

CATALOGING AND PROCESSING PRACTICES

Library Monitoring Rubric - Section 1

Librarian Growth Rubric – Standard 8

School Library Guide - Sections 4.7

PROCESSING PRACTICES

Have an area that is dedicated to processing books that includes easy access to the automated system, stamps, labels, and additional supplies. The following should take place as soon as possible to ensure that materials are made quickly available to students and teachers.

- ✓ Open and prepare for processing once materials have arrived in the library
- ✓ Check the packing slip against the purchase order and alert your office manager of receipt of materials
- ✓ Add record into the automated system if materials are pre-labeled by a vendor
- ✓ Check the spine label, barcode number, and any other information to ensure that the book and the record match
- ✓ Place barcode on the book and create a spine label if not pre-labeled by a vendor
- ✓ Add additional information such as reading program levels or fiction series if necessary
- ✓ Stamp materials with the school library's stamp
- ✓ Shelf materials in the correct location or on a special display that showcases new arrivals

MAINTAINING COPY DATA

- Adding copies to existing MARC records
- Adding and/or editing data in the copy information tab (call number, price, location, item circulation type, local notes)
- Performing inventory on a regular basis
- Deleting weeded or withdrawn copies

PROCESSING ORIGINAL RECORDS

OPTION 1 Librarian can search the automated system for the item's cataloging record. If a MARC record exists, then the librarian can add a copy record, print barcodes, and spine labels.

OPTION 2 If no MARC record exists in the automated system, the librarian can add a new MARC record using the ISBN cataloging information.

BOOK PROCESSING AND CATALOGING INFORMATION

Book Processing Options					
	Yes	No		Yes	No
Dust Jacket			Electronic Catalog Record		
Barcode Label			Call Number Spine Label		
Paperback Covers			Theft Detection		
Lexile Level Label					
Reading Program Processing Options					
Reading Program Label			Catalog Record		
Identification Sticker					
Electronic Record Options					
Computer Type	Automation System				
Holding Code (school code)					
Barcode Information					
Barcode Symbology (Code 39)	Barcode Length				
Barcode Structure (MOD 10)	Barcode Range				
Bar Code Personalization (School Name)					
Bar Code Placement - horizontal/vertical front/back top/middle/ bottom					
Book Cataloging Specifications stay consistent with each order					
Subject Headings (Sears)	Fiction <b style="color: #800040;">FIC SMITH				
Nonfiction <b style="color: #800040;">212 BUL	Individual Biography <b style="color: #800040;">BIO ARMSTRONG				
Collective Biography <b style="color: #800040;">920 CHR	Easy Fiction <b style="color: #800040;">E SMITH				
Short Story Collection <b style="color: #800040;">SC SMITH	Reference <b style="color: #800040;">REF 910 GEO				
Professional Collection <b style="color: #800040;">PROF 371 SMI					

CATALOGING PRACTICES

Bibliographic Records

A bibliographic record is a type of MARC record that represents a library material. In a school library catalog, the model is to create one good bibliographic record for each distinct edition of a material and to attach a local holding for each copy. Creating duplicate records clutters the automated system, leads to inconsistency among records, and makes searching the catalog confusing.

Material Types (examples)

Material Types refer to the physical carrier, or format, of the material. Sometimes the Material Type and the Collection Type must be considered when determining the call number prefix, as is the case with Online Resources and Books.

Material Type	Material Includes	Call Number Prefix(es)
Book	Biography Reference Nonfiction Fiction Story Collection World Languages Professional Collection	BIO, B, 92 REF FIC, F SC SPAN, FR, GER PROF, TR
Audio Recording	CD	AV
Equipment	AV Equipment Computers Cameras	EQP followed by the fixed asset
Big Book		BIGBK
Book with Audio Recording		BKAV
Braille		BRAILLE
Video	VHS DVD	VID
Kits	Flashcards Game Classroom Readers	KIT
Model	Globe, Model, Posters	MODEL
Electronic Book		EBK
Periodical	Newspapers Magazines	PER

Collection Types

Collection Types are groups of materials that share the same theme, genre, or subject content. In special cases, Collection Types can also refer to materials that are housed together in a separate physical location regardless of subject, such as an audiobook collection.

