# Processing Kits

## Notes

- For physical processing and shelving purposes, a kit is defined as an item consisting of multiple formats which must be used together. Consult the Performing Arts Librarian as needed. However, this does not mean that the item will necessarily be cataloged as a kit (i.e., have 245 |h [kit]).

- **DVD boxed sets of non-standard sizes** will no longer be processed as kits unless they meet the definition above. Instead, they should be re-packaged or, if the original packaging is to be retained, placed in location “mddvo.” In case of doubt, ask the Performing Arts Librarian.

## Classification

All kits are LC classed.

### A. Item Record Fixed Field. Change or verify the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy</td>
<td>1 (2, etc.)</td>
</tr>
<tr>
<td>Status</td>
<td>—</td>
</tr>
<tr>
<td>Icode2</td>
<td>— new acquisitions</td>
</tr>
<tr>
<td></td>
<td>g gifts</td>
</tr>
<tr>
<td>Location</td>
<td>mdkit default for most materials</td>
</tr>
<tr>
<td></td>
<td>mcdcr used for any audio, video, or computer media (whether stand-alone or part of a kit) that 1) requires user mediation or 2) cannot leave the building. Also used for supplements to “gold dot” and “mdref” materials.</td>
</tr>
<tr>
<td>Itype</td>
<td>17 kit</td>
</tr>
</tbody>
</table>

### B. Number of Item Records/Barcodes

Kits get a single item record.

- Insert the barcode number (tag “b”).
- Add an “Imessage” (tag “m”) describing the pieces. For example:
  
  1 book + 2 CDROMs + 1 workbk.

  Refer to “Terms and Abbreviations for InfoLinks Item Records” as needed.

- For “mcdcr” materials, give information about license agreements, activation cards, and other materials that should not be distributed to patrons in a **note** (tag “x”). For example:

  Activation ID card & license agreement not for circulation
C. Physical Processing

1. **Case.** The kit may or may not come in a case. If there is no case, generally choose one that will best fit the contents. (At times you may need to special order from Demco.)

2. **Call Number Label.** The label **must have** the information in the **IMessage**.

   Print one call number label and place it on the spine of the kit case. If the spine is too narrow, place it in the front upper left corner.

3. **Barcode.** Place the barcode in the back upper right corner.

4. Print **additional call number labels** for each individual piece in the kit. For placement on media, consult the appropriate format procedure. For books, booklets, etc., place labels in the front upper left corner. No barcodes are applied to the pieces.

5. **Security Strip.** No security strips are applied.

6. **Holds.** Check to see if there is a hold on the item, and if so, flag for staff.