CATALOGING MANUAL   **Table of Contents**

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OCLC Searching Techniques – Cataloging Search WorldCat

Derived Searches

Access Points/Index Labels	Search Key Format
Title	3,2,2,1
Realism in modern literature	rea,in,mo,l
The complete circuit training guide	com,ci,tr,g
I believe in Unicorns	I,be,in,u
Hotel	hot,,,
Miracle on 34th Street	mir,on,34,s
Name/Title	4,4
Clarke/2001: a space odyssey	clar,2001
Hailey/Hotel	hail,hote
International Philatelic Association/	phil,stam
The stamp collector's magazine	
Personal name	4,3,1
Becker, George Joseph	beck,geo,j
Sobey, Edwin J.C.	sobe,edw,j
cummings, e.e.	cumm,e,e
De Graaf, Adriaan	degr,adr,
Kubler-Ross, Elizabeth	kubl,eli
Corporate name	=4,3,1
Hershey Foods Corporation	=hers,foo,c
American Rock Garden Society	=rock,gar,s
Ardian College	=adri,col,
Symposium on Man Made Forests in India	=man,mad,f

Stop words
When constructing a Corporate/Conference Derived (**cd:**) search, omit the following stopwords from the first segment only.
Also omit the stopwords when they appear at the beginning of a corporate/conference name in a Name/Title Derived (**nd:**).
Include the stopwords when they are not the first element of a corporate/conference name.

&	Conference	Institution	North	Subcommittee
a	Congress	International	North Carolina	Symposium
A	Connecticut	Iowa	North Dakota	Tennessee

Alabama	Council	Joint	of	Texas
American	Delaware	Kansas	Office	the
an	Department	Kentucky	Ohio	U.N.
and	Dept.	Louisiana	Oklahoma	U. N.
Arizona	Division	Maine	on	United Nations
Arkansas	East	Maryland	Oregon	United States
Association	Federal	Massachusetts	Organization	University
at	Florida	Meeting	Parliament	U.S.
Australia	for	Michigan	Pennsylvania	U. S.
Board	France	Minnesota	Rhode Island	Utah
Bureau	Georgia	Mississippi	School	Vermont
California	Great Britain	Missouri	Seminar	Virginia
Canada	Hawaii	Montana	Senate	Washington
College	House	National	Society	West
Colloquium	Idaho	Nebraska	South	West Virginia
Colorado	Illinois	Nevada	South Carolina	Wisconsin
Commission	in	New Hampshire	South Dakota	Workshop
Committee	India	New Jersey	State	Wyoming
Commonwealth	Indiana	New Mexico		
	Institute	New York		

Qualifiers

All of these searches can be limited by qualifiers for specific type of material.

Books (Monographs)	/bks
Serials	/ser
Sound recordings	/rec
Electronic resources	/com
Visual material	/vis
Maps	/map
Scores	/sco

One can also qualify by date by using the slash mark and the date or by language with a slash and a three-letter code for the language.

Numeric searches

Index (label)	Examples			Guidelines
	To find ...	Enter command line search	Enter guided search (Select index from list)	
ISBN (**bn:**)	0-8247-7142-7	**0824771427** (first or only search term) **bn:0824771427** (not first or only search term)	**0824771427**	Enter all numbers and *x*, if present. Omit hyphen. Or Hyphen is optional if using index label. Index label is optional in Command Line search if ISBN is first or only search term. The system identifies the following
	0-85109-130-x	**085109130x** (first or only element of	**085109130x**	

		search) **bn:085109130x** (not first or only element)		as ISBNs (with or without hyphens): *1234567890* *123456789x* *123456789X* *1234567890123*
ISSN (**in:**)	1234-5678	**in:1234-5678**	**1234-5678**	Always include hyphen.
	0098-3527	**in:0098-3527**	**0098-3527**	
	0018-165x	**in:0018-165x**	**0018-165x**	
LCCN (**ln:**)	map32-14	**ln:32000014** Or **ln:32-14**	**32000014** Or **32-14**	Enter number with or without hyphen. Omit leading zeros in serial number portion. Include year portion (2 or 4 digits).
	78-52051	**ln:78-52051** Or **ln:7852051**	**78-52051** Or **7852051**	
	2002-580246	**ln:2002-580246** Or **ln:2002580246**	**2002-580246** Or **2002580246**	
Government document number (**gn:**)	A 1.2:R31/14/984	**gn:a12r3114984**	**a12r3114984**	Enter all numbers and letters. Omit punctuation marks.
	NAS 1.2:SP1/46	**gn:nas12sp146**	**nas12sp146**	
OCLC control number (**no:**)	10998406	**no:10998406** Or ***10998406** Or **#10998406**	**10998406** Or ***10998406** Or **#10998406**	For Command Line search, precede number with index label and colon (**:**), asterisk, or number sign. For Keyword/Numeric **Search for** box, optionally, enter with asterisk or number sign instead of selecting an index.
Publisher number (**mn:**)	CO 1979-AB5-	**mn:co1979ab5**	**co1979ab5**	Enter all numbers and letters Omit punctuation marks.
Publisher number phrase (**mn=**) Formerly Music Publisher Number (from MARC field 028, Publisher number); now included in the Publisher Number index.	BBC 001	**mn=bbc 001**	**bbc 001** (select Publisher Number Phrase index)	When searching the phrase index, include spaces in search term.

One can also search with multiple terms by using the drop down boxes.   Non-numeric searches involve using whole words instead of the first letters of each word. An additional term include publishers .The searches can also be qualified with drop down boxes.

Cataloging BrowseWorldCat
By using this button, one can search using phrases or numbers from the beginning.
This searches only subfield "a"s. This is a good tool to use when one has a one or two word title or when stop words may obstruct the search.

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Any further searching tips and techniques can be found at
http://www.oclc.org/support/documentation/worldcat/searching/searchworldcatindexes/default.htm

One can do authority searching by using AuthoritiesSearchLC(Names and Subjects)
One can used derived searches:
4,3,1   Personal name searches
=4,3,1   Corporate name searches
3,2,2,1   Titles
5,3   Subjects
One can also use the dropdown menus.
Connexion users can also search using AuthoritiesBrowseLCNamesandSubjects
Users use the dropdown menu and then enter the search term. One can search for
Personal Names, Corporate Names/Conferences, Titles, Topicals, Geographical Names,
Subdivisions, Children's Headings, LCSH, LC Names
The browse does not allow searchers to go beyond the first screen while searching
allows users to see all the results if the search calls up under 1,000 hits.

Further information on authority searching and authority records can be found at:
http://www.oclc.org/support/documentation/worldcat/authorities/userguide/default.htm

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Procedures

Check Out Procedure

After you inventory material, it must be checked out to the TECH user the same day it is entered into SIRSI. If items are not checked out to the TECH user on the same day that they are inventoried, items with holds will show up on the send item list for the next day. Branch staff will be looking for materials they do not yet have.

The due date for the TECH user should be changed to NEVER.

Steps to follow when checking out items to the TECH user

1.   In Unicorn Workflows choose the Circulation Wizard.
2.   Under Common Tasks go to Checkout.
3.   Enter TECH in the User ID.
4.   Click on helper: Special Due Date (far right)
5.   Enter Special due date: NEVER
6.   Click on the radio button that reads "from now on"
7.   Click on OK
8.   Item ID: enter the barcode number.
9.   To override holds type the password "SUPER", then enter.

