for materials that fall into a classification custodial to the Music Division. B18.5.3 provides guidelines for materials in the custody of the African and Middle Eastern Division. B18.5.4 provides guidelines for materials located in the Asian Division. B18.5.5 provides guidelines for materials in the custody of the Law Library. B18.5.6 provides guidelines for materials located in other reading rooms.

Most electronic resource formats are usually easily identified; however, CD-ROMs and DVD-ROMs are similar in appearance to compact discs that are sound recordings, and to DVDs with moving image content. Often information about the accompanying material is found somewhere in the text it accompanies. Assure the format of the accompanying material to preclude miscataloging and/or misrouting it. If the format of the accompanying material cannot be determined in a general cataloging team, refer the material to staff in SMCD to make the determination. Using a Materials Routing slip (6-127), refer the book and accompanying material to SMCD. Under the “REFERRING” section, check the “Other” box and indicate “Format of the accompanying material?” SMCD staff will identify the format of the accompanying material. Based on that identification, they will determine the appropriate cataloging workflow. Usually this will result in returning the book and accompanying material to the originating team.

[Back to Contents](#)

B18.2 DETAILS OF ACCOMPANYING ELECTRONIC RESOURCES

Follow option d) under AACR 2 1.5E1 and use the very simple language suggested there. For an accompanying electronic resource, indicate the number and type of physical units, using conventional terminology following the *Option* provision in rule 9.5B1 (most likely “1 CD-ROM” or “1 floppy disk”). Prior to LC’s adoption of *Amendments 2001*, terms prescribed by AACR2 were used to describe the physical units, e.g., “1 computer optical disc” for a CD-ROM, and “1 computer disk” for a floppy disk. Accept the terms prescribed by AACR2 rule 9.5B1 (as opposed to conventional terminology) when such terms are found in records originally created by other cataloging agencies and used by LC in its own cataloging (existing records are generally not changed to reflect current policy).

Examples of the 300 \$e subfield:

- + \$e 1 floppy disk (3 ½ in.)

- + \$e 3 floppy disks (3 ½-5 1/4 in.)
(For disks of more than one size)

- + \$e 1 floppy disk (3 1/2 in.) + 1 set of user's
notes
- + \$e 1 CD-ROM (4 3/4 in.)

- + \$e 2 floppy disks (5 1/4 in.) + 1 pair 3-D glasses
+ 1 template

- + \$e 1 CD-ROM (4 3/4 in.) + 2 floppy disks (3 1/2 in.)

B18.3 SYSTEMS REQUIREMENT NOTE (538 FIELD)

Limit the information given in the note as follows:

- 1) give the note only if the information is easily and readily available, i.e., printed on the items in hand;
- 2) limit the information to a) the make and model of computer and b) to the operating system;

[Back to Contents](#)

3) prefer to transcribe the system requirements information as it appears on the items in hand.

The make and model of computers likely to be encountered are:

PC
IBM PC
IBM-compatible PC
Macintosh.

The operating systems likely to be encountered are:

DOS
MS-DOS
PC-DOS
OS/2
Microsoft Windows
Microsoft Windows NT
Microsoft Windows XP
System (used with Macintosh).

Include the version number(s) if given (e.g., Microsoft Windows 98). If multiple operating systems are given, list them.

Use the introductory phrase, "System requirements for accompanying [medium on which the electronic resource is stored, e.g., floppy disk(s) or CD-ROM(s)]."

538 ## \$a System requirements for accompanying floppy disk: IBM PC; DOS.

538 ## \$a System requirements for accompanying CD-ROMs: IBM PC or compatible system; DOS; Microsoft Windows.

538 ## \$a System requirements for accompanying floppy disk: IBM PC; MS-DOS 5.0 or higher.

[Back to Contents](#)

- 538 ## \$a System requirements for accompanying floppy disks: IBM
-compatible PC; OS/2.
- 538 ## \$a System requirements for accompanying CD-ROM: IBM
-compatible PC; OS/2 version 2.0 or later.
- 538 ## \$a System requirements for accompanying floppy disk: IBM
-compatible PC with 386 microprocessor or better
running at 25 MHz; DOS.
- 538 ## \$a System requirements for accompanying floppy disk:
Macintosh; System 7.0.
- 538 ## \$a System requirements for accompanying floppy disk:
Macintosh or Power Macintosh; System 6 or 7.
- 538 ## \$a System requirements for accompanying floppy disks: Sun
Microsystems SPARC workstation; UNIX with X Window
System installed.
- 538 ## \$a System requirements for accompanying floppy disk:
Macintosh; System 6.0 or better; or IBM-compatible PC;
DOS 5.0 or better.
*(Note in this example, the file can run
on either of two systems)*

B18.4 ADDITIONAL INFORMATION PERTAINING TO THE ACCOMPANYING ELECTRONIC RESOURCE

Catalogers may add additional notes or access points related to the accompanying electronic resource at their discretion when the information is readily available, e.g., any special contents of the accompanying material.

