

Policy on Multi-Media Materials

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1.0 DEFINITIONS

- 1.1 Multi-media is defined as a bibliographic entity issued in two or more media. For the purposes of this policy, microform sets with guides are not considered multi-media materials.
- 1.2 Medium is defined in the traditional sense as a means of conveying something. For purposes of this policy, media of the same materials (e.g. paper) may be treated as different media (e.g., a monograph with maps).

2.0 SCOPE

This policy applies to the MU Libraries. It is understood, however, that individual branches may make variances depending on their individual circumstances.

3.0 GOALS

The general goals to be achieved by this policy follow in priority order:

- 3.1 To maximize usefulness of the material for library users.
- 3.2 To provide protection for the material from a preservation standpoint.
- 3.3 To provide protection for the material from a security standpoint.
- 3.4 To establish routine guidelines for processing multi-media materials so that Technical Services staff know how to process these materials, so that area/branch librarians know how these materials are processed, and so that everyone knows where all pieces of multi-media materials should be located.

4.0 SPECIFICATIONS

- 4.1 Generally, all parts of multi-media materials will be kept together in the part of the library where the major portion of the material is shelved. (See also policy on Special Books.)

In cases where the major portion of the multi-media work is accompanied by a medium which can be securely located with it, the entire work is classified and shelved where the major portion is shelved.

4.1.1 Accompanying maps, loose pages, microfiche, sound recordings (see 4.2.2), computer disks, CD-ROMs, DVDs, sound discs, slides, etc. are to be inserted in the volume in a pocket at the back of the volume if possible. If accompanying materials will not fit in a back pocket, a separate container will be used to hold the accompanying material so it can be shelved immediately adjacent to the text. This container is to be marked as a separate volume, bar-coded, and recorded in MERLIN.

4.1.2 In all volumes in which accompanying materials are attached, an inventory list will be attached next to the barcode, and a MERLIN item MESSAGE will describe the nature of the accompanying media so that Circulation Staff can verify the presence of the accompanying materials at the time of check out, at the time of renewal, and at the time of return.

4.2 In cases where it is impractical to keep all pieces together securely in one part of the library where the major portion of the material is normally shelved, the pieces are kept together in an alternate location.

In Ellis, when the accompanying media cannot be accommodated in the normal shelving location, both media should be housed in Closed Shelf, except as indicated herein. (See Library Policy 22, Appendix II for information on Closed Shelf.)

4.2.1 In Ellis, Reference items with accompanying materials which cannot be securely accommodated in the normal shelf location are kept in the Locked Reference Shelf.

4.2.2 In Ellis, sound recordings and video recordings which accompany an entity in the paper medium are classified to shelve with the primary medium in the general stacks, or if security or usage would benefit, are located together in the Recorded Sound Center. If included media deserve analysis in separate catalog records, they should still be classified and shelved together, with appropriate bibliographic notes describing the related media.

4.2.3 In Ellis, computer media with accompanying manuals are generally cataloged and located together in the general stacks. Freestanding computer media, videorecordings, and sound recordings not intended for the Recorded Sound Center should likewise be located in the general stacks when possible. If software requires installation, or its use would benefit from installation, when possible it should be installed and located where it would best be used, such as on an Ellis Reference workstation or in the Recorded Sound Center.

4.2.4 In Ellis, volumes or portfolios of plates which require secure storage are located in Closed Shelf. Accompanying text volumes are placed in the normal shelf location. (See 4.3.2 and 4.3.2.1 for treatment.)

4.3 In Ellis, serial or monographic set volumes/issues which are issued with accompanying media are not to be separated from the shelf location of the serial or monographic set. A general note is added to the MERLIN bibliographic record of a serial to indicate the occurrence of accompanying media (Example: Some issues accompanied by sound recordings). A general note is added to the bibliographic record of a monographic set (Example: Vol. 4 accompanied by computer disk) and if the media cannot be secured in the volume/issue, separate MERLIN item records are created as necessary.

4.3.1 When accompanying media can be securely stored with the serial or monographic set volume/issue, an inventory list is attached to the inside back cover of the issue/volume. Care should be taken to preserve accompanying media during binding.

4.3.2 If accompanying media require MERLIN piece designations, the official media term is added to the volume/issue designation.

Example: (1988) v.11 #2 (1988) computer disks 1-2

4.3.2.2 If accompanying media are separately cataloged, they should be classified to shelve with the primary medium. A note and an appropriate added entry should be added to the bibliographic record if the titles differ.

4.4 In branches, branch librarians will decide where to put the accompanying materials, though the principle of classifying and locating accompanying media with the primary medium should be maintained when possible. If special treatment of media should be reflected in MERLIN, branch staff should contact appropriate staff in Technical Services to make such changes in MERLIN.

5.0 EXCEPTIONS

When there is a problem, or an exception to the principles described herein, the decision as to where accompanying materials will reside will be made jointly by the Head of the Catalog Department and the area/branch librarian responsible, in consultation with those responsible for physical processing.

5.0.1 In special cases where the decision is made to separate the accompanying material from the main work, the decision will be documented by the Head of the Catalog Department and communicated to affected Reference, Access Services, and Technical Services staff.

5.0.2 In limited instances, accompanying media may need to be separated temporarily from the primary medium in the Current Periodicals Reading Room for reasons of security or access. When this occurs, methods should be employed to guide users to the accompanying media, and when discharged from CPRR, the related media should be reunited.

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