Original Record Input Procedure

1.   Database Technician determines OCLC database does not have a record available for the title in hand.
2.   Cataloger searches for record in OCLC. If a record is found, the record is saved to the OCLC online save file. The save file number is noted on the paperwork, and returned to the Database Technician. If a record is not is not found, the cataloger creates an original record in OCLC, and puts it in the OCLC online save file. Save number is noted on the paperwork.
3.   Record is reviewed by another cataloger or a Database Technician., if a cataloger is not available. After review, the record is resaved to the OCLC online save file
4.   Cataloger updates record on OCLC, and puts it in the OCLC online save file. The new save number is written on the paperwork.
5.   **No authority checks are necessary**, as all name and subject headings are checked for veracity by the cataloger who put in the original record.
6.   Database Technician or cataloger edits record for SIRSI input, verifies match points if using batch load, and exports the record into SIRSI. **NO UPDATE STEP IS NEEDED, SINCE THE OCLC RECORD IS ALREADY UPDATED IN OCLC.**

Procedures for loading macros for OCLC Connexion:

1.   G Drive
2.   tsdept.
3.   Catteam
4.   OCLC Macro
5.   Views on the toolbar
6.   Drop down box and select Details

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7.   Highlight all the macros – shift key + down arrow key
8.   Copy all the macros – control
9.   Close

Bibliographic Fields

Fixed Fields:

Type:

a	language material
i	non-music sound recording
j	music sound recording
g	video
k	art print/photos/charts
o	kit
m	computer file (CD-ROM and Internet resources)
c	score
e	map

Bib lvl:

s	serial
m	monograph

Enc lvl:

Blank	for PCC and national library records
7	brief LC for music (CIP records)
8	LC without item in hand
I	complete cataloging
K	less than complete

Ill:

a	illustrated
b	maps
c	portraits
d	charts
e	plans
f	plates
g	music
h	facsimiles
i	coats of arms
j	genealogical tables
k	forms
l	samples
m	phonodiscs, etc.
p	illuminations

Date:

b	BC date
s	single date

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e   detailed date
n   unknown date
r   reprint, original date
t   publication, copyright date differs
p   distribution, publication date (AV material)
q   range of dates for single item of questionable date
m   range of dates for multi-part item
c   serial item currently published
d   serial item that ceased publication
u   serial item status unknown

Language

The Lang subfield of the Fixed fields will be a 3-letter code matching the primary language of the material. The list of codes can be found at: http://www.loc.gov/marc/languages/langhome.html

If there are multiple languages, it should match the 3-letter code of the first subfield a in the 041 field.

If an item has no language i.e. a sound recording of symphonies or concertos, put zxx in the Lang subfield.

Variable Fields:

005:     Date/Time/ Stamp

Leave in. This is system generated.

006:     Additional Material Characteristics.

Different materials that exhibit more than one characteristic, even though it is not used locally as of now, leave in. Repeatable.

007:     Code for the physical characteristics of an item

For AV coding information about different carriers other than printed paper. Leave in, even though it is not used locally as of now.

010:     Library of Congress Control Number.

Leave in.

012:     Terminal Display.

Leave in. Used by Library of Congress.

015:     National bibliography number

Leave in. The number assigned to the catalog entry in a non U.S. national bibliography.

016:     National Library of Canada Bib. Record Control Number.

Leave in.

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017:     Copyright Registration Number.

Leave in.

019:     A change in OCLC Control Number Cross Reference for a new record.

Leave in.

020:     ISBN.

The subfield "a" contains the ISBN. This is searchable on SIRSI. Leave in. Repeatable.   If the ISBN on the back of the book is different from the ISBN on the inside of the book, use the one on the back as the first entry on the record.   Enter the second ISBN number (inside of book) on the record after the first one.

Add the 13 digit ISBN (beginning with 978) in the 020 field in the "a" subfield to all bibliographic records (11-2006). If it fails validation you can move it to the subfield "z" or delete it from the record. If it passes validation, leave it in the subfield "a" on the record.

The " z" subfield contains ISBNs that are invalid.

The subfield "c" contains the list price. Add the price, when available to all records. If the item is a paperback copy, enter pbk. in parenthesis (pbk.) after the ISBN number. If the price on the print out is for a volume set, then you need to determine the price for each volume in the set. To find the price for each book take the total price on the print out and divide by the number of titles/volumes in the volume set. This will give you the price for each book, and this figure that is entered on the record. Prices may also be checked on Amazon.com.

022:     ISSN.

It is repeatable. Searchable on SIRSI. ISSN's are also found in the subfield x of the 780 and 785 fields.

024:     Other Standard Identifier (Universal Product Code or International Article Number).

Leave in. Add to the record, if not already there.

028:     Publisher's Number.

Found on government documents, sound recordings, scores, and videos. Searchable on OCLC.

Leave in or add to the record. This is important to add, when there is no ISBN.

033:     Date/Time and Place of an Event.

Used in conjunction with the 518 field. Not searchable.

034:     Coded Cartographic Mathematical Data.

Found only in maps and is used in conjunction with the 255 field.

035:     System Control Number

Leave in.

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037:    Source of Acquisition.

Leave in.

This field contains the stock number, source, terms of availability and price.

Leave in or create one for standing orders.

039:    Core Record Designation

The only valid entry in this field is core.

040:    Cataloging Source.

Contains 3-letter codes of all the libraries who contributed to the master record in OCLC (DLC-Library of Congress, UKM -British Museum, NLC -National Library of Canada, NLM -National Library of Medicine, and KNJ -Johnson County Library, KCJ -JCCC Library, and KOP -Olathe Library).

Use DLC DLC records whenever possible.

041:    Language code.

If there are more than one language in the a, b, d, e, f, g, or h subfields of the 041 field, repeat the subfield instead of stringing the codes in one subfield. If multiple language codes are in one subfield, separate the languages into separate subfields.

First subfield "a" must correspond to the fixed field.

Example:

Multiple languages need to be in separate subfields "a".

Example:

042:    Authentication code.

Leave in.

043:    Geographic Area Code.

Contains 7 characters that are codes for the setting of the material. The subfield a can be repeated up to three times if the material is about multiple locations.

Leave in.

044:    Country of Publishing/Producing Entity Code.

Leave in.

045:    Time Period of Content.

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Leave in.

Contains coded information of the time the material covers or the time when musical compositions are written.

047:     Musical Composition Code.

It contains coded information for different types of music if there are multiple forms of music in one recording. The field is only used when the "Comp" subfield of the fixed field is multiple (mu).

048:     Number of Musical Instruments or Voices.

Leave in. This is a non-searchable field that contains coded information.

049:     Local Holdings.

Ownership and location (ex. KNJA, KOPA and JCL).

050:     LC Call Number.

Leave in.

There are two common sets of indicators 00 for numbers assigned by the Library of Congress and 14 for call numbers assigned by other libraries.

052:     Geographic Classification Code.

It is used only for maps in our catalog and the code is taken from the map classification tables in the G schedule of the LC Classification System. Leave in.

055:     Canadian Call Number.

Take out.

060:     National Library of Medicine Call Number.

Take out.

070:     National Agriculture Library Call Number.

 JCL does not require that you delete this field.

072:     National Agriculture Library Call Number.

JCL does not require that you delete this field.

074:     GPO Item Number.

Government document. Leave in. JCL uses.   It is only entered by the Government Printing Office.

082:     Dewey Call Number (LC).

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Leave in.

086:     Government Document Classification Number.

Leave in. JCL uses.

088:     Govt. document Report Number.

Leave in. JCL uses.

090:     Locally Assigned Call Number.

Delete from record.

092:     Dewey Number (Local)

Construct or modify according to policies of entering library.

There should **only be one 092 field** in a bibliographic record.

096:     Locally Assigned Medical Call Number.

Take out.

100:     Personal Name. Individual author.

If there are 2 or 3 authors, the first one goes in the 100 field.   The others go in 700 fields (separate entry for each author—indicators 1 blank).

If there are 4 or more authors, make the record a title entry; and list only the first author in a 700 field.

110:     Corporate Name.

If about the corporation or laws of the corporation, or collective thoughts of the corporation, then keep. If not, then change to 710.

111:     Meeting Name.

Conferences. (Ex. Olympic Games) Keep. Do not change to a 711, but leave 711 as it appears in record. .

130:     Uniform Title.

For monographs and music, uniform titles gather together different versions representing the same work that appears in different manifestations, including translations and different formats within the catalog. Uniform titles operate as title main entry (130), e.g. Beowulf, El Cid, Bible, Koran, or as author/title entry (100/240), e.g. Huckleberry Finn, Shakespeare plays, selections of the collected works of an author (Works) of composer (Symphonies).

 For serials, uniform titles differentiate titles of serials using the same word or phrase in the title. The first title will have just the title as a main entry, all subsequent conflicting serial titles in the catalog will have uniform title entries with qualifiers to differentiate or separate one entity from another.

