



Processing Books with CDs Included

Many picture books are arriving that have a CD included. Please remove the CD from the book. Where the plastic CD envelope is glued inside the cover, please place a label that states: “CD is not included with book”. This will save many parents and students a lot of worry.

Copy Information:

- Have the book as one copy attached to the MARC record.
- Have the CD as another copy attached to the MARC record.

The book and CD for *Micawber* by Lithgow is our example:

Book call #: E	CD call #: CD
LIT	BK
	LIT

You have been given a set of jewel cases to hold these CDs. Please discuss with your Media Specialist where to place the call number and barcode on your CD cases and where to house these Book CDs in your media center. This will vary from school to school depending upon your housing conditions.

The CDs will not be available for student checkout. Teachers may check them out. You will also find them great to use for special occasions and when your voice is not up to par.