

Harrington Library Consortium Cataloging Packets for Audiovisual Material and Software

Please make photocopies before placing labels or stickers on the item and/or container.

Information which appears on the photocopies *and is readable* need not be entered on the form.

If item has no ISBN, enter “**none**” on the form.

Container

Photocopy all surfaces of container with any text printed on them—back, front, sides, and edges.

Inserts

Publication information	Photocopy
Table of contents	Photocopy
Performer names	Photocopy
System requirements	Photocopy
Lyrics	Note on packet form in “Additional Material” area
Program notes	Note on packet form in “Additional Material” area
User instructions	Note on packet form in “Additional Material” area
Other material	Note on packet form in “Additional Material” area

Label

Audio books, other spoken word recordings:

Single titles on CD/cassette	Photocopy label of <i>one</i> disc/cassette from set
Multiple titles on CD/cassette	Photocopy label of one disc/cassette from each <i>title</i>
Playaway audio books	Photocopy label
Music recordings	Photocopy labels of <i>all</i> discs or cassettes in set
Other non-spoken sound recordings	Photocopy labels of <i>all</i> discs or cassettes in set
Video recordings	Photocopy labels of <i>all</i> discs or cassettes in set
Electronic games	Photocopy labels of <i>all</i> discs or cartridges
Computer software	Photocopy labels of <i>all</i> media