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Use of 130 and 240:

Use for the Bible, Koran, and other texts of world religions.
Use for law, e.g. Kansas statutes, etc.
Use for classical music.
Change foreign title 130 to 730.
Change 240 to 246 (indicators 3 blank). See further instructions on the 246 field.
For serials, use 130 as main entry, only if new title exactly matches a title already in the database. If there is no conflict, delete the 130 field or if foreign title, change 130 to 730.
Delete 240 Works, Selections, Plays, etc.
If a title is nonfiction, delete the 240 representing an edition not owned by JCL.

210:     Abbreviated Key Title.

Leave in to get the record to produce, then remove field from record after down loaded to SIRSI.

222:     Key Title (usually serials).

Leave in to get the record to produce, then remove field after download to Sirsi.

211:     Acronym or Shortened Title.

Obsolete. Remove.

212:     Variant Access Title.

Change to 246 if valid variation.

214:     Augmented Title.

 Obsolete. Remove.

240:     Uniform Title.

If a work is a translation into English, and bibliographic record has the original foreign language title in a 240 field; change the 240 field to a 246 field with indicators of 3 1. Delete the period from the end of the field. Delete all subfields after the title. Add a second 246, indicators 3 blank, without the initial article in the original language, if the title contains an initial article.

Delete this field if it contains a subfield "a" with "selections", "works" or "plays".

243:     Collection Uniform Title.

Obsolete. Remove.

245:     Title.

Generally transcribe the title as it is on the title page or container. Exceptions exist for audio-visual materials, subfields not indexed for searching in Sirsi, and series.

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One example of an exception is that we do not use the possessive for audio visual formats. For example, William Shakespeare's Romeo and Juliet would simply be Romeo and Juliet. For complete instructions, go to the chapters for the formats.

An exception to this is the E FICTION Disney books. We do not use the possessive (Disney's or Walt Disney…) in the 245, but use the first word of the title in the 245 field.

For titles beginning with indefinite articles (e.g. *A, An, The, Le*), use the appropriate indicators.

> Indicators for titles beginning with the word "A" are 12
> Indicators for titles beginning with the word "An" are 13
> Indicators for titles beginning with the word The" are 14.

See instructions in the 246: Additional title for foreign language titles with initial articles.

If the source of the title is something other than the title page, please note this in a 500 note.

Example: Title from cover.

"n" subfield in the 245 field

The "n" subfield generally occurs in 245 fields when the "a" subfield of the 245 is not unique, and the only difference is numbering which does not signify a part.

When an" h" subfield is necessary, it follows the "n" subfield, but precedes the" b" subfield. Since the numbering is in the "n" subfield, it is unnecessary to enter the numbering in the "h" subfield.

For searching and formatting for the hit list, the contents of the "n" subfield should be standardized for the titles within a run. The volume number in the subfield "n" is included in the call number in the 092 field, and is formatted according to the instructions in the *Volume field guidelines*.

Example

245 10 Id_entity. ‡n Vol. 1
245 10 Id_entity. ‡n Vol. 2
245 10 Id_entity. ‡n Vol. 3
245 10 Id_entity. ‡n Vol. 4

092   GRAPHIC FICTION Son HeeJoon v.1

Graphic novel example

The wallflower. ‡n8 ‡h [graphic] /‡c Tomoko Hayakawa ; translated and adapted by David Ury ; lettered by Dana Hayward.

"p" subfield in the 245 field

One configuration is an 'a' subfield with a non-unique title and a unique subtitle in a p subfield in the OCLC record. Graphic novel series and television series are some of the materials that may have this configuration of title.

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When an "h" subfield is necessary, it follows the "p" subfield, but precedes the "b" subfield.

Book Example:

OCLC: Rashi's daughters. ǂn Book one. ǂp Joheved / ǂc Maggie Anton.

Sirsi: 245 10 Joheved ǂh [#1] / ǂc Maggie Anton.
            246 3 Rashi's daughters. ǂn Book one: Joheved
          490 0 Rashi's daughters ; ǂv bk. 1

Science fiction example

OCLC: 245 10 Gateways. ǂn Book 6, ǂp Cold wars / ǂc Peter David.

Sirsi: 245 10 Cold wars / ǂc Peter David.
          246 3 Star trek new frontier, |pCold wars
          246 3 Gateways, |pCold wars

DVD example

OCLC: Dora the explorer. ǂp Musical school days ǂh [video recording] / ǂc Nick Jr.

Sirsi: 245 00 Musical school days ǂh [juvenile DVD] / ǂcNick Jr.
        246 3   Dora the explorer, musical school days

Continue using the subfield "h" when the "a" subfield of the 245 contains a unique title and not a "series" title.

"h" subfield in the 245 field (GMD and volume numbers)

Add format appropriate general material designator as designated.

If the material has a **series volume number**, add a subfield "h" with the number in brackets. It is inserted after the "a" subfield, and before the punctuation preceding the "b" or "c" subfields. When an "h" subfield is necessary, it follows the "n" and "p" subfields. These subfields also precede the "b" and "c" subfields.

Example: Peach girl.|n4|h[graphic novel] /|cMiwa Ueda.

Numbered Series:

Series numbers are added in the "h" subfield for all material that is part of a numbered series

Example: 245 10 Vendetta Canyon|h[unabridged book on CD #6] /|cby Stan Lynde.

Example: 245 12 A light in the window ǂh[#2] / ǂc Jan Karon.

                 490 1 Mitford years ; ǂv[02]

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800 1   Karon, Jan, ‡d 1937- ‡t Mitford years ; ‡v[02].

Series

If a "series" title is in the 245 subfield "a", it should be also be in a 490 field.

<u>246:</u>   Additional Title.

If the 245 field contains an "&" in the title, add a 246, first indicator 3 with this spelled out (and).

Only add foreign titles both with and without articles to make them easy for patrons to find. Otherwise do not include initial articles.

        Indicators:
                First indicator - Note controller/title added entry
                0   - Note, no title added entry
                1   - Note, title added entry
                2   - No note, no title added entry
- No note, title added entry

Second indicator - Type of title
                Blank   - No information provided
                0   - Portion of title
                1   - Parallel title
                2   - Distinctive title
                3   - Other title
                4   - Cover title
                5   - Added title page title
                6   - Caption title
                7   - Running title
                8   - Spine title

When the 246 field contains an alternate form of word(s) in the title, a foreign language translation of a title, numerals spelled out, combining two words into one or separating one word into two, use indicators of 3 blank. <u>Delete any articles preceding the title.</u> No period required at the end of this line. If the foreign language translated word is exactly the same as the English language work, delete this field.

If the 246 is a <u>PORTION OF THE TITLE</u> or anything after the dagger b, the indicators are 30 for the 246 field.

Example: 245 10 Walt Disney's classic 101 dalmatians / ‡c illustrated by…
                246 30 101 dalmatians

If the 246 field reflects the <u>COVER TITLE</u>, as opposed to title from the title page, the indicators are 34.

Example: 245 10 Survivor benefit plan for the uniformed services.
                246 34 SBP, Survivor benefit plan for the uniformed services made...

If the 246 is an <u>ALTERNATE FORM OF WORD(S) IN TITLE</u>, including foreign language translations of the title, numerals spelled out, combining two words into one, or separating one word into two indicators are 3 blank.

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Example: 245 10 Walt Disney's classic one hundred one Dalmatians / ‡c illustrated by…
                246 3 Walt Disney's classic 101 Dalmatians

                245 10 MicroLeague baseball : ‡b official field guide….
                246 3   Micro League baseball

250:    Edition Statement.

Edition statements must match exactly the information appearing on the item, using the abbreviations as prescribed in AACR2 Rev. If more than one edition statement appears in the book, list one in the 250 field and the others in separate 500 notes, indicating source of information.

Preference is for the edition statement to appear in the following hierarchy.

1.   Title page.
2.   Title page – verso.
3.   First page of cover – Front Cover **
4.   Elsewhere on cover **
5.   Preface/introduction.
6.   Jacket. **

** Edition statements found on these sources must appear in brackets.

254:    Musical Presentation Statement.

(Ex. Miniature score or Study score)

255:    Cartographic Mathematical Data.

(See field 034.)

256:    Computer File Characteristics.

Use 538 in addition. Leave in.

