Procedure for accompanying material

Holdings Team will:

- Assign one barcode to print and nonprint formats with accompanying materials. This may be paperclipped 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.

- 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

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