B18.5 DISPOSITION OF BOOKS WITH ACCOMPANYING ELECTRONIC RESOURCES

B18.5.1 Machine-Readable Collection (HSS)

Materials destined for the Machine-Readable Collection (MRC) are those treated as part of the general collections serviced by the Collections Management Division. Books accompanied by electronic resources destined for the MRC are housed together as a "single package." In most cases the accompanying electronic resource is housed in

[Back to Contents](#)

a pocket within the book or, in the case of multipart items, in one or all of the volumes of the set. For multipart items, only those volumes accompanied by an electronic resource are located in the special area set aside for these materials (see DCM B18.5.1.1 below). If accompanying electronic resources are not housed in the book itself (e.g., they are housed separately in an accompanying jewel case), consult the Collections Care Section of the Binding and Collections Care Division (BCCD) to determine the housing appropriate to this special condition. For other conditions not treated here, consult CPSO.

B18.5.1.1 Holdings and item records (HR/IR)

For books with accompanying electronic resources that fall into a classification custodial to the MRC, use in the HR 852 subfield \$b the location “c-MRC” (c-Machine Read Coll/HSS). Use in the IR permanent location (Perm Loc) “c-Machine Read Coll/HSS”. In the IR adjust the “pieces” box to account for both the book and the electronic resource as appropriate (*cf.* SCM:SL (ILS supplement) Workflow #15).

B18.5.1.2 Disposition

Forward newly processed books with accompanying electronic resources destined for the MRC to BCCD following normal procedures. In the past, copies of books with accompanying electronic resources beyond Copy 2 were sent unmarked to MRCRR. This policy has changed and those books not wanted for the collections may now be sent directly for exchange to ANAD/MAILR&R following normal procedures.

B18.5.2 Materials Assigned To The Music Division Or To The Performing Arts Reading Room

Materials that fall into a classification custodial to the Music Division or that are assigned to the Performing Arts Reading Room that are accompanied by electronic resources are shelved separately, i.e., the main item (e.g., a book, a score, a manuscript) is shelved as appropriate to the material or the assignment and the accompanying electronic resource is housed in a jewel case and shelved in an area designated for electronic resources (sublocation \$m “Case MR”).

[Back to Contents](#)

B18.5.2.1 Holdings and item records

A separate HR/IR complement is created for the accompanying electronic resource. Those in the custody of the Music Division receive an HR852 subfield \$b of “c-Music” (c-Music Division) and an HR 852 subfield \$m of “Case MR.” Use in the IR Perm Loc “c-Music Division”. Those assigned to the Performing Arts Reading Room receive an HR852 subfield \$b of “r-PARRRef” (Performing Arts Reading Room Reference Collection) and an HR 852 subfield \$m of “Case MR.” Note that this applies to all electronic resources that accompany music materials regardless of the location of the main item, i.e. whether it is shelved in the general music collections or in a reference collection or other special shelving area.

Use in the IR Perm Loc “r-PerformArts RefColl/MUS”.

In those atypical instances when it may be desirable that the print and accompanying electronic resource not be separated but housed together in the same location, e.g., material in the music portion of the Cataloging Reference Collection, do not create a separate IR for the accompanying electronic resource (adjust the piece count in the item record for the book the electronic resource accompanies as appropriate, *cf.* SCM:SL (ILS supplement) Workflow #15). However, use the Note icon on the IR to furnish the instruction that upon re-assignment to “c-Music,” the separation of the print and electronic resources must be effected as described below.