Each bibliographic record can only be assigned one Collection Type, and when assigning Collection Types consider:

1. theme, genre, and subject content of the material
2. collection type of similar materials
3. collection of material in the majority of libraries in the district

Explanation of Specific Collection Types

AUDIOBOOKS

- **DESCRIPTION** Audiobooks come in a variety of physical formats, the most common being CD, cassette, and digital file for streaming or download. Books accompanied by CDs or cassettes are considered Audiobooks.
- **TREATMENT** The call number prefix for Audiobooks can be determined by the Material Type (CD, Cassette) or simply **ABK** for an audiobook. For example, **ABK FIC ASH** or **ABK 301 SCH**.

BIG BOOKS (OVERSIZE)

- **DESCRIPTION** Big Books are very large editions of picture books, usually over 70 cm. tall.
- **TREATMENT** Big Books use the call number prefix **BIGBK** followed by a classification number and cutter. This is a Collection Type that is defined by its physical location within the library rather than by its subject or genre.

BIOGRAPHY

- **DESCRIPTION** Biographies are the non-fictional account of one person's life. Autobiographies are included in this Collection Type.
- **TREATMENT** Biographies use the call number prefix **B** or **BIO** followed by the subject's full last name or author's last name in capital letters. For example: **B ADAMS** or **BIO ADAMS**. Collective biographies are classed in **920**, not with individual biographies.

- **NOTE on 920s** Sometimes there is a grey area about what constitutes a collective biography versus a work about a historical event or time period. In general, if the narrative of the work primarily focuses on the lives of the subjects and less on the events, it is classed in **920**. When in doubt about whether a material should be classed with the historical event or with the collective biographies, prefer the historical event.

E-BOOKS

- **DESCRIPTION** eBooks are any books that are designed to be read digitally, either on a computer or downloaded to an eReader. The specific medium is defined in the Material Type.
- **TREATMENT** eBooks use the call number prefix **EBK**, followed by the classification number and cutter.

EMERGING READERS

- **DESCRIPTION** Emerging Readers are fiction materials that are primarily meant to support literacy and to be read by beginning readers. This collection is also known as Easy Readers.
- **TREATMENT** Emerging Readers use the call number prefix **ER**. Assign the genre heading Emerging Readers to all fiction and nonfiction early reading materials in order to bring them together in the online catalog, regardless of their physical location.

EQUIPMENT

- **DESCRIPTION** Equipment is checked out through the library and common types of equipment include DVD players, projectors, and laptops.
- **TREATMENT** Assign **EQP** and followed by Fixed Asset number or some other type of numbering system and first three letters of the type of equipment. For example: **EQP 54976 PRO** for projector or **EQP 54983 COM** for computer. The serial number can also be added to the copy record, if desired.

FICTION

- **DESCRIPTION** Fiction materials are distinguished from picture books by their smaller physical dimensions, larger ratio of text to illustrations, and chapters. Fiction materials can have illustrations, such as *Captain Underpants* and *Diary of a Wimpy Kid*, but the illustrations are supplemental to the text.
- **TREATMENT** Fiction materials use the call number prefix **F** or **FIC** cuttered by the first three letters of the author's last name or the author's full last name.

PERIODICALS

- **DESCRIPTION** Periodicals are publications that have open-ended and regularly recurring publication cycles. Periodicals collected by school libraries include newspapers, magazines, and scholarly journals.
- **TREATMENT** One bibliographic record should exist to represent each periodical title. Libraries add a new copy to this master record for each issue that they receive. Include the issue or volume number after the call number prefix and cutter. For example: **PER AME MAR/APR 2012**.

PICTURE BOOKS

- **DESCRIPTION** Unlike fiction materials, they have a larger ratio of pictures to text. They are usually larger in size than fiction materials; most are 25 cm. and taller. The reading level is not part of the criteria in determining whether a book is picture or fiction, as most picture books are meant to be read by a wide audience.
- **TREATMENT** Picture Books use the call number prefix **E** cuttered by the first three letters of the author's last name. Non-fiction picture books do not use the call number prefix **E** and are given appropriate Dewey Decimal classification.

