

AV PROCESSING: Compact Discs Audio (CDisc)
Jan. 26, 2018

To learn the correct names of the pieces in the label set see [End Processing](#).

LABELING

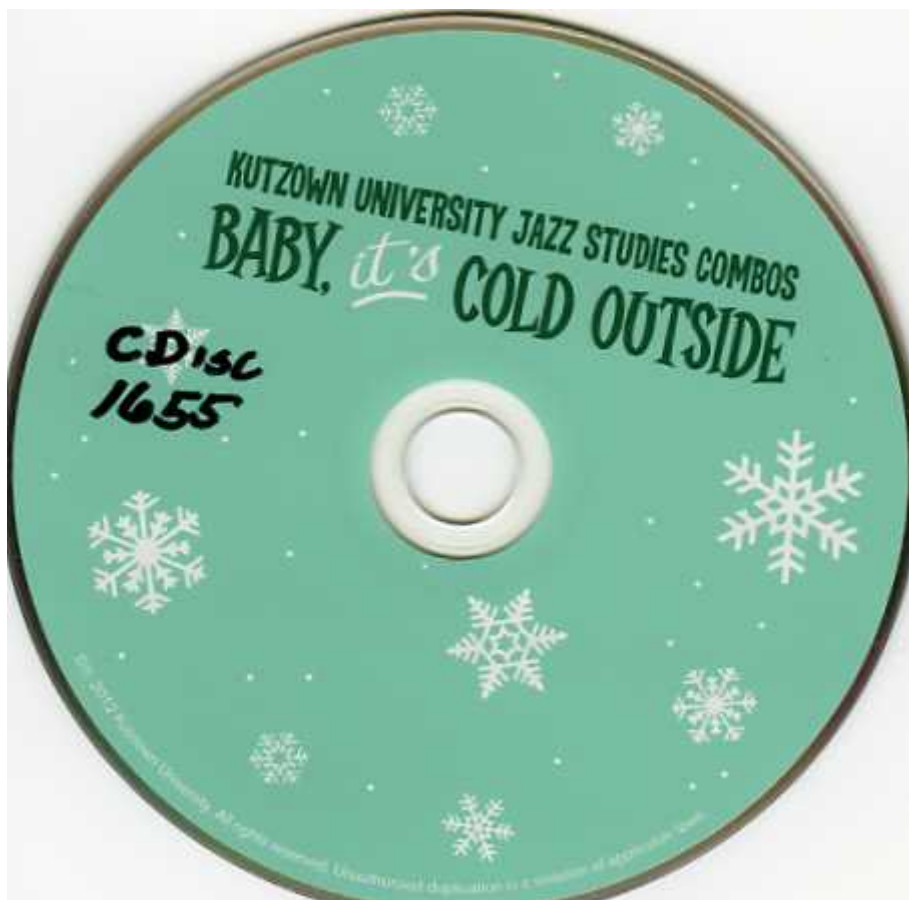
1. The **Barcode** is placed in the upper left-hand corner of the CD jewel case or CD container unless important information intervenes.
2. The **Pocket Label** is placed directly underneath the barcode on the jewel case unless important information intervenes.



3. **Spine labels** found on the edge of the jewel case will be attached by the Audio Visual Center.



4. **Labeling the CD.** No labels are put directly on the CD, rather a CD marker is used to write the CD call number directly on the disc. Write the call number so that it does not cover important information. If the set consists of multiple CDs and they are not numbered the CD pen may be used to provide volume numbers.



5. **Guides**
 - a. Guides that are stored with in the container are labeled with a pocket or card label.
 - b. Guides that are stored separate from the CD (they are usually larger than the CD case) are labeled in the upper left hand corner with pocket or card labels that say Guide.

CATALOGING

1. 049 = KZSZ
2. Collection name = **AUDIO-CD**