B18.5.2.2 Disposition of main item and electronic resource

Staff in SMCD do the following:

- 1) describe the accompanying electronic resource in the BR according to B18.2-B18.4;
- 2) remove the accompanying electronic resource and rehouse it in an appropriate container (usually a jewel case); for odd or unusual configurations, consult the Collections Care Section of BCCD;
- 3) from the stock of pre-printed shelf numbers designed especially for shelving electronic resources in the Music Division

in Case MR, assign an appropriate shelf number, affixing it to the container in the upper right-hand corner of the back cover when the “spine” is down; the shelf numbering scheme is unique to Case MR materials (“CMR” followed by a number (four digits) in sequential, ascending order);

4) affix an item barcode to the container in the upper right-hand corner of the front cover when the “spine” is to the left and the front cover is up; note that item barcodes are only affixed to those electronic resources that are housed in separate containers so that they can be shelved separately from the books they accompany;

5) create, according to the local SMCD document *Workflow: Books and Scores with Accompanying Electronic Resources*, an appropriate HR/IR complement for the main item(s) and for the accompanying electronic resource(s);

6) upon completing the HR/IR complements for both the main item and for the accompanying electronic resource, track in the 955 field the disposition of each, e.g. “[code] [date] book to Dewey; accompanying electronic resource to Music Division”; if the materials are not all forwarded at the same time, track them individually accordingly;

7) place the electronic resource in a designated spot in SMCD to be transferred to the Music Division, forward the main item as appropriate (e.g., send books to Dewey or BCCD as appropriate).

B18.5.3 Materials Assigned To The African And Middle Eastern Division (AMED)

Books destined for the custody of AMED accompanied by electronic resources are housed together as a “single package” and are assigned the location appropriate to AMED. This means one HR/IR complement for the book and accompanying electronic resource, with the location “c-AMED” in HR 852 subfield \$b and the appropriate sublocation in subfield \$m of the same HR.

[Back to Contents](#)

For material in the custody of the Hebraic Section, use the sublocation “Hebr” in subfield \$m of the HR. For material in the custody of the Near East Section, use in subfield \$m the appropriate language designation followed by “-E”, e.g.: 852 0# \$b c-AMED ... \$t Copy 1 \$m Arab-E

Use in the IR permanent location (Perm Loc) “c-African & Mid East Div”. In the IR adjust the “pieces” box to account for both the book and the electronic resource as appropriate (cf. SCM:SL (ILS supplement) Workflow #15).

B18.5.4 Materials Assigned To The Asian Division

Books destined for the custody of the Asian Division accompanied by electronic resources are shelved separately, i.e., the book is shelved with other books as appropriate and the accompanying electronic resource is housed in a jewel case and shelved in an area designated for electronic resources. Although the books and electronic resources are shelved in separate locations, the same sublocations are used for each type of material. Their separate locations are differentiated by the regular call number assigned to the book and the shelf number designed especially for shelving electronic resources assigned to the electronic resource.

B18.5.4.1 Holdings and item records

A separate HR/IR complement is created for the accompanying electronic resource. Those in the custody of the Asian Division receive an HR 852 subfield \$b of “c-Asian” (c-Asian Division) and an HR 852 subfield \$m of “[language].” Use in the IR Perm Loc “c-Asian Division”). Those assigned to the Asian Reading Room receive an HR 852 subfield \$b of “r-AsianRR” (Asian Reading Room Reference Collection) and an HR 852 subfield \$m of “[language].” For a list of Asian Cage locations and sublocations, see: <<http://lcweb.loc.gov/staff/ils/multites/00004525.htm>>. Use in the IR Perm Loc “r-Asian RR Ref Coll”.

[Back to Contents](#)

In those atypical instances when it may be desirable that the print and accompanying electronic resource not be separated but housed together in the same location, e.g., material in the Asian portion of the Cataloging Reference Collection, do

not create a separate IR for the accompanying electronic resource (adjust the piece count in the item record for the book the electronic resource accompanies as appropriate, *cf.* SCM:SL (ILS supplement) Workflow #15). However, use the Note icon on the IR to furnish the instruction that upon re-assignment to “c-Asian,” the separation of the print and electronic resources must be effected as described below.

B18.5.4.2 Disposition of main item and electronic resource

Staff cataloging the material with an accompanying electronic resource do the following:

- 1) describe the accompanying electronic resource in the BR according to B18.2-B18.4;
- 2) remove the accompanying electronic resource and rehouse it in an appropriate container (usually a jewel case); for odd or unusual configurations, consult the Collections Care Section of BCCD;
- 3) devise a shelf number following the configuration designed especially for shelving electronic resources in the Microform and Machine Readable Collections and consisting of a class number followed by an item number consisting of a year (the year the item was cataloged) followed by an arbitrarily assigned numerical extension (obtain from SMCD); affix it to the container in the upper left-hand corner of the front cover when the “spine” is to the left and the cover is up;
- 4) affix an item barcode to the container in the upper right-hand corner of the front cover when the “spine” is to the left and the front cover is up; note that item barcodes are only affixed to those electronic resources that are housed in separate containers so that they can be shelved separately from the books they accompany;

