The Item Standardization Focus Group has met a number of times this past spring and summer for the purpose of establishing standardized formatting of items. A decision has been reached regarding the formatting of a particular group of items: those items containing multiple pieces that are shelved together in the same location. These pieces can be maps, CDs, printed guides, musical score contents, microfiche, etc.

1. A stamp or sticky label that enumerates the accompanying supplementary pieces will be placed on the main barcoded item.
2. All supplementary pieces will be labeled with call#s having proper descriptive extensions.
3. Use of the ‘number of pieces’ field on the Vol/Copy tab in the Call Number Info section.
4. Appropriate Staff and Circ Notes will be added to the individual item records.
5. Appropriate Marc holdings statements will be added to the bibliographic record.

A detailed plan for implementing this process follows.

Draft procedure for accompanying material

Holdings Team will:

- Assign one barcode to print and nonprint formats with accompanying materials. This may be paper-clipped to the paper work if special packaging is required as mentioned in the last step.
- Place the barcode and LC call number label on the main item.
- Change the number of pieces in the item screen to match the number of pieces the barcode represents.
- Enter the identical STAFF NOTE, CIRC NOTE, and PUBLIC NOTE in the item record, indicating the total number of pieces (the main item + accompanying pieces), followed by a descriptive term describing each piece.
- Examples of standard format for STAFF, CIRC, and PUBLIC notes in the item record:

  3 pieces: CD, Guide, Text
  4 pieces: Book, 3 Slides
  10 pieces: Book, 9 CDs
  2 pieces: CD, Map

The note will include the total number of pieces. After the colon will be noted the main piece, followed by a listing of the accompanying material in alphabetical order. Capitalize the form of the materials.
• Fill in the processing form. When doing so, check the line under **STAMP: _____ ACCOMPANYING MATERIAL.** This will cue the Processing Team that special handling is required for this item.

Processing Team will:

• Stamp below the barcode on the main item:

  This barcoded item includes ___ pieces  
  Count pieces on charge and discharge.

  Write in the number of pieces in the # space on the stamped item.

• The label on the main piece will have the number 1 written and circled in red at the top of the call number.

• Each accompanying piece will have a circled number in red ink representing one of the numbered pieces.

• Below the circled number of pieces, add the call number of the main item, and a descriptive term defining the type of piece.

• Construct special boxes and packaging if needed to keep accompanying materials together with the main item.

• Items that are found to have accompanying material when requested for RDS will have a slightly different workflow.