PROCEDURE
Processing of Supplementary Accompanying Materials and Multiple-Piece Items
December 23, 2009

This procedure replaces “Accompanying Materials Procedures” (CMG, 3/7/2006).

OVERVIEW

Resources (print or non-print) consisting of multiple pieces, or with supplementary accompanying materials, are assigned a single barcode, described in a single holding, shelved together, and circulated together. The following special treatment ensures that all pieces are accounted for at check-in and check-out. Apply these procedures whether you have a main piece with accompanying material (e.g., book with accompanying map) or multiple pieces of equal weight (two CDs in a single jewel case). Sometimes the multiple pieces will consist of a single item and its container. Follow these procedures whether or not the resource circulates, because this is subject to change. Follow them regardless of Priority status. All resources with accompanying materials and all multiple piece items circulating together, including patron requests, are end-processed by DTS prior to circulation.

This procedure does not apply to any item issued with a disc which duplicates the content of the main item. For those materials, see procedure for “Cataloging Discs that Duplicate Print Monographs.”

Exception: Some libraries continue to separate print materials from non-print, even when they are issued together. Often, one part circulates and the other doesn’t. Modify the following procedures for these exceptional libraries: Dana-IJS, Dana-Media, Media Library, Special Collections/University Archives. In all cases and for every library, make sure that any items that do circulate together are appropriately marked, counted, and enumerated in notes so Circ staff are prompted to check for all pieces at charge and discharge.

Note to acquisitions staff:
Media (e.g., CDs or DVDs) for which the book is the accompanying material should be sent for cataloging to Multimedia Cataloging.
Monographs for which the CD or DVD is the accompanying material should be sent for cataloging to Monographs Cataloging, unless the book is a score. Send all scores to Multimedia Cataloging.

Many items are issued together. The cataloger decides whether pieces will be individually barcoded (to be circulated separately) or kept intact for circulation as a set. For print materials with accompanying disc(s), the cataloger will always verify the accompanying material is supplementary, and not simply an electronic version of the title. COLT-classified employees will forward all multiple piece/accompanying materials to their supervisors for this decision. Once this is verified and the cataloger has made the decision to keep the pieces together, the following procedures apply.

Apply these procedures to any title consisting of multiple pieces intended for circulation as a set, including:
- Media resources with accompanying print material, including one or more discs with an insert of lasting informational value
- Print resources with accompanying material
- Music scores with accompanying parts
- Multiple physical pieces issued together (e.g., two discs in a single case)
- One or more physical pieces in a container of value (one that is difficult or costly to replace, and/or of lasting informational value)
END PROCESSING PROCEDURES

Steps 1-4 are completed by the cataloger. Steps 5-10 are completed by DTS. Serials catalogers notify DTS of accompanying material and DTS takes care of all steps.

1. **Edit ‘Number of pieces’ in the item record.** Include in the piece count every piece that should be accounted for at charge and discharge, including container (if of lasting informational value and/or difficult to replace), informational insert (if of lasting informational value), etc.

2. **Add identical Staff, Public, and Circ notes enumerating the pieces.** Give the total number of pieces followed by a colon and a descriptive term describing each piece. List the barcoded item first *if the barcoded item is one of the enumerated pieces*. Next, list the main piece, followed by the other pieces in alphabetical order.

   **Figure 1**

Other examples:

- 3 pieces: 3 DVDs *[container is the barcoded item, but not considered valuable]*
- 4 pieces: Container, 2 DVDs, Insert *[container is the barcoded item, and valuable]*
- 5 pieces: Score, 4 Parts *[score is bound and barcoded, with parts in pocket]*
- 6 pieces: Portfolio, Score, 4 Parts *[portfolio is the barcoded item and difficult to replace; the score is the main item; all pieces (score and parts) are in pocket]*

4. **Indicate on the priority slip there are multiple pieces and print the brief record.** If appropriate, tell DTS of special packaging requirements, either on the priority slip or on the printout, e.g., ‘Please make pocket for parts’ or ‘Please make custom portfolio.’ Catalogers: Place the brief record and priority slip with the item and place the whole package on the special accompanying materials shelf by the TSB end processor’s desk.

5. **Stamp the barcoded item with the standard multiple piece note and fill in the blank with number of pieces.** (Alternatively, affix a label stamped with the same information). Place the stamp or stamped label below the barcode, or as near it as possible. Enter the correct number of pieces in the blank space using a black pen or marker. Using the previous record as an example, ‘3’ is entered in the stamp:

   ![](This%20barcoded%20item%20includes%203%20pieces.%20Count%20pieces%20on%20charge%20and%20discharge.)

   **Figure 2**

6. **Place the appropriate LC call number or accession number label on the barcoded item.**

7. **Label or write in the call/accession number on each additional item. Add an extension to the call number indicating the format of the accompanying piece.** Exceptions can be made where the numbering would be excessive, e.g., for a title with hundreds of accompanying pieces.

8. **In the upper right corner of the label/call number, add a circled number in red ink, representing the number of the piece.**

   ![](1%20
   CHEM
   QD
   271
   .S67
   1960
   v.2
   /CD
   2%20
   CHEM
   QD
   271
   .S67
   1960
   v.2
   3%20
   CHEM
   QD
   271
   .S67
   1960
   v.2
   / poster)

   **Figure 3**

9. **Stamp or label each piece as “Rutgers University Libraries” property.**

10. **Tattle tape each piece insofar as possible.**
CHARGE AND DISCHARGE

The new accompanying materials information that will be entered in each item record (number of pieces and standard notes) will prompt a standard associated materials override message at charge and discharge. Use these standard message prompts as an opportunity during the charge and discharge process to verify the number of pieces in the item.

