

Cataloging for IML (Instructional Media Lab)

October 2006; rev. June 2007 rls

BACKGROUND

Procedures for cataloging videorecordings for the Instructional Media Lab (IML) have been revised to obviate the need for extensive post-cataloging editing of holdings records. IML collection is a non-circulating collection. Items are shelved based on a "shelving scheme," an accession number assigned by IML, and according to format (carrier: VHS vs. DVD). Cataloging of videorecordings for IML will no longer require assignment of call number and inputting of barcode. Past practices will be discontinued. Follow the procedures outlined below.

INPUT STANDARDS:

(1) Input appropriate IML location in \$o:

049 CLUR \$o ilidvd [For DVD]

049 CLUR \$o ilivhst [For VHS]

(2) Do not assign call number. Input NOTE below in 099: (Note: IML will assign accession ID number upon receipt of item at IML)

099 In transit to IML

(Note: MACRO created for IML can be used to input 049, 099, and 910 with cataloger's initials and date)

(3) Route materials to IML Shelf. Physical processing will retrieve items and route them to IML. Materials will not be labeled.