

## **CD- ROMs**

*December 4, 1995*

*(Revised: May 17, 1996)*

*(Revised: 29 August 2001)*

---

---

CDRoms purchased by the Rohrbach Library are cataloged by the AV/Curriculum Materials Librarian. Books with accompanying CDRom discs are shelved in the main collection.

Format the 049 for items kept at the Reference Desk as follows:

049 KZSQ [Request at Reference Desk]

Label sets are generated for CDRoms to be adhered to the accompanying book, book-size, pressboard, or slip case. The call number is copied from the label onto the disc with a fine-point permanent marker. The slipcase is barcoded and linked. Attach brightly colored notes to alert Circulation that a disc is enclosed and a second note indicating that Circulation needs to use the special electronic equipment to sensitize/desensitize.

Deliver all items with CDRoms to Circulation for shelving.