



Policy: 302 **Page:** 302.1
Subject: ACCOMPANYING MATERIAL IN ELECTRONIC FORMAT

Approved by: LMAC
Contact: Head, Bibliographic Control **Approved:** April 9, 1998
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Print volumes received by the Libraries may include accompanying non-print items such as cd-roms, DVDs, etc. No accompanying material will be routed to Electronic Resources for licence checking. The accompanying material will be shelved together with the print volume.

Procedures (Technical Services)

1. Bibliographic Control staff will create a holdings and item record indicating the total number of physical items for the title and will affix the barcode to the print volume.
2. Bibliographic Control staff will continue to insert the flag “Non-Print Material Included” to alert unit staff of the presence of such material.

Procedures (Unit Libraries) (See Attachment 1 for details)

1. Attach a copyright label as per CAP Policy 310 “Computer Software Copying Restrictions”. In the case of CD-ROMs and DVDs, the label must not be affixed to the item itself, but only to its packaging.

Some or all of the following procedures may be followed:

2. Ensure the accompanying item is enclosed in a clear plastic jacket with a closing flap and secured to either the inside front or back cover of the book. Plastic jackets may either come with the print item or be purchased separately.
3. Affix a sticker to the front of the book indicating “Check for CD-ROM”.
4. Affix a 3M security strip and an ownership label designed for media to the accompanying material.
5. Contact Bibliographic Control staff to have the item record corrected if, upon receipt in a unit, the decision is made to separate or discard the accompanying material.

Attachment 1

(The numbering below refers to the procedure numbers for Unit Libraries on page 302.1)

1. Copyright label wording:

Warning of Copying Restrictions

**This material is lent subject to a legal
licence and the Copyright Act - borrowers
are not authorized to copy this software
for any purpose whatsoever.**

2. Clear plastic jackets are available from Grand & Toy (#MMM815 in the current Speciality Catalogue)

4. Security Strips for CDs/DVDs are available from Brodart (#30225004 in the current catalogue).

Circular ownership labels are available from Brodart (#55324101 in the current catalogue)

Ownership stamps are available from Brodart (Brodart Custom CD stamp)