260:    Publication, Distribution, Etc.

Place of publication, place of distribution, publisher, distributor, date of publication, etc.

When not available use the abbreviations for Place of publication and publisher: (s.l. i.e., sine loco, and s.n. i.e., sine nominee)

When available, include the dates in subfield "c" on serials. (s.l. i.e., sine loco, and s.n. i.e., sine nominee)

Edited record must match the item in hand. Dates listed must correspond with dates listed in fixed field.

261:    Imprint Statement for Films.

Obsolete.

262:    Imprint Statement for Sound Recordings

Obsolete in Sound Recordings. Change to 260 information. (Also 305 is obsolete.)

263:     Projected Publication Date

Delete this field.

270:    Publisher Address.

Leave in.

300:    Physical Description.

Based on type of material. (Ex. for books: number of pages, illustrations, size, etc.) Punctuation and delimiters are important. Check against fixed fields, such as illustrations- "a".

Pagination, including preliminary paging and illustration statements must aggress with the book in hand.

This field has no indicators.   Check the punctuation carefully in this field.

305:    Sound Recording Physical Description.

Obsolete.

306:    Playing Time

Optional

310:    Current Publication Frequency of a serial.

340:    Physical Medium.

Used for special types of material, like marble or handwritten.

342:    Geospatial reference data.

343:    Planar Coordinate Data.

350:    Price.

Take out. (Occurs in old records.)

351:    Organization and Arrangement of Materials.

For computer files and for visual materials. Leave this in if it matches the material.

362:    Dates of Publication and/or Volume Designation.

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Use with serials. Need to end this field as well as date field and fixed field in 260 filed when serials cease publication.

4XX/8XX: Series

Verify if the series authority record for a series title exists in the catalog. If there is an authority record in Sirsi, the 490 field should be a transcription of the series as displayed on the book. Edit or add the 8XX field to match the authorized heading. If there is one series title that covers all publishers and formats, use that series heading in all existing records. If there are multiple series authority records for different formats or different publishers use the specific series for the matching format or publisher when available.

Volume Numbers – "v" subfield

Add numbering of volume, if available in subfield "v" to 490 and 8XX fields.

Example: 490 1   The Californians ; ‡v bk. 4
                800 1   Wick, Lori. ‡t Californians ; ‡v bk. 4.

If there is no series authority record available in Sirsi or OCLC, add a 490 field, first indicator 0, second indicator blank, subfield "a" SERIES to bibliographic record. Series with no authority record will remain in the bibliographic record as a 490 with first indicator 0. Once an authorized series authority record is entered, the 490 0 SERIES will be deleted and series notes will be edited to match the form in the authority record.

Example: 490 0   SERIES

Place all titles in a fiction series in the same genre (e.g. Fiction, Mystery, Science fiction, Western).

Leave all series notes in a record. However, if an authority record instructs "use as quoted note" for a phrase coded as a series, edit the contents of the 4XX/8XX fields present in a record into a single 500 title note field.

Example:

130: 0|aHamish Macbeth mystery
   643:   |aNew York :‡bMysterious Press
   667:   |aGive as a quoted note.
   670:   |aDeath of an addict, c1999: ‡b (A Hamish Macbeth mystery)

For JCL catalog, change any 490/8XX notes in OCLC record to:

500   "A Hamish Macbeth mystery."

490: (Unverified series)

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The 490 is a descriptive field and should match the wording available for the series statement.
First indicator is 0, second indicator blank

Example: 490 0   Heiress in London ;|v02

490/800 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 800 field, the first indicator is usually 1, second indicator is blank.

Example: 490 1   The Californians ; ‡v bk. 4
                  800 1   Wick, Lori. ‡t Californians ; ‡v bk. 4.

490/830 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 830 field, the first indicator is blank, second indicator is 0.

Example: 490 1   Star wars
                  830 0 Star wars (Bantam Books (Firm)

500:     Notes

Name each separate section, such as stories, poems, songs, and can be found by keyword search. Notes show on IBistro.

504:     Bibliography, Etc. Notes.

505:     Formatted Contents Note.

First indicator: 0 - Contents, entire item
          (type of contents)   1 - Incomplete contents
                                  2 - Partial contents
                                  8 - No print constant provided
Second indicator   blank - Basic
          (Encoding level)   0 - Enhanced

507:     Scale Note for Graphic Material.

508:     Creation/Production Credits Notes.

Non-performing credits, not listed in the 245 field.

510:     Citation/Reference Note. (Indexing for periodicals.)

511:     Participant or Performer Note.

First indicator tells type of participants.

518:     Date/Time and Place of an Event Note.

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Of recording, filming, etc. (See field 033.)

<u>520:</u>   Summary, Etc. Notes.

Do not delete from record.

Add for children's books and all audio-visual material, except music CDs.

<u>521:</u>   Target Audience note.

Do not add, edit or delete.

<u>538:</u>   System Details Note.

For software and video recordings information. Use this, not the 753 field.

<u>546:</u>   Language Note

Languages should match the coding in the 041 field and vice versa.

Add closed-captioned here.

Add or keep the 546 note on which languages, audio tracks and subtitles are noted.

<u>590:</u>   Local Note.

If you want a local note to appear first on the record use the 500 field.

Remove field 590 which has prices or references to outsourcing projects.

<u>596</u>   Held by

SIRSI assigned note. Generated note with holding locations.

<u>599</u>   Recently Arrived

SIRSI assigned note. Use if you need to modify, when you have received the wrong issue of a serial publication.

<u>600:</u>   Personal Name Subject.

Leave in delimiter t and you may add delimiters x and v as well as subdivisions to indicate criticism and interpretation or study guides for literary works.

Second indicator in the 600 field is always a 0. When the subfield v is Juvenile fiction or Juvenile literature, the indicators or 10 or 20.

<u>610:</u>   Corporation Name Subject.

<u>630:</u>   Uniform Title.

_____

Always leave in.

<u>650:</u>   Topical Term Subject.

Each youth and adult record must have at least one subject heading.

Indicators for this field are blank 0.

Place a period at the end of a subject heading. Exceptions: Omit the final period if the final element in the heading is a closing parenthesis, an open date, or a mark of ending punctuation.

Check all subject headings on children's records to see if they are valid. Check any "suspicious" ones on the adult records.

If the second indicator is not a 0, delete or replace with LC equal.

Delete the following subdivisions: Congresses, Popular works, Videocassettes, Handbooks, manuals.

Do not remove Maintenance and repair.

Refer to genre heading list and the guidelines in the audio-visual sections to determine changes.

For large print books delete the 650 field that says Large type books.

As a general rule use the first 650 entry on a non-fiction entry to determine the Dewey class.

Subfields v and subfield x

   Ireland ‡v Guidebooks.

   Ireland ‡x Description and travel.

   Graduate Record Examination ‡v Study guides.

   Universities and colleges ‡x Entrance examinations ‡v Study guides.

   Examples: 600 10 ; a Melville, Herman, ‡d 1819-1891. ‡t Moby Dick ‡v Study
                  guides.
                    650;   0 ; a American fiction ‡y 19th century ‡v Study guides.

   When in doubt consul the publication <u>Free-Floating Subdivisions</u>

Subfield "x" vs. Dagger "v"

   Dagger "x"   use if it is "about"
   Dagger "v"   use if it "is"

   If a book is about dictionaries then you would use the subfield "x". However, if a book is a dictionary then you use the subfield "v".

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United States subdivision

> THIS ONLY PERTAINS TO UNITED STATES AS A SUB-DIVISION IN A 650 FIELD. DO NOT DELETE UNITED STATES WHEN IT APPEARS AS A 651 ‡a.

> The subdivision ‡z United States can be deleted from most topical headings.

> Delete from biographies of American citizens.

> Do not delete, if it is part of a complete subdivision phrase. Example: ‡z United States ‡x States

> Do not delete from history subject headings. Example: 650 0 Cities and towns ‡z United States ‡x History.

> Do not delete from foreign relation documents such as treaties or other documents that display reciprocal agreements between the United States and another country

> Do not delete, if a topic heading with a sub-field ‡z United States is a part of a cross-reference to one or more headings in our local system, keep the subdivision in the subject heading.

