# **Desk Copies**

Library faculty and support staff sometimes ask that the library to purchase titles that are helpful in their daily work responsibilities. Rather than being shelved in any collection, they are designated as Desk Copies and requestors keep the titles in their work areas for as long as they need them. Most desk copies are eventually transferred to part of the collection although some will be withdrawn.

The bibliographic record should be suppressed if there are no other copies in the library available for circulation. If there are other copies suppress the holding record for the desk copy.

# Bibliographic Record

A desk copy receives the code "KDSK" in the 049 field. The call number is the requestor's surname in the 099 \_9 field.

### Example:

049		\$\$a KDSK
050 0	0	\$\$a Z716.3 \$\$b .M283 2016
099	9	\$\$a Pham
245 0	0	\$\$a Marketing and outreach for the academic library

# **Holding Record**

The location in the 852 field is "DESK-COPY", and the first indicator is "8". In subfield z, add the internal local note "Desk copy for [requestor]".

#### Example:

852 8 \$\$b kutz \$\$c DESK-COPY \$\$h Pham \$\$z Desk copy for Sylvia Pham

### Item Record

Use the item type "Desk Copy".

## Processing

Desk copies are property stamped, barcoded, and labeled. Do not install theft detection strips. The call label prefix is "Desk". In this example the call label should read:

Desk

Pham

S. Steely 11/7/2007

Updated: R. Fager 9/4/2018; Weber 12/7/2018