

Part 1: Completed by Cataloging –

Book Title:

Date:

Accompanied by:

CD-ROM / DVD

Web Site

Other:

Questions / Notes:

Part 2: Completed by Performing Arts and Media (if needed)

Bibliographic Information

URL:

Special Instructions:

1<sup>st</sup> Item Record

Login:

Password:

Restrictions:

Expiration Date:

Access Code:

Icode2=

Withdraw? Y / N

Special Instructions:

**2<sup>nd</sup> Item Record (if needed)**

Login:

Password:

Restrictions:

Expiration Date:

Access Code:

Icode2=

Withdraw? Y / N

Special Instructions:

**Workflow:**

1. Item is reviewed by J Ganson in consultation with selector(s)
2. If a registration, login/password, or additional installation is required, item is sent to Performing Arts and Media
3. Performing Arts and Media registers the item, notes information on routing sheet, and returns item to Monographs Cataloging
4. Monographs Cataloging creates item record following the guidelines in the supplements procedure. Please remember to add a note with the access code and expiration date.
5. Monographs Cataloging finishes cataloging and adds a note in the item record with the password following the format below.

Login: xxxxx Password: xxxxx Restrictions: (usually none - this applies to whether or not the password can be given out) initials and date

6. Monographs cataloging will then route the paperwork to the Electronic Resources Librarian so the password may be added to the passwords list.

created by: bj

modified by: mw 10/06, 5/08