651:    Geographic Name Subject.

 Leave in. Indicators are blank 0.

When possible, use the state or the city/state geographical sub-division, if that can be determined, especially for fiction titles or biographies.

As a subject heading, the state or the city/state geographical field is 651, indicators blank 0.

653:    Index Term.

Change to 650 if you can find LC form, otherwise remove.

655   Genre Headings

Refer to genre headings list for commonly used headings and their formats. Generally use genre headings as is from our list, or from the Guidelines on subject access to individual works of fiction, drama, etc.

Some Genre headings are also valid LCSH. These are identified by the ‡2, or the second indicator of 0. When editing a record with 655 0 or 655 ‡2, determine if you will use the heading as is, or whether the heading will require a subdivision such as ‡v or ‡x.

If you do add the subdivision, the 655 is changed to a 650.

655 7 ‡2 gsafd genre headings are not available to use as 650s with or without subdivision.

690:    Topical Term Local Subject.

_____

Local subject headings go in a 690 field. Indicators are blank, blank. A period goes at the end of the field.

If you overlay an Olathe bibliographic record, retain any 690 field that was on their record on the new JCL bib record.

<u>700:</u>   Personal Names

Use for author added entries

Do not keep author/title by using delimiter t, except in music collections and analytics.

If the book is a story collection by different authors, leave in the dagger t and add 740 fields for the titles.

When this field contains the name of the illustrator (children's books), delete the subfield "e" and put a period at the end of the illustrator's name.

<u>710:</u>   Corporate Name.

If publisher obvious, such as McGraw-Hill, delete.

<u>730:</u>   Uniform Title.

Leave in as necessary.

130 field usually is changed to a 730.

First indicator 0--9 for non-filing characters, and the second indicator is blank.

<u>740:</u>   Added Entry—Uncontrolled Related/Analytical Title

Tag is limited to added entry access for analytical titles.
An analytical title is an independent work contained within the item being cataloged. The first indicator reflects the number of non-filing characters.
For SIRSI delete initial articles, and change the first indicator to 0. The second indicator reflects that it is an analytical title, and will be 2.
This field is often used in conjunction with Author/Title entries. Generally, there will be a 7XX field with the author's name and title by that author as well as the 740 title field for records containing works by different authors.
The database still has older records using 740 as uncontrolled related titles, meaning variant/added titles for a work, rather than works contained within the collective title. Newer records generally use the 246 fields for these types of titles.
This field is searchable on SIRSI by Title.

<u>753:</u>   System Details Access to Computer Files.

Delete. Use field 538 instead.

<u>775:</u>   Other Edition Entry.

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Leave in.

780:    Preceding Entry (previous title).

785:    Succeeding Entry (next title).

Use if a serial is succeeded by a new title.

800:    Series Added Entry - Personal Name, Author title or Uniform title.

Should have accompanying 490 1 field. If series is not authorized, be sure to add 490 0 SERIES note to record.

830:    Series Added Entry – Uniform Title.

Should have accompanying 490 1 field. If series is not authorized, be sure to add 490 0 SERIES note to record.

850:    Holding Institution.

After transferring, take out.

856:    Electronic Location and Access

Leave in. However, remove any duplicated or incomplete 856 fields.

890:    Local Library of Congress holdings.

Delete.

901:    Numbered Copy Information.

Delete.

936:    Dates or Volume Designations of Last Issue Consulted.

Used in cataloging serial records. Leave in.

938:    Vendor Specific Ordering Data.

Do not add, edit or delete.

942:    Local Processing Information

943:    Local Processing Information.

Location, Holding Codes and Quantity

945:    Local Processing Information

Fund

946:     Local Processing Information

Price

949:     Local Processing Information

Local call number information

The following fields are included in SIRSI searches:

	Keyword Index Synonym	MARC Entries Included
Author	AU	100,110,111,700,710,711
Title	TI	130,245,440,730,740
Subject	SU	600,610,611,630,650,651,690,691
Series	SER	400,410,411,440,490,800,810,811,830,840

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CUTTERING POLICIES FOR SPINE LABELS (092 field)

The cutter is determined from the 1XX field of author main entry or the 245 field of title main entry with exceptions for individual biographies and some series.

The cutter for nonfiction is limited to the first 8 characters of the author's last name taken from the authorized form in the 100 field. If the material is title entry, limit the cutter to the first 8 characters of the first non-article word of the title.

For fiction (Adult, Juvenile, YA), the cutter is limited to the first 8 characters of the author's surname and first name taken from the authorized form in the 100 field. Do not include middle initials or dates of the author. If the material is title entry, limit the cutter to the first 8 characters of the first non-article word of the title
.
Do not include spaces. Treat as unhyphenated double name.

Use upper and lower case letters appropriately

Drop the first name or initial to the next line on the spine label.

Consult label formats when editing the 092 field.

Acronyms

       Use up to the first eight characters of the acronym. Eliminate spaces and punctuation, but use the case
of   the acronym.

Apostrophes and Hyphens

       Leave apostrophes and hyphens out.

Biographies/Autobiographies

For biographies and autobiographies use the last name, first initial of who the biography is about in all caps and the name of the author of the book in upper and lower case. Use the form of the biographee's name in the 600 field. For persons with titles in the subfield c of the 600 field, use up to 8 characters of the first word of the title in the subfield c.

Dates

Check individual instructions as to when to add dates to the spine label. Add month of inventory and the date for all circulating titles that are copyrighted during the current year. Use the copyright date of the English translation for foreign titles.

When copyright dates appear for the following year, use month of inventory and current year until Dec. 31 of current year. For example: A book is published September 2010 and received for cataloging in September 2010, but copyrighted 2011. The 092 fields and spine label will use 09/2010.

Example: FICTION Grisham John 01/2007

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Exceptions to the above are the automobile maintenance manuals or any other materials with specific dates. In these cases, do not use the copyright date. Spine label date is the model year or the specific years covered by the material.

> Example: Manual for Chevrolet automobiles copyrighted in 2004, but covering years 1992-2002.
> The spine label will have 1992-2002.

Example: 2005-06 test guide copyrighted in 2004.
The spine label will have 2005-06.

Diacritics

> Take out diacritics for the 092 field and on the spine labels.

Initials in cutters

> Do not leave spaces between initials, such as Stine R.L.

Numerals as Cutters

> Spell out   (Example: 101 Dalmatians the cutter will be One)

Title Main Entry

Use first non-article word of title. If first word is a number, then use first word of the number spelled out.

Volume Numbering

For circulating and noncirculating materials, this is generally only used on the spine labels when present on the material and the decision is made to use the volume numbering for shelving purposes. Some examples include encyclopedia sets or graphic novels that have the same title, are not part of a series, have the same author, and have a volume number.

Dr., St., Mr., and Mrs.

> Do not spell out, unless it is spelled out on the title. Always retain the period after Dr., St., Mr. and
Mrs.   Run the letters together if there are more than 8 characters in a name.

> Example: St. John
> > StAndrew (no spacing between letters) Abbreviations – spell out the first word of the abbreviation, up to the first eight characters.

Hyphenated Double Surname

> For a hyphenated double surname run the entire name together with no hyphen or spacing. Capitalize
the   first letter of the second surname. Limit the number of characters to eight letters.

> Example: Surname: Garcia-Marquez
> > Cutter: GarciaMa

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<u>Un-hyphenated Double Surname</u>

For an un-hyphenated double surname run the name together with no spacing. Capitalize the first letter of the second name. Limit the number of characters to eight letters.

Example: Surname: Lomas Garcia
                  Cutter: LomasGar

<u>Names in direct order</u>

For names in direct order, use up to the first 8 characters of the author's name, using up to the first two parts of the name taken from the authorized form in 100 field.

Example: 100 0   Minister Faust
                  Use Minister and Faust for the two cutters using the order in the 100 field.

                  DEWEY or Fiction genre
                  Minister
                  Faust
                  DATE

<u>Names with spaces between letters</u>

If the last name contains a space between letters, leave in if the total number of characters does not exceed 8 characters (Example: De Palma). Remove the space to include 8 characters in the cutter (Example: Van Draanen [Van Draanen])—maintain capital letters.

