

Are Mylar jackets the only component required for processing book material?

Yes.

Does the Library want AV materials to be re-cased in library-appropriate cases? If so, please provide information on the types of cases (specific brands) requested for DVD, for spoken word audio CD, and for Music CD.

The library only currently has vendors re-case spoken word audio CD. The library requests pricing options for re-casing DVDs and Music CDs. For spoken word audio CD the library requires materials be re-cased in Eco-Pro cases.

Please provide information on the types of genre labels requested for DVD, for spoken word audio CD, and for Music CD.

Labels are embedded within scanned artwork:

DVD – barcode, rating label, call number label, number of discs label if more than 1 disc included

Spoken word audio – barcode, call number label, number of discs included, genre label – if necessary

Music CD – barcode, call number

Are barcodes vendor supplied or Library supplied?

Barcodes are vendor supplied and should be embedded within scanned artwork.

“Barcode numbers will be e-mailed to the Library in a machine readable cataloging (.mrc) file at the time of the supplier’s processing for uploading to item records.” Please describe how this process works within the Library today?

Vendors other than Baker & Taylor email Collection Services staff a machine readable cataloging (.mrc) file of barcodes as soon as the vendor completes the physical processing of materials. The file is saved from email and uploaded to Polaris (Library ILS).