[Back to Contents](#)

- 5) create, according to the local SMCD document *Workflow: Books and Scores with Accompanying Electronic Resources* modified for use with materials in the custody of the Asian Division, an appropriate HR/IR complement for the main item(s) and for the accompanying electronic resource(s);
- 6) upon completing the HR/IR complements for both the main item and for the accompanying electronic resource, track in the 955 field the disposition of each, e.g. “[code] [date] book to BCCD; accompanying electronic resource to Asian Division”; if the materials are not all forwarded at the same time, track them individually accordingly;
- 7) place the electronic resource in a designated spot in RCCD to be transferred to the Asian Division, forward the main item as appropriate (e.g., send books to Dewey or BCCD as appropriate).

B18.5.5 Materials Assigned To The Law Library

Materials that fall into a classification custodial to the Law Library that are accompanied by electronic resources are shelved separately, i.e., the book is shelved with other books and the accompanying electronic resource is housed in a jewel case and shelved in an area designated for electronic resources (HR sublocation \$m “AUTO”).

B18.5.5.1 Holdings and item records

A separate HR/IR complement is created for the accompanying electronic resource. Use in the HR 852 subfield \$b the location “c-LL” (c-Law Library) and in the HR 852 subfield \$m the sublocation “AUTO.” Use in the IR Perm Loc “c-Law Library”.

B18.5.5.2 Disposition of main item and electronic resource

Staff cataloging the material with an accompanying electronic resource do the following:

[Back to Contents](#)

- 1) describe the accompanying electronic resource in the BR according to B18.2-B18.4;

- 2) remove the accompanying electronic resource and rehouse it in an appropriate container (usually a jewel case); for odd or unusual configurations, consult the Collections Care Section of BCCD;
- 3) assign the call number assigned to the book; affix it to the container in the upper left-hand corner of the front cover when the “spine” is to the left and the cover is up;
- 4) affix an item barcode to the container in the upper right-hand corner of the back cover when the “spine” is to the right and the front cover is down; note that item barcodes are only affixed to those electronic resources that are housed in separate containers so that they can be shelved separately from the books they accompany;
- 5) create an appropriate HR/IR complement for the main item(s) and for the accompanying electronic resource(s);
- 6) upon completing the HR/IR complements for both the main item and for the accompanying electronic resource, track in the 955 field the disposition of each, e.g. “[code] [date] book to BCCD; accompanying electronic resource to Law Library”; if the materials are not all forwarded at the same time, track them individually accordingly;
- 7) place the electronic resource in a designated spot in SSCD to be transferred to the Law Library, forward the book as appropriate (i.e., either send it to BCCD or to the Law Library).

B18.56 Materials Assigned To Reading Rooms

Items accompanied by electronic resources selected for reading rooms other than those mentioned above are housed together as a “single package.” Record the HR 852 subfield \$b (and subfield \$m if applicable) and IR Perm Loc for the appropriate reading room (*cf.* SCM:SL (ILS supplement) Workflow #2).

B18.5.7 Materials Not Addressed In These Guidelines

[*Back to Contents*](#)

For items accompanied by electronic resources in the custody of locations not mentioned above, contact CPSO.

B20 Books and Scores With Accompanying Sound Recordings

Table of Contents

B20.1	INTRODUCTION
B20.2	GUIDELINES FOR FORWARDING BOOKS WITH ACCOMPANYING SOUND RECORDINGS
B20.3	DISPOSITION OF BOOKS AND SCORES WITH ACCOMPANYING SOUND RECORDINGS
B20.3.1	Custody
B20.3.2	Disposition Of Book And Accompanying Sound Recording
<i>B20.3.2.1</i>	<i>General cataloging team</i>
<i>B20.3.2.2</i>	<i>Designated team in SMCD</i>
B20.3.3	Sound Recording Missing At Time Of Receipt Of Book Or Score
B20.4	DISPOSITION OF BOOKS WITH ACCOMPANYING SOUND RECORDINGS IN MULTIPLE CARRIERS (e.g., both cassette and an audio CD)
B20.4.1	General
B20.4.2	Procedures For Handling Multiple Manifestations
B20.4.3	Subsequent Receipts (i.e., Copies/Duplicates)

[Back to Contents](#)

