

Labeling Multipart Items Policy

Proposed revision:

Each part of a multi-part item set must be labeled in such a way as to identify the owning library. ~~This includes the discs for CD-ROMS, music compact discs and books on CDs.~~ If a set has more than one item in it, no matter what type of item that it is, then all items need to be labeled with the item barcode of the set.

- Place the item barcode label on the top right hand corner (of case or insert)
- Write the barcode number (significant digits) on each part.
- Place a content label below the item barcode label; this lists the number of parts and what they are. Examples: 5 discs ; 1 book, 1 CD ; 2 discs, 1 insert.