<u>Titled Persons (dagger "c")</u>

For persons with titles in the subfield c of the 600 field, use up to 8 characters of the first word of the title in the subfield c.

<u>Double Cutters</u>

The first double cutter will be all in capital letters. These are often used where series or characters have titles written by more than one author. Refer to other sections for more specific directions.

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Date of Publication, Distribution, etc.

The following rules are applicable for deciding date(s) in subfield c of 260 field. Use brackets if date(s) are obtained from anywhere other than the chief source of information.

For works with a Single date:
If the date is in a copyright notice, use this date with a "c" .Example — ‡c c2007.

If there is only a publication date noted, this date is used. Example — ‡c 2007.

If there is no copyright date or publication date noted, then the printing date may be used. Example — ‡c 2007.

For works with multiple dates: Generally ignore printing dates, when publication dates and copyright dates are available. For any situations not covered by this list, review AACR2, Rev. 1.4F.

If a publication date is on the title page and it matches the copyright date on the verso, use the publication date. Example — ‡c 2007.

If a date is with the edition statement, and it matches the copyright date on the verso, use this date. Example — ‡c 2007.

If a publication date is available and it differs from the copyright date, use both dates. Example --‡c 2007, c2005.

ADAPTED – Use the adaptation date. Text has been changed.

EDITED – Check with a cataloger on this one. Most likely you will use the most recent copyright date. However, this depends on how much the material was changed from the original edition.

NEW FOREWORD – If a book contains a new foreword that has been copyrighted, and that copyright date is different than the copyright date of the book, use the date that the forward was copyrighted as the publication date and keep the original copyright date on the record. Example: 2007, c1939.

PUBLISHING DATE AND COPYRIGHT DATE – If a book has both a publishing date and a copyright date, the publishing date comes first, and the copyright date second. Ignore printing dates. Example: 2000, c1999.

RENEWED – If the copyright date has been renewed, use the original copyright date.

REPRINTS – If the fixed field has an "r: (reprint) in the Date tp subfield, the dates subfield must contain 2 dates. The 260 field has just one date, the most current date, generally the publication date of the work in hand.

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<u>RESTORED</u> – Use the original copyright date, not the restored date.

<u>REVISED</u> – If the copyright date is revised then, use the revised copyright date.

<u>TRANSLATION</u> – Use the translation copyright date.

<u>TWO COPYRIGHT DATES SEPARATED BY A COMMA</u> – If two copyright dates separated by a comma; use the second date, if the material is non-fiction. If the book is fiction, then determine if the material has been changed. If there are changes, then use the second date.

Local Subject Headings

Local subject headings go in a 690 field. Indicators are blank, blank.
A period goes at the end of the field.
If you overlay an Olathe bibliographic record, preserve and enter any 690 field that was on their record.

Subject Tracings for adult material

Miscellaneous Subject Headings

Art prints.
Kits.
Large print
Music scores.
A+ Certification.
Cisco Certified Network Associate.
Certified Novell Engineer.
Certified Novell Administrator.
Computer certification tests ‡v Study guides.
Microsoft Certified Systems Engineer.
Microsoft Certified Solution Developer.
Periodical collection.
Regional Reference periodical collection.
Spanish language materials. (Substitute appropriate language)

Subject Tracings for Adult Reference

Genealogy periodical collection.
Government Documents periodical collection.
Government Documents CD-ROM collection.
Government Documents computer disk collection.
Government Documents video collection.
Government Documents DVD collection.
Government Documents DVD-ROM collection.

Subject tracings for Youth Material

Subject tracings for Award Winning youth Books

Caldecott Medal
Caldecott Medal -- Honor Book

Newbery Medal
Newbery Medal --Honor Book

Printz Award
Printz Award -- Honor Book

William Allen White Award
Coretta Scott King Award
Belpre Medal
Sibert Medal
Batchelder Award
Carnegie Medal
National Book Award
Heartland Award
Bill Martin Jr. Picture Award
Seuss Geisal Award

Subject tracings for **Holiday Books**

Holiday book -- Christmas.
Holiday book -- Easter.
Holiday book -- Halloween.
Holiday book -- Hanukkah.
Holiday book -- Passover.
Holiday book -- St. Patrick's Day.
Holiday book -- Thanksgiving.
Holiday book -- Valentine's Day.

Miscellaneous subject tracings for Youth Books

EER
Music scores ‡x Juvenile literature.
Large print ‡ Juvenile literature.
Large print ‡ Young adult literature.
Spanish language materials (Substitute appropriate language) ‡x Type of material (i.e. Juvenile literature, Young adult literature, etc.
Bilingual materials ‡x Name of language (i.e. Spanish) ‡v Type of material (i.e. Juvenile literature, Juvenile films, etc.).

Original Record Input Procedure

1. Database Technician determines the OCLC database does not have a record
    available for the title in hand.

2. Cataloger creates an original record in OCLC, and puts it in the save
    file. Save number is noted on the paperwork.

3. Record is reviewed by another cataloger or a database technician, if
    a cataloger is not available. After review, the record is resaved.

4. Cataloger updates record on OCLC, and puts it in the save file. The
    <u>new</u> save number is written on paperwork.

5. <u>No authority checks are necessary,</u> as all name and subject headings
    are checked for veracity by the cataloger who put in the original
    record.

6. Database technician edits record for SIRSI input and exports record
    into SIRSI. <u>NO UPDATE STEP IS NEEDED, SINCE THE OCLC RECORD IS ALREADY
    UPDATED IN OCLC.</u>

Adds vs New Record

Generally for fully cataloged adult books, if the <u>author, illustrator, publisher, paging</u> (slight variations allowed for pagination) <u>and size</u> (2-5 cm. variation allowed) match an existing bibliographic record, you may add the title to the record. Add the new ISBN (020 field) as the first ISBN to the record and the price, if available.

When title is purchased to fill outstanding holds, use existing record per instructions from Collections staff rather than adding a new record.

Merge multiple records for titles filling holds as requested by Collections staff. Delete holdings of deleted records from JCL OCLC holdings. Notify Olathe of merges containing OPL copies.

Disregard the publisher for children's books (this applies to E and J books only).

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Authority Corporate Name

<u>MINIMUM MARC FIELDS:</u>

010   Identification number
110   Corporate Author
410   See reference
510   See also reference
670   Notes

<u>POLICY:</u>

Auto Graphics will transfer authority records for all corporate/conference headings regardless of the presence of cross-references or whether the corporate heading is for a federal agency if there is an authority record in OCLC.
Person checking authority files will standardize unauthorized corporate headings.
Person checking Auto Graphics files will transfer all appropriate authority records and/or edit headings for all unmatched headings.

<u>PAST POLICIES:</u>

All corporate authority records with cross references and only those with cross references were transferred.

Authority Personal Name

<u>MINIMUM MARC FIELDS:</u>

010   Identification number
100   Author
400   See reference
500   See also reference
670   Notes

<u>POLICY:</u>

Auto Graphics will transfer authority records for all personal name headings regardless of the presence of cross-references if there is an authority record in OCLC.
One can easily check personal name headings in bibliographic records in OCLC by trying to control the heading.
Person checking Auto Graphics files will transfer all appropriate authority records and/or edit headings for all unmatched headings.

<u>PAST POLICIES:</u>

         Transferred all authority records with cross-references. Transferred name/title uniform title authority records for non-musical works.

Authority Series

MINIMUM MARC FIELDS:

010	Identification number
1xx	Main entry
4XX	See references
5XX	See also references

POLICY:

Check in "Display Authority" in workflows to see if a series has an authorized authority record.
If not, add a 490 note with SERIES, so that the assigned cataloger can check the series.
Designated person transfers or creates authority records for all series.
Designated person changes author/title series records to title series records, if the series title doesn't conflict with another title or series title in iBistro.
Designated person adds appropriate qualifiers to series titles or cross references, if the title or cross reference matches a title or series title in iBistro.
Designated person creates authority records in SIRSI, when deemed necessary.

Authority Title

MINIMUM MARC FIELDS:

010   Identification number
130   Title
430   See reference
670   Notes

POLICY:

Transfer all authority records with cross references.