B20.1 INTRODUCTION

At one time books and scores with accompanying sound recordings were housed together as a single package in the Music Division. Beginning in November 1998, the books and scores are housed in the classified collections and the accompanying sound recordings are housed separately in the Recorded Sound Section of the Motion Picture, Broadcasting and Recorded Sound Division (M/B/RS). DCM B20 provides guidelines for ensuring that each book and score and each accompanying sound recording is represented adequately both for bibliographic/inventory control and for servicing within the Library. Each book and score is represented by a bibliographic record (BR) and holdings record /item record (HR/IR) complement appropriate to it. Internal guidelines applied by staff in the Special Materials Cataloging Division (SMCD) ensure that each accompanying sound recording receives an appropriate shelf number that is recorded on the item and that is also recorded in an HR/IR complement appropriate to the particular situation. This information has been designed to be recorded in a manner that also ensures that observers of the record in the OPAC understand the location of the book and the accompanying sound recording(s) and where each is serviced.

Create a bibliographic record for the book or score in the usual manner. Teams in the general cataloging divisions forward material to SMCD. Staff in the SMCD section designated to handle such forwarded material will:

- 1) provide the descriptive information appropriate to the accompanying sound recording as described below;
- 2) prepare an HR/IR complement appropriate to the accompanying material;
- 3) place the sound recording in a designated spot in SMCD for transfer to the Recorded Sound Section;
- 4) forward the book according to instructions provided by the forwarding team on a Materials Routing slip (6-127).

[Back to Contents](#)

B20.2 GUIDELINES FOR FORWARDING BOOKS WITH ACCOMPANYING SOUND RECORDINGS

Use the following guidelines for forwarding to SMCD. For current publications, the sound recordings that accompany books are typically either compact discs or standard audio cassettes. Less frequently issued formats include LPs, 45 rpm discs, floppy vinyl soundsheets, and tape reels in various dimensions. CD-ROM discs and computer diskettes, regardless of content, are not considered sound recordings and should not be processed under the guidelines of this DCM; for these materials, see DCM B18, *Books With Accompanying Computer Files*.

Most sound recording formats are easily identified; however, compact discs are identical in appearance to CD-ROM discs and therefore merit a close inspection. In addition, there are other manifestations of the standard compact disc that contain, along with the audio program, a brief and separate video production and/or hypertext meant to be played on a personal computer with a CD-ROM drive. These discs, usually identified on the label or packaging as Enhanced Compact Disc (or CD-Enhanced), when primarily sound recordings, should be processed under the guidelines of this DCM.

If the format of the accompanying material cannot be determined in a general cataloging team, refer the material to staff in SMCD to make the determination. Using a Materials Routing slip (6-127), refer the book and accompanying material to SMCD. Under the "REFERRING" section, check the "Other" box and indicate "Format of the accompanying material?" SMCD staff will identify the format of the accompanying material. Based on that identification, they will determine the appropriate cataloging workflow. Usually this will result in returning the book and accompanying material to the originating team.

[*Back to Contents*](#)

B20.3 DISPOSITION OF BOOKS AND SCORES WITH ACCOMPANYING SOUND RECORDINGS

B20.3.1 Custody

All books or scores that are published with accompanying sound recordings are housed according to custodial guidelines reflected in the location(s) recorded in field 852 of the HR. Books classed in M are housed in the Music Division, books with other classifications are housed in the custodial area appropriate to the material.

All sound recordings that accompany books or scores are housed in the Recorded Sound Section of M/B/RS.

B20.3.2 Disposition Of Book And Accompanying Sound Recording

B20.3.2.1 General cataloging team

A team in the general cataloging divisions does the following:

- 1) catalogs the book in the usual way;
- 2) adds to 300 field a temporary, informal \$e subfield stating the number of sound recordings being forwarded, e.g. "+ \$e 4 sound discs" or "+ \$e 2 sound cassettes" to make clear what is being forwarded;
- 3) creates the HR/IR complement for the book only; includes as the first subfield in field 852 of the HR for the book a subfield \$3 specifying "Book only" (HR for a single book volume) or "Books only" (HR for two or more book volumes). (Use of subfield \$3 assists the understanding of the call number applicable to the book and the shelf number applicable to the sound recording in the OPAC.) Example:

```
852 0# $3 Book only $b c-GenColl $h PC4121 $i .J335 1999
      $t Copy 1
```

```
852 0# $3 Books only $b c-GenColl $h PC2129.E5 $i L385 1993
```

\$t Copy 1

[Back to Contents](#)

4) uses a Materials Routing slip (6-127) addressed to SMCD to provide instructions for forwarding the book (check the “Other” box under the “FORWARDING” section and indicate “to Dewey” or “to BCCD” as appropriate);

5) after end-stage processing, logs the item out of STARS, tracks the forwarded materials in 955, and forwards the book and accompanying sound recording to SMCD.