PROFESSIONAL

- **DESCRIPTION** Professional materials are meant for the support and development of teachers and other school staff and are not meant for student use. Typically, these materials deal with teaching and learning.
- **TREATMENT** Professional materials use the call number prefix **PROF**, followed by the classification number and cutter.

REFERENCE

- **DESCRIPTION** Reference items are usually non-circulating materials such as dictionaries, maps, atlases, and encyclopedias.
- **TREATMENT** Reference items use the call number prefix **REF** followed by the classification number and cutter. Librarians can adjust the circulation status of reference materials to suit the needs of their users.

STORY COLLECTIONS

- **DESCRIPTION** Story collections are collections of short stories by different authors. One exception is collections of fairy tales or folk tales, which are classed in **398.2**. Collections of scary stories and ghost stories are classed in Story Collections.

- **TREATMENT** Story Collections use the call number prefix **SC** cuttered by the first three letters of the book title. Collections of short stories by the same author are classed with fiction under the author's last name.

VIDEO RECORDINGS

- **DESCRIPTION** Video Recordings describe any projected medium, most commonly DVDs and VHS tapes.
- **TREATMENT** The call number prefix for Video Recordings is determined by the Material Type or simply **VID** for video. For example, **VID FIC ASH** or **VID 301 SCH**.

WORLD LANGUAGES

- **DESCRIPTION** World Languages includes all materials, fiction and nonfiction, that are entirely in a particular world language. Materials mostly in English with some other text are not considered World Languages materials.
- **TREATMENT** The World Languages material/copy type has two call number prefixes: **SPAN/GER/FR** for items entirely in Spanish, German, or French, and **BIL** for items with parallel English and another language text.

Call Numbers

Call numbers are constructed of a **PREFIX** (if applicable), a Dewey Decimal Classification number **DDC**, and a **CUTTER**.

Call Number with a Prefix

REF 031.02 GUI

Call Number without a Prefix

398.2 AND

Some call numbers do not use a **DDC** number. These include Biography **BIO**, Emerging Readers **ER**, Fiction **FIC**, and Story Collections **SC**.

Call Number with a Prefix and no DDC

FIC WILSON

Additional Call Numbers

- When classifying materials about specific countries or locations, prefer the History DDC number to Geography/ Travel

- For Native Americans, use Dewey preference for 971-979
- Use 031.02 for almanacs and collections of miscellanea (*Guinness Book of World Records*)
- Classify bullying as a social problem at 302.3 and classify bullying schools at 371.58

Additional Cutters

Cutters are the letters following the classification number. They allow librarians to arrange the items on the shelf in an understandable and predictable way. For most materials, the cutter is the first three letters of the author’s last name. Use all capital letters. Omit spaces, hyphens, and other punctuation when creating a cutter. If it is not appropriate to use the author’s last name, or if no author is given, use the first three letters of the title (after the initial article).

If the item is part of a series without a unique title for each **VOLUME**, then follow the cutter with the abbreviation of the volume number.

Call number with volume

741.5 TAK V.15

Fiction and Nonfiction MARC Fields

The chief source of information for books is the title page. Other parts of the books, including the cover and spine, are considered secondary sources.

Field	Field Description	Field Value
020	ISBN	10- and 13-digit ISBNs, excluding hyphens and other punctuation
041	Language code	Do not use for materials entirely in English
082	Dewey Decimal classification number	Classification number only
100	Main entry	Author’s name
245	Title and statement of responsibility	Title and author/contributor information exactly as it appears on the title page
250	Edition statement	Edition statement
260	Publication information	Place of publication, publisher, and date of publication
300	Physical description	Number of pages, illustrations and maps, and the dimensions of the item (in centimeters)
500	General note	Information useful for describing the item that does not fit in any

		other field
521	Audience note	Reading level, age range, MPAA rating, Lexile, Guided Reading, and DRA2
526	Reading program note	Accelerated Reader and Reading Counts
546	Language note	Any languages other than English that are used in the item
600	Person as subject	Same as Field 100
610	Corporate body as subject	
650	Topic as subject	
651	Geographic place as subject	
655	Form or genre heading	Genre heading
700	Person added entry	Other contributors, such as illustrators, co-authors, and translators
856	URL	eBooks and eAudiobooks

Video Recordings MARC Fields

In addition to the fields listed in the guide for Books, Video Recordings require special fields and elements. The primary source of information for video recordings is the recording itself; the case and discs are secondary sources.

