

# Applying Pockets for Accompanying Discs in MAIN Monographic Materials (Catalog Department Procedures)

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## Paperbacks:

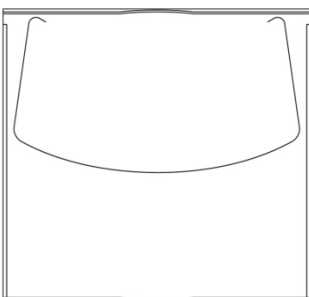
- If the original disc pocket can be removed without damaging the paperback cover, replace the pocket with an approved adhesive "Univenture" disc pocket.
  - The pocket should be placed in the middle on the inside back cover (leaving room for the barcode at the top right-hand corner).
  - Paperbacks with accompanying material get routed through the normal marking workflow by placing them on the incoming MAIN marking truck.
- Any paperback with an accompanying disc should be sent to the bindery if in the cataloger's judgment the original pocket does not securely hold the disc and removing the original pocket would damage the paperback cover.
  - Use the bright green flag with the heading "ATTN: CONS/BPD" and check the first box: "Accompanying material needs CD/DVD/disc pocket"
  - Secure the disc within the book with a rubber band and then place it on the bindery pick-up shelf. Material will go to marking upon return from the bindery.

## Hardbacks:

- If it is easy to do so without damaging the book or the cover, replace the pocket with an approved adhesive "Univenture" disc pocket.
  - The pocket should be placed in the middle on the inside back cover (leaving room for the barcode at the top right-hand corner).
- If the publisher pocket is not easy to remove and it securely holds the disc, then the publisher's pocket can remain and will be used to store the disc.
- If the publisher pocket is not easy to remove and it does not securely hold the disc, send the item to the bindery.
  - Use the bright green flag with the heading "ATTN: CONS/BPD" and check the first box: "Accompanying material needs CD/DVD/disc pocket"
  - Secure the disc within the book with a rubber band and then place it on the bindery pick-up shelf. Material will go to marking upon return from the bindery.

## Exceptions:

- Books which are too small or otherwise sized so the approved adhesive pocket will not fit should be given to the Media Cataloger after cataloging.
- Books with multiple discs should also be referred to the Media Cataloger after cataloging.
- Discs which are oddly shaped, or are either too large or small to fit into the standard pocket should be referred to the Media Cataloger after cataloging.



**Pockets:** There is only one kind of UCB Library approved disc pocket (manufactured by Univenture). If you do not know whether you have the right type, please consult with the Catalog Department's Media Cataloger or with Library Preservation. Please do not apply out-of-date or un-approved pockets. This creates a problem for both Circulation and Preservation. The approved pocket looks like the image on the left and is made of archival and environmentally friendly materials.