B20.3.2.2

Designated team in SMCD

The team in SMCD designated to handle these forwarded materials does the following:

1) adds to the bibliographic record an appropriate statement of the accompanying sound recording (300/500 field), replacing the temporary statement provided by the general cataloging team;

2) processes the accompanying sound recording according to the situation at hand in the context of the selection policy for sound recordings; if retained, removes accompanying sound recording and rehouses in appropriate container; if the sound recording is physically integrated with the main item in such a way that removing it would damage or potentially damage either the main item or the sound recording itself, consults staff in the Recorded Sound Section to determine the appropriate treatment of the material;

3) from the stock of shelf numbers supplied by the Recorded Sound Section, assigns an appropriate shelf number, affixing it to the sound recording and creating, according to the guidelines in *Sound Recordings Workflow: Books and Scores with Accompanying Sound Recordings*, an appropriate HR/IR complement;

4) upon completing the HR/IR complement, tracks in the 955 field the disposition of the sound recording(s): “[code] [date] sound recording(s) sent to MBRS ”;

[Back to Contents](#)

5) places the sound recording in a designated spot in SMCD to be transferred to the Recorded Sound Section;

6) forwards the book according to instructions provided by the general cataloging team on a Materials Routing slip (6-127).

B20.3.3 Sound Recording Missing At Time of Receipt of Book or Score

If at the time a team receives a book or score intended to be accompanied by a sound recording but the sound recording is missing, follow the procedures in DCM D22 (Procedures for Handling Imperfect Copies). If the decision is not to seek a perfect copy or if the decision is to “catalog as is,” (cf. D22.2.2), note the fact that the sound recording is missing in a copy specific note using a 500 field (a local 590 field does not get distributed) and a subfield \$5 containing "DLC" showing that the condition stated applies to the LC copy:

```
500 ## $a LC copy imperfect: accompanying sound recording  
wanting. $5 DLC
```

This will alert users of the bibliographic record that it does not represent a description of the complete bibliographic entity as issued.

When the sound recording is missing and the decision is to “catalog as is,” do **not** forward the book to SMCD. Instead, forward it, as for other books, as appropriate.

B20.4 DISPOSITION OF BOOKS WITH ACCOMPANYING SOUND RECORDINGS IN MULTIPLE CARRIERS (e.g., both a cassette and an audio CD)

[Back to Contents](#)

B20.4.1 General

Some books, for example those on learning a language or those on how to take a particular test, are accompanied by sound recordings on multiple carriers, frequently a combination of a book accompanied by cassettes and another combination of a book accompanied by audio CDs. Each of these combinations is a manifestation to be represented by a separate record, i.e., they are treated like separate editions. The following policies apply to these manifestations:

- 1) M/B/RS prefers to retain only the audio CD version of the accompanying material;
- 2) selection of the book is separate and distinct from selection of the sound recordings and, depending upon the particular situation, may result in keeping multiple copies of the book;
- 3) the general cataloging team includes the ISBN for the manifestation represented by the bibliographic record; it includes ISBNs for other manifestations when available, but the one for the manifestation represented by the bibliographic record is given first;
- 4) when manifestations are forwarded from a general cataloging team to SMCD, the entire combination of what is actually received is always forwarded together to ensure the least amount of ambiguity to teams processing the materials, even if some of the items in a particular manifestation are not to be retained.

B20.4.2 Procedures For Handling Multiple Manifestations

Multiple manifestations may be received by a cataloging team simultaneously, or, more commonly, one of the manifestations is received before the other and the cataloger may not be aware of a second manifestation when processing the first one. In all cases, the general cataloging team does the following to ensure that each manifestation is represented by a separate record regardless of the sequence of receipt:

[*Back to Contents*](#)

