

CDs Accompanying Books for Reference Collection

7 April 2000

CDs accompanying Reference titles are not shelved with the item. The Reference and Library Instruction Librarian retains a separate collection of discs which are kept at the Reference Desk. Write the CD's call number on the disc with a permanent marker and secure the disc with appropriate tattle-tape. Place the disc in a disc holder (obtained from the Reference and Library Instruction Librarian). Insert a card in the book's CD pocket stating:

CD MAY BE OBTAINED FROM THE REFERENCE LIBRARIAN.

Do not attach the customary warning notes, such as: Sensitize and desensitize with special electronic equipment. The notes may be attached to these titles if and when the title is transferred to another collection within the library.