

Books with CDs Included

Here's what to do when a book arrives that has 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.

In the copy record, we would like you to do this:

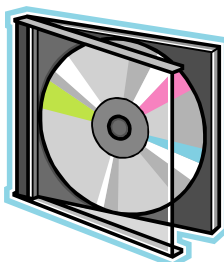
- Leave the book as one copy attached to the MARC record.
- Add the CD as another copy attached to the same MARC record.



Call numbers for the book and CD for *Skippyjon Jones and the Big Bones* by Judy Schachner would look like this:

Book call #: E
SCH

CD call #: E
SCH
CD



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

Book CDs will be available for ***teacher checkout only*** -- not for student use. You will also find these CDs great to use for special occasions and when your own voice is not up to par.