- 1) processes the book in **each** manifestation according to the guidelines in B20.3.2.1 above and according to the selection decision in field 925 of any existing IBC record(s) (i.e., the two manifestations are treated as two editions of a book would be treated);
- 2) if only one IBC record exists, makes a copy of that record, adjusts it to reflect the different manifestation, and, in the absence of any other selection decision, follows the same selection decision for the book as that in the copied record;
- 3) gives the ISBN for the manifestation represented by the record; includes ISBNs for other manifestations as available, giving the one for the manifestation represented by the record first;
- 4) adds to each 300 field a temporary, informal \$e subfield stating the number of sound recordings being forward, e.g. "+ \$e 4 sound discs" or "+ \$e 2 sound cassettes" to ensure that it is clear to observers of the record which manifestation the record represents and the number of pieces in that manifestation;
- 5) includes instructions for forwarding the book in each manifestation as provided above in B20.3.2.1 4) (use Materials Routing slip in each book);
- 6) if both manifestations were published in the same year, adjusts as appropriate the 050 (call number) field for the one cataloged second;
- 7) after end-stage processing, logs each manifestation out of STARS and tracks the forwarded materials in the 955 of each record by indicating the manifestation forwarded, e.g.,

```
955 ## $a [code] [date] book/audio CD to SMCD
```

```
955 ## $a [code] [date] book/cassette to SMCD
```

The team in SMCD designated to handle these forwarded materials does the following:

[Back to Contents](#)

- 1) processes the accompanying sound recordings according

to the selection policy for sound recordings and forwards them accordingly;

2) forwards each copy of the book according to the instructions provided by the forwarding team.

B20.4.3 Subsequent Receipts (i.e., Copies/Duplicates)

If additional copies of manifestations (duplicates) are received either simultaneously with, or subsequent to, processing of the first copy, each of the initial manifestations that has already been processed will reflect the selection decision for the book in that manifestation. The general cataloging team processes subsequent copies of the book according to the selection decision in the record for the previously cataloged manifestation. After end-stage processing, logs each manifestation out of STARS and tracks the forwarded materials in the 955 of the appropriate record by indicating the copy forwarded, e.g.:

```
955 ## $a [code] [date] Copy 2 book/audio CD to SMCD
```

```
955 ## $a [code] [date] Copy 2 book/cassette to SMCD
```

The team then forwards the copy of the manifestation to SMCD with instructions regarding the book:

- 1) if to be retained:
 - a) inserts a properly completed duplicate slip
 - b) inserts a Materials Routing slip (6-127), addressed to SMCD, providing instructions for forwarding the book (check the “Other” box under the “FORWARDING” section and indicate “to Dewey” or “to BCCD” as appropriate);

[*Back to Contents*](#)

- 2) if not to be retained:
 - a) inserts a duplicate slip and checks the box labeled “DISCARD: LC has required number of shelf copies”;
 - b) addresses a Materials Routing slip to SMCD and

under the "FORWARDING" section checks the "Other" box and indicates "discard").

The team in SMCD designated to handle these forwarded materials, processes the accompanying sound recording according to the selection policy for sound recordings, forwards the sound recording accordingly, and forwards the book according to the instructions provided by the forwarding team.

[*Back to Contents*](#)

B21 Books With Accompanying Videorecordings

B21.1 INTRODUCTION

B21.1.1 General

Books and accompanying videorecordings are housed separately. Books are housed in the classified collections and the accompanying videorecordings are housed in the Moving Image Section of the Motion Picture, Broadcasting and Recorded Sound Division (MBRS). DCM B21 provides guidelines for ensuring that each book and each accompanying videorecording is represented adequately both for bibliographic/inventory control and for servicing within the Library. Each book is represented by a bibliographic record (BR) and holdings record/item record (HR/IR) complement appropriate to it. Internal guidelines applied by staff in the Moving Image Processing Unit of MBRS ensure that each accompanying videorecording receives an appropriate shelf number that is recorded on the item and that is also recorded in an HR/IR complement appropriate to the videorecording. This information has been designed to be recorded in a manner that also ensures that observers of the record in the OPAC understand the location of the book and the accompanying videorecording(s) and where each is serviced.

Teams in the general cataloging divisions (in SMCD for books on music) create a bibliographic record (BR) in the usual manner, provide the descriptive information appropriate to the accompanying videorecording as described below in B21.2.1, complete the cataloging of the book, including the HR/IR complement, and end-stage processing. They forward the book and accompanying videorecording(s) as a package to SMCD (cf. B21.2.4 below). Staff in SMCD forward the book as instructed by the general cataloging team, and they forward the videorecording for processing by the MBRS Moving Image Processing Unit (cf. B21.3 below). General cataloging teams do not forward any material directly to the MBRS Moving Image Processing Unit.