Field	Field Description	Field Value
Leader/06	Type of material	g (VHS, DVD)
007	Physical description	\$a = v (videorecording_); \$b = d(videodisc)
008/018-200	Time	Running time in a 3-digit format
008/33	Type of visual material	v = videorecording
008/34	Technique	l = live action; a = animation
020	ISBN	10- and 13-digit ISBNs, excluding hyphens and other punctuation
300\$c	Physical dimensions	Size of the disc, 4 ¾ in, or the width of the video tape, 1/2 in
508	Creation/Production credits	Composers, producers, etc.
511	Participant/ Performer note	Narrators, lead actors, etc.
521 8#	Target audience note	MPAA Rating

540	Copyright	Copyright and public performance rights
546	Language note	Closed captioning, subtitles, or other languages

Graphic Novels

In addition to the fields listed in the guide for Books, Graphic Novels (including Manga) require special fields and elements.

Field	Field Description	Field Value
245	Title and statement of responsibility	Title
440	Series title	Series titles
500	General note	Ex: "Book reads from right to left."
655	Form/genre heading	Ex: GN FIC

Emerging Readers

In addition to the fields listed in the guide for Books, Emerging Readers require additional fields.

Field	Field Description	Field Value
008/22	Target audience	a = preschool children; b = elementary school children
440	Series	Series titles
655	Form/genre heading	Ex: FIC ANIMALS

World Languages

In addition to the fields listed in the guide for Books, World Language materials require special fields and elements.

Field	Field Description	Field Value
008/35-37	Language code	Ex: spa = Spanish
041	Language code	Do not use for items in English

245	Title and statement of responsibility	Title, author, and other contributors
500	General note	Ex: "Translation of: [Original title, taken from the 240]."
520	Summary note	Summary in English and in Spanish, using a separate 520 for each language
546	Language note	Ex: "Text in Spanish."

ADDITIONAL NOTES

School libraries can only count 5 copies per 1 title. For example, the library has 3 copies of *The Long Haul* and 2 copies of *Cabin Fever* and 1 copy of *Diary of a Wimpy Kid*. Even though there are 6 books in this series, there are only 3 different titles.

Create a separate call number for Classroom Sets to help keep an accurate number of books and copyright dates of the collection. **CS 813 SIN** - means that this is a classroom set of the *The Jungle* by Upton Sinclair. Give each classroom set one call number and one barcode. However, within that cataloging record add information regarding how many copies are in the set.

CATALOGING SPECIAL COLLECTIONS

Special Collections in a school library can be used to help promote the circulation of a type of book or help increase the copyright date of the general fiction or nonfiction collections. Special Collections should follow along with Dewey Decimal Classification and should not be used to organize a school library outside of Dewey Decimal. Special Collections should have quality signage to promote the use of the resources. Each call number will consist of a **PREFIX** and **CUTTER**. Special Collections that contain nonfiction books will have a **DDC** number. The call number of the spine of the book should match the call number listed in the automated system.

Award Winners

Books that have won awards such as Caldecott, Newbery, and Coretta Scott King are an important part of any library. However, some of these award-winning books can date back to the 1940s which lowers the copyright date of the general collection. If you have multiple books that have received numerous awards, **AWA FIC** can be used as the prefix for the entire special collection.

A Sick Day for Amos McGee by Philip C. Stead

CAL FIC STE
(Caldecott Medal)

Sarah, Plain and Tall by Patricia MacLachlan

NEW FIC MAC
(Newbery Medal)

Copper Sun by Sharon Draper

COR FIC DRA
(Coretta Scott King)

Big Books

Elementary libraries may contain books that are larger than other books in the general collection which means that **BIG BOOKS** will need to be in a different location in the library.

The Ants Go Marching! by Child's Play

BIGBK 782.42 CHI

Crazy Hair Day by Barney Saltzberg

BIGBK SAL
(you can add E or Emerging Reader)

Biographies

Biographies are generally found in 92 or 920 sections of the nonfiction collection. However, biographies can be pulled from the nonfiction section to help promote the collection. **B** or **BIO** followed by the subject's full last name or author's last name can be used as the special collection call number.