GMDs

	AACR2 GMD	DESCRIPTION	LOCAL GMD
Audio books	[sound recording]	Used for abridged books on audiotape	[abridged audiotape]
		Used for unabridged books on audiotape	[unabridged audiotape]
		Used for audio cassette that is not books	[audiotape]
Audio books-J		Used for juvenile books on audiotape	[juvenile audiotape]
Books on CD	[sound recording]	Used for abridged books on CD	[abridged book on CD]
		Used for unabridged books on CD	[unabridged book on CD]
		Used for CDs that aren't books	[CD]
Books on CD-J		Used for juvenile books on cd	[juvenile book on CD]
Music CDs	[sound recording]	Used for music CDs	[CD music]
Music CDs-J		Used for juvenile music CDs	[juvenile CD music]
VHS	[video recording]	Used for videotapes	[videotape]
VHS-J		Used for juvenile videotapes	[juvenile videotape]
DVD	[video recording]	Used for DVDs	[DVD]
TV series on DVD	[video recording]	Used for TV series DVD, both adult & Juvenile	[TV series DVD]
DVD-J	[video recording]	Used for juvenile DVDs	[juvenile DVD]
Described VHS	[video recording]	Used for described videotapes	[described videotape]
Described DVD	[video recording]	Used for described DVDs	[described DVD]
Described VHS-J		Used for juvenile described video	[juvenile described videotape]
E-books	[electronic resource]	Used for E-books	[electronic book]
Websites	[electronic resource]	Used for websites	[website]
DVD-ROMs	[electronic resource]	Used for DVD-ROMs	[DVDROM]
CD-ROMs-Adult	[electronic resource]	Used for CD-ROMs	[CDROM]
CD-ROMs-J	[electronic resource]	Used for juvenile CD-ROMs	[juvenile CDROM]
Graphic books	none	Used for YA and adult graphic novels	[graphic]
Spanish:	[sound recording]	Used for Spanish audiotapes	[Spanish audiotape]
	[sound recording]	Used for Spanish books on CD	[Spanish book on CD]
	[sound recording]	Used for Spanish music CDs	[Spanish CD music]
	[video recording]	Used for Spanish videos	[Spanish videotape]
	[video recording]	Used for Spanish DVDs	[Spanish DVD]
	none	Used for Spanish graphic books	[Spanish graphic]
J Spanish	[sound recording]	Used for juvenile Spanish audiotapes	[juvenile Spanish audiotape]

			[juvenile Spanish videotape]
	[video recording]	Used for juvenile Spanish videos	
Microform			
	[microform]	Used for microfiche	[microfiche]
	[microform]	Used for microfilm	[microfilm]
Video games			
	[electronic resource]	Used for video games	[Xbox360 video game]
			[Wii video game]
			[PS2 video game]
			[PS3 video game]
On order records	none	Used for AV on order records	(see AV sections above)
		Used for large print	[large print]
		Used for Spanish	(see Spanish section above)

Call number prefixes

YOUTH A/V CALL NUMBER PREFIXES

E DVD Title
E DVD SERIES Title (SELECTED SERIES)
E DVD DEWEY Title
J DVD Title
J DVD BIO LAST NAME FIRST INITIAL (of biographee) Last Name (author)
J DVD SERIES Title (SELECTED SERIES)
J DVD DEWEY Title
YA DVD Title
YA DVD SERIES Title (SELECTED SERIES)
YA DVD DEWEY Title

E CDAUDIO DEWEY Last Name Date
E CDAUDIO FICTION Last Name First Name Date
J CDAUDIO BIO LAST NAME FIRST INITIAL (of biographee) Last Name (author) Date
YA CDAUDIO BIO LAST NAME FIRST INITIAL (of biographee) Last Name (author) Date
E CDROM
J CDROM

JUVENILE PRINT CALL NUMBERS

E FICTION Last name (OLDER TITLES)
E FIC Last Name First Name Date
E FIC SERIES Last Name First Name Date
ER Last Name First Name Date
ER SERIES Last Name First Name Date
EP Last Name First Name Date
EI Last Name First Name Date
E DEWEY Last Name Date
E BIO LAST NAME FIRST INITIAL (of biographee) Last Name (author) Date

J FICTION Last Name First Name Date
J FICTION SERIES Last Name First Name Date
J MYSTERY Last Name First Name Date
JM MYSTERY Last Name First Name (OLDER TITLES)
J SCIFI Last Name First Name Date
J SCIFI SERIES Last Name First Name Date
JSF SCIFI Last Name First Name (OLDER TITLES)
J DEWEY Last Name Date
J BIO LAST NAME FIRST INITIAL (of biographee) Last Name Date
J LGPRINT FICTION Last Name First Name (DID NOT RETURN ANY RESULTS)

YA FICTION Last Name First Name Date
YA FICTION SERIES Last Name First Name Date
YA MYSTERY Last Name First Name Date
YA SCIFI Last Name First Name
YA DEWEY Last Name
YA BIO LAST NAME FIRST INITIAL (of biographee) Last Name (author)

YA GRAPHIC FICTION Last Name First Name
YA GRAPHIC FICTION SERIES Last Name First Name
YA LGPRINT FICTION Last Name First Name
HS READ Last Name First Name
HS READ DEWEY Last Name

REFERENCE CALL NUMBERS

JREF DEWEY Last Name
REF DEWEY Last Name
REF BIO LAST NAME FIRST INITIAL (of biographee) Last Name (author)
BUSINESS REF DEWEY Last Name
GENEALOG DEWEY Last Name
GENEALOG 929.2 [FAMILY NAME] Last Name
GENEALOG DEWEY CENSUS [STATE] Date of Census
REGIONAL REF DEWEY Last Name
REGIONAL REF BIO LAST NAME FIRST INITIAL (of biographee) Last name (author)
TELREF DEWEY Last Name
SCORES DEWEY Last Name
MICROFICHE REGIONAL REF DEWEY Last Name
MICROFILM REGIONAL REF DEWEY Last Name
READERS ADVISORY DEWEY Last Name

FOREIGN LANGUAGE CALL NUMBERS

SPANISH FICTION Last Name First Name Date
SPANISH MYSTERY Last Name First Name Date
SPANISH SCIFI Last Name First Name Date
SPANISH DEWEY Last Name Date
J SPANISH DEWEY Last Name Date
E SPANISH DEWEY Last Name Date
E SPANISH FIC Last Name First Name Date
EP SPANISH Last Name First Name Date
E SPANISH DEWEY Last Name Date
DEWEY FRENCH Last Name Date
DEWEY GERMAN Last Name Date
DEWEY ITALIAN Last Name Date
DEWEY LATIN Last Name Date
BILINGUA [LANGUAGE] PREFIX GENRE Last Name First Name Date
BILINGUA [LANGUAGE] PREFIX XXX.XXXX Last Name Date

ADULT CIRCULATING PRINT CALL NUMBERS

FICTION Last Name First Name Date
FICTION [SERIES] Last Name First Name Date
MYSTERY Last Name First Name Date
SCIFI Last Name First Name Date
SCIFI SERIES Last Name First Name Date
WESTERN Last Name First Name Date
LGPRINT FICTION Last Name First Name Date
LGPRINT FICTION SERIES Last Name First Name Date

LGPRINT MYSTERY Last Name First Name Date
LGPRINT SCIFI Last Name First Name Date
LGPRINT SCIFI SERIES Last Name First Name Date
PBK Last Name First Name
PBK [SERIES] Last Name First Name
GRAPHIC NOVEL SERIES Last Name First Name
GRAPHIC NOVEL [CHARACTER NAME] Last Name First Name

355.0076 ASVAB
351.076 [CATEGORY] FIRST WORD OF TITLE
378.1662 [TEST NAME]
373. 1262 GED
428.24 TOEFL
629.2872 [MAKE OR MODEL OF AUTO] [CHILTON OR HAYNES]
629.2873 [MAKE OR MODEL OF AUTO] [CHILTON OR HAYNES]
BKNOTES 809 Title
SCORES DEWEY Last Name
BIO LAST NAME FIRST INITIAL (of biographee) Last Name (author) Date
DOCS VF [CATEGORY] TITLE
BOOKS TO GROW
BOOK CLUB TO GO
MIXED BAG
KIT