[Back to Contents](#)

B21.1.2 Videorecording Format

It is necessary to distinguish between videorecordings (mostly DVDs) and electronic resources, which can be DVD-ROMs. Often information about the accompanying material is found somewhere in the text it accompanies. Assure the format of the accompanying material to preclude misrouting the material. If the format of the accompanying material cannot be determined in a general cataloging team, refer the material to staff in SMCD to make the determination. Using a Materials Routing slip (6-127), refer the book and accompanying material to SMCD. Under the "REFERRING" section, check the "Other" box and indicate "Format of the accompanying material?" SMCD staff will identify the format of the accompanying material. Based on that identification, they will determine the appropriate cataloging workflow. Usually this will result in returning the book and accompanying material to the originating team.

B21.2 DISPOSITION OF BOOKS WITH ACCOMPANYING VIDEORECORDINGS

B21.2.1 Details Of Accompanying Videorecordings

Follow option d) under AACR2 1.5E1, which calls for a simple statement of the number of physical units in terms of the specific material designation (follow 7.5B1 for the specific term). LCRI 1.5E1 says to apply the *Optional addition* on a case by case basis. If this is done at all, it will be done by staff in the Moving Image Processing Unit of MBRS.

Examples of the 300 \$e subfield:

+ \$e 2 videocassettes

+ \$e 1 videodisc

[*Back to Contents*](#)

B21.2.2 Videorecording Missing At Time Of Receipt Of Book

If at the time a team catalogs a book intended to be accompanied by a videorecording but the videorecording is missing, note that fact in a copy specific note using a 500 field (a local 590 field does not get distributed). Add the *MARC Code List for Organizations (MCLO)* code for LC (DLC) in subfield \$5 at the end of the field without any ending punctuation, showing that the condition stated applies to the LC copy:

```
500 ## $a LC copy imperfect: accompanying  
videorecording wanting. $5 DLC
```

This will alert users of the BR that it does not represent a description of the complete bibliographic entity as issued.

B21.2.3 HRs/IRs

All books that are published with accompanying videorecordings are housed according to custodial guidelines reflected in the location(s) recorded in field 852 of the HR, i.e., either in the general collections or in some other custodial area appropriate to the material. For items selected for reading rooms, record the HR 852\$b, 852\$m if applicable, and IR perm loc for appropriate reading room (*cf.* SCM:SL (ILS supplement) Workflow #2).

The general cataloging team (staff in SMCD for books on music) is responsible for the HR/IR complement for the book but does not interact with the HR/IR complement for the accompanying videorecording. Include as the first subfield in field 852 of the HR for the book a subfield \$3 specifying "Book only" (HR for a single book volume) or "Books only" (HR for two or more book volumes).

```
852 0# $3 Book only $b c-GenColl $h HV2474 $i .H86 1992 $t  
Copy 1
```

```
852 0# $3 Books only $b c-GenColl $h DP402.C437 $i S66 1992  
$t Copy 1
```

The use of subfield \$3 in this instance assists the understanding of the call number applicable to the book and the shelf number applicable to the videorecording in the OPAC.

[Back to Contents](#)

B21.2.4 Forwarding

After completing end-stage processing, forward the book, a printout of the BR (cf. B21.3), and the accompanying videorecording to SMCD. Do the following:

- 1) include a Materials Routing Slip (6-127) addressed to SMCD to provide instructions for forwarding the book (check the “Other” box under the “FORWARDING” section and indicate “to Dewey” or “to BCCD” as appropriate);
- 2) after end stage processing, log the item out of STARS (for as long as this is applicable) and track the forwarded material in 955.

The SMCD staff designated to handle these forwarded materials will:

- 1) forward the book according to instructions provided by the general cataloging team on the Materials Routing Slip;
- 2) assure appropriate housing for the videorecording as needed for safe transport and place it and the BR printout in a designated spot in SMCD to be transferred to the MBRS Moving Image Processing Unit.

[Back to Contents](#)

B21.3 DISPOSITION OF ACCOMPANYING VIDEORECORDING

All videorecordings that accompany books are in the custody of the Moving Image Section of MBRS. Staff in the Moving Image Processing Unit will do the following:

- 1) add to the BR any additional information about the accompanying videorecording they judge appropriate;
- 2) assign a shelf number to the videorecording and complete the HR/IR complement appropriate to it, including introducing field 852 in the HR with subfield \$3 containing the phrase "Accompanying videorecording";
- 3) house the videorecording in an appropriate container; if the videorecording is physically integrated with the main item in such a way that removing it would damage or potentially damage either the main item or the videorecording itself, the general cataloging team consults staff in the Moving Image Processing Unit to determine the appropriate treatment of the material.

[*Back to Contents*](#)