

All materials must be cataloged on a bibliographic record which is an accurate reflection of the item(s) being circulated. If you choose to separate items purchased as sets, they must be on separate bibliographic records.

Exceptions to this recommendation include multi-volume reference works such as encyclopedias and magazines. non-fiction works, periodicals, and braille works.

Examples include encyclopedias, high school yearbooks, fiction and non-fiction multi-volume braille works, magazines and newspapers.

Approved 2019-04-04

Updated 2023-09-07