

University of Illinois at Urbana - Champaign Library Guidelines for Processing & Retaining Tangible Electronic Publications

I. Introduction

This document establishes cataloging, housing, marking, labeling and shelving policies and procedures for tangible electronic publications (TEPs), including those issued on both digital media (e.g., CD-ROM, DVD, and floppy disk) and analog media (e.g., video cassette).

II. Stand-Alone TEPs

All stand-alone TEPs (i.e., those that do not accompany print publications) will be cataloged.

All stand-alone TEPs will be placed and shelved in individual cases. No other preservation housing will be created, with the exception of items going to the Main Library Bookstacks. For items going there directly after acquisition, or because of transfer, the jewel case will be placed in compact disk pamphlet binder that assures ease of shelving and retrieval.

Labels and security strips—including those specifically designed for tangible electronic media—will never be applied to any TEP. Labels and security strips may come loose inside a machine, and their adhesives may alter the chemical characteristics of the materials to which they adhere, causing data loss.

Optical discs (e.g., CD-ROMs and DVDs) will be marked only along the inner edge of the center hole. Floppy disks (3.5-inch) will be marked only on the protective cover's corners, that cannot come into contact with the encased magnetic disk. A fine, felt tip pen with permanent ink will be used.

III. Accompanying TEPs

If a TEP accompanies printed material, the floppy disk will be placed in a pocket on the inside back cover of the monograph or serial volume, and the MFHD will not indicate the presence of the disk. Therefore, the Online Catalog display for a print-format monograph accompanied by a floppy disk will be as follows:

Institution: University of Illinois at Urbana-Champaign Library
Location: Geology
Call Number: Q.565.7 St94
Copy: 1
Status: On Shelf
Library Has (Details): (TEXT)
Library Has (Details): (FDSK)

All other types of accompanying TEPs, such as CD-ROMs, DVDs, and videocassettes, will be processed as separate items. Each one will be placed in separate protective enclosures, such as a jewel case for CD-ROMs. No other preservation housing will be created, with the exception of items going to the Main Library Bookstacks. For items going there directly after acquisition, or because of transfer, the TEP will be placed in a

compact disk pamphlet binder that assures ease of shelving and retrieval. Items will be marked and labeled with the call number of the main volume followed by the suffix (in lower case) corresponding to the TEP's medium (see "Suffix Terminology for Call Numbers" on the UIUC Technical Services Web page). An accompanying CD-ROM, for example, will be marked/labeled as follows:

005.8
T451f
cdrom

The Voyager Cataloging module display for a print monograph with an accompanying CD-ROM will appear as follows. Each individual piece will receive it's own barcode and item record.

| TAG | 1 | 2 | Subfield Data |
|------------|------------|------------|------------------------------------|
| 014 | 1 | | #a DUW-6343 |
| 014 | 0 | | #9 DUW-6344 |
| 852 | 1 | | #b gex #k Q. #h 565.7 #i St94 #t 1 |
| 853 | 2 | 3 | #8 1 #a (unit) #t c. |
| 863 | 4 | 0 | #8 1.10 #a TEXT #t 1 |
| 863 | 4 | 0 | #8 1.20 #a FDSK #t 1 |

The MFHD for a serial volume accompanied by a CD-ROM will also reflect the presence of the disc.

IV. Preservation Policies & Procedures: Proposals for Future Consideration

The following procedure is suggested to ensure the preservation of data contained in selected TEPs by copying their contents to recordable CDs stored in optimal conditions. This procedure would apply only to digital TEPs (videocassettes and other analog publications are excluded).

A subject specialist will determine whether a TEP warrants preservation copying. Among the factors to be considered are the following:

- The likelihood that the data stored on the item will be contained in a superseding issue or edition.
- The existence, comparability, and accessibility of other versions of the publication.
- The interest or lack of interest of the publisher and other stakeholders in its long-term preservation.
- The item's vulnerability to theft.

The selector's decision will be made available to all staff involved in the technical processing of the item. The mode of acquisition will determine when and how this will be done. A TEP Obtained as a Gift or Acquired through the Approval Plans, European Blanket Order, or Latin American Blanket Order. Using the TEP Decision streamer, check the box beside either "Must Duplicate" or "Do Not Duplicate" and insert it in the

TEP's case, leaving the top of the streamer clearly visible. If the TEP accompanies a print source, insert the streamer in the main volume instead.