Steve Jobs by Karen Blumenthal

BIO JOBS

Classic Literature

Classic Literature can be found either in the 800s or in the general fiction section. To help promote these titles, books that are classified as **CLASSIC** can be moved into a special collection for both student and teacher use.

A Christmas Carol by Charles Dickens

CLASSIC FIC DIC

Graphic Novels

A graphic novel is a narrative work in which the story is conveyed to the reader using sequential art. The term encompasses nonfiction works and fictional stories. A special collection will place all Graphic Novels in one location instead of split between nonfiction and fiction.

Theseus and the Minotaur by Nel Yomtov

GN 398.2 YOM

Gettysburg by C.M. Butzer

GN 973.7 BUT

Large Print

A large print collection would be beneficial for schools with visual impaired students. This collection can be small and contain some current fiction and popular nonfiction.

The 5th Wave by Richard Yancey

LP FIC YAN

Mississippi

A local history tells the story of Mississippi. It can include resources about Mississippi history, materials by and about Mississippians, and fiction set in Mississippi.

Mississippi: Past and Present by Amy Sterling Casil

MS 976.2 CAS

Yard War by Taylor Kitchings

MS FIC KIT

One Writer's Beginnings by Eudora Welty

MS BIO WELTY

Paperback

Fiction books that are trade and mass market paperback books can be shelved in a different location but still organized in alphabetical order by author's last name.

All's Faire in Middle School by Victoria Jamieson

PBK FIC JAM

Professional

Resources that are used primarily by teachers or administrators for professional development can be pulled from nonfiction and placed near the teacher resource area to help promote the collection. **PROF** or **TR** can be used as the prefix.

The Weeding Handbook by Rebecca Vnuk

PROF 025.2 VNU

CATALOGING FICTION GENRES

PROCESSING OVERVIEW

Have an area that is dedicated to processing fiction books that includes easy access to the circulation system, stamps, labels, and additional supplies. The following should take place as soon as possible to ensure that materials are made available to students and teachers:

- Re-cataloging and assigning a genre to every print fiction title
- Stick and tape colored dot or genre label to each book signifying its genre
- Shelf the books alphabetically within their genre
- Create signage to display each genre

CATALOGING PRACTICES

Each title should have the call number changed to match the new genre and location to help with finding on the shelf. In some automated systems, librarians can use the “global change” function to move a large group of books into new subject headings, locations, and resources lists with one click.

For example, *Harry Potter and the Chamber of Secrets* would be changed from **FIC ROWLINGS** to **FAN FIC ROWLINGS** to show that it is part of the **Fantasy** genre. Once all of the **Fantasy** books have new call numbers, then the librarian can do a “batch change” or “global change” to move the **FAN FIC** books into the **FANTASY** location. The **Fantasy** genre will need to be included in the subject headings so when students search for a keyword in the automated system, every book with that genre as a subject heading will show as an option for the patron.

PLANNING TEMPLATE

Customize your genrefication Action Plan to fit your needs and library. Present the action plan to your Library Advocacy Committee. Include step-by-step actions, time frame (dates and times), team members, and budget request. See *Increasing Fiction Circulation through Genrefication* for more information.

EXAMPLES OF FICTION GENRES



CALL NUMBER **FAN FIC**

DESCRIPTION Fantasy is the forming of mental images with strange or other worldly settings or characters; fiction which invites suspension of reality.

SUBGENRES Fairy Tales, Folklore, High Fantasy, Magic, Mythology, Paranormal

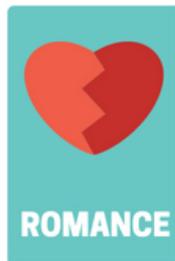
EXAMPLE *Ash Princess* by Laura Sebastian



CALL NUMBER **MIL FIC**

DESCRIPTION Military fiction mainly deals with military operations, adventures, memoirs etc. by country's military wing - army, air force or navy. Military fiction may have an angle of civilian intelligence agencies but the majority of the plot revolves around military operations or situations.

EXAMPLE *Camp Valor* by Scott McEwen



CALL NUMBER **ROM FIC**

DESCRIPTION A book that focuses on the romance between two primary characters as its main focus.

