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# Ad Hoc Committee on CD-ROM Collections Report

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# AD HOC COMMITTEE ON CD-ROM COLLECTIONS

## REPORT

The Ad Hoc Committee met a number of times in the Fall of 1996, released a draft report to the Management Team to get additional comments, and submits the following report to guide the University of Rhode Island Library in the processing of CD-ROM materials in the future.

### 1. CD-ROM ACQUISITIONS

The acquisition of CD-ROM materials, whether by gift, transfer, or direct purchase, will be in keeping with the overall collection development principles of the University Library. If the Library takes responsibility for CD-ROM materials acquired by other divisions of the University, these materials must be permanently transferred to the Library.

### 2. CD-ROM COLLECTIONS/CIRCULATION

The University Library will house this material as part of the "permanent" reserves collection [Reference, Media, and Govt. Pubs. will continue to control their own collections of CD-ROMs].

Circulation of this material will be in keeping with the Reserve Unit's policies. We will not have any "room use only" restrictions on the CD-ROM materials.

### 3. CD-ROM CATALOGING/PROCESSING

All materials added to the collection will be cataloged.

Accession number will be used [similar to our Media Collections] for all items

Individual CD-Roms will be placed in jewel boxes.

Jewel box will be labeled on spine.

Barcode will be affixed to upper right back of jewel box.

Accession number will be written on front of CD-ROM in permanent marker pen.

Members of the Ad Hoc Committee:

Laury Johnson

Deborah Mongeau

William O'Malley, Chair

John Osterhout

Eileen Tierney

16 January 1997