

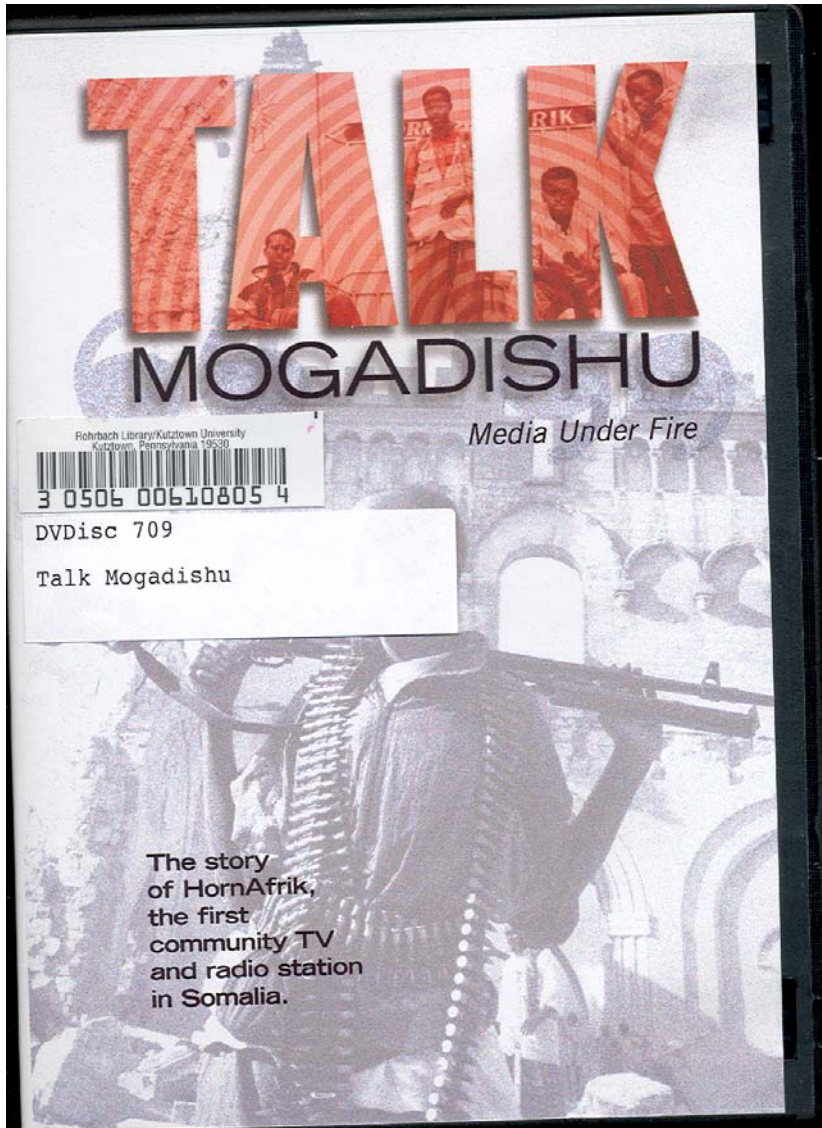
## AV PROCESSING: DVDs

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Follow the procedures for [Receiving AV Materials](#). 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 DVD container unless important information intervenes.
2. The **Pocket Label** is placed directly underneath the barcode on the container unless important information intervenes.



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



4. **DVD labels** (the label that is put directly on the DVD itself) are made by trimming the spine label (as it is called on the label set). Place the label so that it does not cover important information. If the set consists of multiple CDs trim the call number from any label that is available.



5. **Date due labels** and spine labels will be attached by the Audio Visual Center.

#### 6. **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.

## **LINKING**

### **Log in to Voyager Cataloging**

#### **Set Preferences**

1. Go to Options, preference General
  - a. Holding/Item default location “AV DVDisc”
  - b. Other items can be left where they are.
2. Move to “Item Defaults” tab
  - a. Item type “AV-DVDisc item”
  - b. Others should be blank.
3. Click “ok” at the bottom of the screen

#### **In Voyager find the item by Call Number**

1. Click **Search**
2. Select **Non-Keyword**
3. Search by **Browse**
4. Choose **locations filter “AV DVDisc”**
5. Search for the first number on your label sheet
6. Scan barcode
7. Perm. Location should read “AV DVDisc”
8. Item Type should read “AV DVDisc item”
9. Save to Database.

## **STATISTICS**

Record statistics and deliver items to AV.

#### **Note**

Location code is KXS\$