When charging an item out, the following screen (Figure 4) will appear after the user and item barcodes are entered using the Checkout wizard:

- At this step in the checkout process, verify that the item in hand has the correct number of pieces. The pieces may be identified by reading the information from the accompanying materials stamp and looking for the call number (and descriptive text) on each of the pieces.

- Once it has been verified that the correct numbers of pieces are present, the current Unicorn override code to charge out the item may be entered.

- If the correct number of pieces are not present at checkout, stamp the item with a “Damaged on Charge” stamp. Make sure to date and initial the stamp, and include information on which piece of the item is missing.
When discharging the item, the following screen (Figure 5) will appear after the item barcode has been entered using the Discharge/checkin wizard:

![Figure 5](image)

- At this step in the discharge process you would verify that the correct number of pieces have been returned.
- If correct, you will enter the current Unicorn override and discharge the item. If the correct numbers of pieces are not returned but the item is stamped with a “Damaged on charge” stamp, enter the current Unicorn override and discharge the item.
- If the correct numbers of pieces are not returned and there is no damaged stamp on the main item, do not discharge the item. Give the item to a billing specialist for investigation and update the user record with this information.

**ACCOMPANYING MATERIALS IN A SERIALS FORMAT**

Serial items with accompanying materials can be in a LC Call Number format or a Shelved by Title format.

Items with a shelved by title (or LCPER) format will have their item record modified and will also be checked in through their serial control record. When the item is checked in, it will have the Comment section of the received item (Figure 6) updated with the identical STAFF NOTE that is placed in the item record (Figure 1).

![Figure 6](image)
For loose journals that have accompanying materials, the accompanying material (regardless of format) will be checked in as a supplement and will be stored on the BIND-PREP shelves as a temporary shelving location (until bound).

![Image](check_in_receive_without_prediction)

**Figure 7**

The title of the periodical will be written on the accompanying material if it is not directly evident. Additionally, the enumeration and chronology information will also be written on the accompanying material if it is not evident.

CD’s will be placed in a CD envelope that will be provided (if it does not have one). For print accompanying materials (posters, pamphlets, etc), the periodical title will be written along the top.

Depending on the number of pages, loose indexes and table of contents may be considered accompanying materials and kept on the bind-prep shelves.

The main item will have a pre-printed label (Figure 8) that states:

![Image](accompanying_material_shelved_at_bind-prep)

**Figure 8**
MARC HOLDINGS FOR ACCOMPANYING MATERIALS

Items of a serials format entered in this manner will display the accompanying materials as a supplement in the periodical’s MARC holdings statement (Figure 9).

<table>
<thead>
<tr>
<th>Bibliographic Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
</tr>
<tr>
<td><strong>Publication Info</strong></td>
</tr>
<tr>
<td><strong>ISBN</strong></td>
</tr>
<tr>
<td><strong>Subject</strong></td>
</tr>
<tr>
<td><strong>Subject</strong></td>
</tr>
</tbody>
</table>

**ALEXANDER—**
- **Location** | PER—Current—Shelved by title |
- **Holdings** | v.32:no.1 (2003:Fall) - v.33:no.2 (2005:SPR) |
- **Stack Holdings** | V.29 NO.1 CD (SHELVED AT BIND-PREP) |

**ALEXANDER—**
- **Location** | PER—Bound—Shelved by title |

Figure 9

BINDERY REPORTS AND ACCOMPANYING MATERIALS

When you receive a bindery report (Figure 10) for a periodical title with accompanying materials, it will appear as:

<table>
<thead>
<tr>
<th>PHYS Bindery Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Produced Wednesday, August 24, 2005 at 5:30 AM</td>
</tr>
</tbody>
</table>

Astronomy and astrophysics.
ASTR AST XX(579094.9) 0004-6361
created:11/18/1997 expires:NEVER copies:1 issues:0
vendor title#:RR;PER subscription ID:090095019
category1:SUBSCRIPT category2: status:ACTIVE
subdivision:0 V. 1 continuous form:N
subdivision:1 NO. 3 not continuous form:N
(name type) name:(YEAR) 2005
add to bib:0 format: BOTH
publication cycle:1:W!6:D! expected:10/7/2005
date to bind:8/23/2005 date sent:NEVER
number to bind:0 material:v438 |y2005
copies to bind:0 color:
bind no.:118 binding type:PHYS; **Bind with Map held at Bind-Prep**

Figure 10

Process this bindery report in the standard manner. When a periodical title that includes the accompanying material is encountered, pull that piece off the Bind-Prep shelf and rubber band it to the...
other loose issues of that periodical title. If the accompanying materials are not located, follow the normal missing procedures that are in place for processing bindery reports.

COMMUNICATION WITH DISTRIBUTED TECHNICAL SERVICES DEPARTMENT CONCERNING PROBLEM ITEMS

The Distributed Technical Services (Collection Services) Department will notify Access Services staff of the official start date when new items can be forwarded (received through in-process shipments from TAS or serials shipments from DTS) with accompanying materials that have not been processed correctly. An email can be sent or a phone call made to the appropriate DTS hub before the item is forwarded to make certain that a problem has been identified and should be corrected.

At this time, DTS is not correcting the items with accompanying materials that are already in our collections. At a future date, a decision will be made on how to retroactively convert these items to follow the accompanying materials guidelines.