



## Cataloging and Processing Profile for Vendors 2009 – 2010

### Basic Profile

- Apply specifications to all schools in the school system
- If MARC record is not available, vendor will provide short record in clearly marked separate file.
- Classification: Abridged Dewey, current edition
- Subject Heading: Library of Congress (LCSH) only, current edition. **DO NOT include Sears Subject Headings in MARC records**
- Cataloging conforms to current AACR2 guidelines
- **Use no special identification for either juvenile fiction or nonfiction**
- **Do not use any "juvenile" subdivision**

### Nonfiction

- Abridged Dewey cut at first prime for grades PK-12
- Cutter for the first three letters of the author's last name, in **ALL CAPS**, or title if title main entry
- Classify individual biography books as B with **first three letters** of the last name of the biographee as the cutter in **ALL CAPS**
- Classify collective biography as **920**, cuttered with the **first three letters** of the author's last name in **ALL CAPS**, or title, if title main entry
- Label reference material **REF** above the classification number
- Label professional materials **PROF** above the classification number
- **Foreign** language and **Bilingual** materials: See chart below for call number prefix.

Arabic—AR F ABC	Japanese—JA 365.2 ABC
Brazilian/Portuguese--PO 623.1 ABC	Korean—KO 500 ABC
Chinese--CH 755.2 ABC	Russian—RU E ABC
Farsi—FA 795.1 ABC	Spanish—SP 460 ABC
French—FR F ABC	Urdu—UR 567.9 ABC
German—GE 430 ABC	Vietnamese—VN 495.9 ABC
Italian—IT 500 ABC	

## Fiction

- Fiction classification is **F** with the **first three letters** of the author's last name in **ALL CAPS**
- Easy fiction is **E** with the **first three letters** of the author's last name in **ALL CAPS**
- Classify Story Collection as **SC** with the **first three letters** of the author's last name or first three letters of title in **ALL CAPS**

## Audiovisual Software

- Label all audiovisual software with **AVS** above the Dewey classification with the **first three letters** of the author's last name in **ALL CAPS for sound recordings** or the **first three letters** of the title in **ALL CAPS for DVDs and videocassettes**.
- Cutter individual biography (**B**) with the **first three letters** of the **biographee's name**

## Processing Requirements

- Attach Mylar jackets to all hardback books with dust covers—taped, not glued
- Affix 2.5 mil thick label protectors over exposed spine labels and barcode labels
- Provide one spine label per books, attached 1 ½ inch from the bottom of the book edge. Attach to the dust cover, or book, if no dust cover is available
- Any **non-fiction classification** that would wrap around the spine should be turned so the complete number can be **read top to bottom**, but, **DO NOT TURN THREE LINE SPINE LABELS** (ex.: REF 298.8 MOT, or SP 796.225 RID)

## Data on Electronic Record

- All notes and bibliography, contents, annotation or review and index
- All added entries
- Dates from personal name subject headings
- Dates from personal name added entries
- Audience/readability/level and review sources
- **526 tags** should contain information for every book that is part of a reading program (such as Reading Counts and Accelerated Reader)
- **526 tag subfield 5** (Library name)\_\_\_\_\_

## USMARC 21 Records

- System interface is Follett Destiny
- Provide one record per title using US MARC, not one record per copy or volume
- Records must be formatted to current US MARC bibliographic standards
- Supply records electronically to [tdurkee@aisd.net](mailto:tdurkee@aisd.net)

## Barcode Information