EXAMPLE *The Elite* by Kiera Cass



CALL NUMBER **SPO FIC**

DESCRIPTION Books in the sports fiction genre are made up of stories where a sport has an impact on the plot or main character. The story could be about a coach who struggles with life and finds peace and comfort when he's with the team and the game.

EXAMPLE *The Big Field* by Mike Lupica

CATALOGING TEXTBOOKS

PROCESSING PRACTICES

Have an area that is dedicated to processing textbooks that includes easy access to the circulation system, stamps, labels, and additional supplies. The following should take place as soon as possible to ensure that materials are made available to students and teachers:

- Open, check, and prepare for processing once materials have arrived in the library
- Check the packing slip against the purchase order and alert your office manager/assistant principal of receipt of materials
- Place individual barcodes on books to allow librarians/office manager/assistant principals to systematically track and manage textbook inventory
- Stamp the textbook with the school's stamp and add any additional necessary information
- Shelve the item in the textbook closet or shelves in the library storage

CATALOGING PRACTICES

Using library cataloging system to track textbooks can provide a district-wide view of textbook inventory and give the district an accurate view of what textbooks the district possess, what is needed to be purchased, and help to complete TIMS records.

Call Number Options

Textbooks do not need individual spine labels but the automated system will require a call number.

OPTION 1 Call numbers are constructed of a **PREFIX** (if applicable), a **CUTTER**, and a **COPYRIGHT** or **BOOK GRADE**.

TXT SCI MCG 2018

TEXTBOOK SCIENCE McGRAW-HILL 2018

TXT SCI MCG 5

TEXTBOOK SCIENCE McGRAW-HILL 5th Grade

OPTION 2 Call numbers are constructed of a **PREFIX** (if applicable), a **CUTTER**, a **COPYRIGHT** or **BOOK GRADE**, and a **VOLUME** or **MODULE**.

TXT ENG LETRS 2010 MOD 6

TEXTBOOK ENGLISH LETRS 2010 MODULE 6

MARC Fields

The chief source of information for books is located on the title page. Other parts of the books, including the cover and spine, are considered secondary sources.

Field	Field Description	Field Value	Example	TIMS
020	ISBN	10- and 13-digit ISBNs, excluding hyphens and other punctuation	9781602187719	✓
041	Language code	Translated or multilingual items		
084	Other Classification Number	Specialized call numbers	TXT ENG LETRS 2010 MOD 6	
245	Title Statement	Title	Digging for Meaning: Teaching Text Comprehension	✓
250	Edition statement	Edition	Teacher Edition (TE)	✓
260	Publication information	Place of publication, publisher, and date of publication	Boston, MA; Sopris West; 2010	✓
300	Physical description	Number of pages, illustrations and maps, and the dimensions of the item (in centimeters)	pp. 128; 8.4 x 5.8 x 0.7"	
521	Audience note	Reading level, age range, MPAA rating, Lexile, Guided Reading, and DRA2	Grade 6	✓
546	Language note	Languages other than English		
650	Topic as subject	Subject of the book	Grammar	✓
856	Electronic Location and Access	URLs or Ebooks		

CIRCULATING TEXTBOOKS

OPTION 1 Textbooks can be released as a classroom set to individual teachers. Teachers will need to let the librarian know how many books that are needed and it will be up to the teacher to assign the textbooks to students. This is a great way to check out textbooks that have different modules such as reading books or math workbooks.

OPTION 2 Textbooks can be issued to individual students using the same check out procedure as library books. Teachers would need to bring students to the library at the beginning of the year to receive textbooks and books should be returned at the end of the semester or year.

NOTE New students will need to visit the library to receive textbooks upon arrival. Students that are transferring schools will need to turn books in prior to transcript being sent to new school. Students accounts should be able to tell the librarian/assistant principal/office manager all the textbooks and library books that have been checked out to the student.

MAINTAINING INVENTORY

- Library automated systems can create and run reports on materials that have been released to students and teachers.
- Notices can be sent to teachers, students, and parents as reminders what has been checked out.
- Individualized inventory reports can be created to show the age, count, and value of the textbooks by grade level or subject.
- The information from the library automated system inventory report can be entered into TIMS.



MS Department of Education
SCHOOL LIBRARY PROGRAM