ADULT A/V CALL NUMBERS

ARTPRINT DEWEY NAME
CDROM DEWEY NAME MACHINE
CDAUDIO DEWEY Last Name First Name Date
CDAUDIO FICTION Last Name First Name Date
CDAUDIO FICTION SERIES Last Name First Name Date
CDAUDIO MYSTERY Last Name First Name Date
CDAUDIO SCIFI Last Name First Name Date
CDAUDIO SCIFI SERIES Last Name First Name Date
CDAUDIO BIO LAST NAME FIRST INITIAL (of biographee) Last Name (author) Date
CD CATEGORY Last Name (from 100 field) Title
DVD Title
DVD DEWEY Title
DVD FEATURE Title (OLATHE ITEMS ONLY)
DVD BIO LAST NAME FIRST INITIAL (of biographee) Title
DVD SERIES Title

INTERNET RESOURCES

WEBSITE

Label Formats

Dates on Labels

Dates are to be added to the spine label for the following adult material:

Serials
Car Manuals – year(s) of vehicle model covered
Circulating ADULT books that are copyrighted during the current year, or the previous year

Adult Circulating Book Collection

Non-Fiction and Fiction Formats

xxx.xxxx Main Entry Date	BIO LAST NAME First Initial Author Date	FICTION Last Name First Name Date	MYSTERY Last Name First Name Date	SCIFI Last Name First Name Date	WESTERN Last Name First Name Date	xxx.xxxx Last Name Volume no. date

xxx.xxxx Last Name Date volume no.

Large Print Format

LGPRINT xxx.xxxx Last Name Date	LGPRINT BIO LAST NAME First Initial Author Date	LGPRINT FICTION Last Name First Name Date	LGPRINT MYSTERY Last Name First Name Date	LGPRINT SCIFI Last Name First Name Date	LGPRINT SCIFI SERIES Last Name First Name Date	LGPRINT WESTERN Last Name First Name Date

Reference Collection –Adult Formats

REF xxx.xxxx Last Name Date*	BUSINESS REF xxx.xxxx Last Name	REGIONAL REF xxx.xxxx Last	GENEALOG xxx.xxxx Family name Last Name	GENEALOG xxx.xxxx CENSUS [STATE] DATE	READERS ADVISORY xxx.xxxx Last Name Date	TELREF xxx.xxxx Last Name Date

REF xxx.xxxx Title Entry Date * Volume No.	BUSINESS REF xxx.xxxx Title Entry Date * Volume No.

* For on going <u>serials,</u> if material is not time specific, date will follow volume
 number.

<u>Children/Young Adult Circulating Book Collections</u>

<u>E Collection Format</u>

E xxx.xxxx Main Entry Date	E BIO LAST NAME 1st INITIAL Author Date	E FICTION Last Name First Name Date	ER Last Name First Name Date	EP Last Name First Name Date	EI Last Name First Name Date	

<u>J Collection Format</u>

J xxx.xxxx Main Entry Date	J BIO LAST NAME 1st INITIAL Author Date	J FICTION Last Name First Name Date	J MYSTERY Last Name First Name Date	J SCIFI Last Name First Name Date	

<u>YA Collection Format</u>

YA xxx.xxxx Main Entry Date	YA BIO LAST NAME 1ST INITIAL Author Date	YA FICTION Last Name First Name Date	YA MYSTERY Last Name First Name Date	YA SCIFI Last Name First Name Date	

Reference Collection –Juvenile Formats

JREF xxx.xxxx Main entry	JREF xxx.xxxx Main entry Volume No.

AUDIO/VISUAL COLLECTION

Dates are to be added to the spine label for the following adult A/V materials:

Books on CD that have the performance copyrighted during the current year or the previous year.

ADULT AUDIO/VISUAL COLLECTION FORMATS

Adult Audio CD Collection Format

CDAUDIO xxx.xxxx Main Entry Date	CDAUDIO xxx.xxxx Main Entry Date Part No.	CDAUDIO BIO LAST NAME First Initial Author Date	CDAUDIO FICTION Last Name First Name Date	CDAUDIO MYSTERY Last Name First Name Date	CDAUDIO SCIFI Last Name First Name Date	CDAUDIO WESTERN Last Name First Name Date

Adult DVD Collection Format

DVD xxx.xxxx SERIES Title or Vol.	DVD xxx.xxxx Title Entry	DVD BIO LAST NAME 1st INITIAL Title	DVD Title Entry	DVD Title Entry vol. or pt. no	DVD SERIES Title	DVD SERIES Title or vol.

Adult Music CD (with item label)

CD Category Main Entry Title	CD ROCK Beach Twenty	CD ROCK Beach Twenty Beach Boys 20 good vibrations the greatest hits /

When the artist's name and the first word of the title are the same, only one cutter required. Example below.

CD Category Main Entry Title	CD ROCK Backstreet	CD ROCK Backstreet Backstreet Boys Backstreet Boys

Juvenile/Young Adult A/V Collection Formats

E Audio Collection Format Book Label – No spine label for E Audio)

E AUDIO xxx.xxxx Cutter Author Name Title	E AUDIO FICTION Cutter Author Name Title	EP AUDIO PICTURE Cutter Author Name Title
ER AUDIO READER Cutter Author Name Title	E AUDIO BIO FIRST NAME 1ST INITIAL Author Name Author Name Title	E AUDIO BIO OAKLEY A. Kunstler Kunstler, James Howard Annie Oakley

J Audio Collection Format

J CDAUDIO xxx.xxxx Main Entry Date	J CDAUDIO BIO LAST NAME 1st INITIAL Author	J CDAUDIO FICTION Last Name First Name Date	J CDAUDIO MYSTERY Last Name First Name Date	J CDAUDIO SCIFI Last Name First Name Date

YA Audio Collection Format

YA CDAUDIO xxx.xxxx Main Entry Date	YA CDAUDIO BIO LAST NAME 1st INITIAL Author	YA CDAUDIO FICTION Last Name First Name Date	YA CDAUDIO MYSTERY Last Name First Name Date	YA CDAUDIO SCIFI Last Name First Name Date

E Video Collection Format

E	E	E	E
DVD	DVD	DVD	DVD
xxx.xxxx	BIO	Title Entry	SERIES
Title Entry	LAST NAME		Title
	1ST INITIAL		
	Title		

E DVD Collection Format

E	E	E	E
DVD	DVD	DVD	DVD
xxx.xxxx	BIO	Title Entry	SERIES
Title Entry	LAST NAME	7-DAY	Title
21-DAY	1ST INITIAL		7-DAY
	Title		

J Video Collection Format

J	J	J	J
VIDEO	VIDEO	VIDEO	VIDEO
xxx.xxxx	BIO	Title Entry	SERIES
Title Entry	LAST NAME	7-DAY	Title
21-DAY	1ST INITIAL		7-DAY
	Title		

J DVD Collection Format

J	J	J	J
DVD	DVD	DVD	DVD
xxx.xxxx	BIO	Title Entry	SERIES
Title Entry	LAST NAME	7-DAY	Title
21-DAY	1ST INITIAL		7-DAY
	Title		

YA Video Collection Format

YA	YA	YA
VIDEO	VIDEO	VIDEO
xxx.xxxx	BIO	Title Entry
Title Entry	LAST NAME	7-DAY
21-DAY	1ST INITIAL	
	Title	

YA DVD Collection Format

YA	YA	YA
DVD	DVD	DVD
xxx.xxxx	BIO	Title Entry
Title Entry	LAST NAME	7-DAY
21-DAY	1ST INITIAL	
	Title	

Adult and Youth CD-ROM Collection Formats

E CDROM xxx.xxxx Title IBM*	E CDROM FICTION Title Entry IBM*	J CDROM xxx.xxxx Title IBM*	CDROM xxx.xxxx Title IBM*

CD–ROM WITH PARTS –BOOK LABEL REQUIRED

CDROM xxx.xxxx Title IBM*	CDROM 510 MathSoft IBM 1 CD-ROM, 1 BOOK, 1 BOOKLET MathSoft StudyWorks! for math the intetrated

* This is the operating system for the CD-ROM.   Possible entries for this are as follows: IBM, MAC
  or IBM/MAC. Check the item for the correct entry.

MISCELLANEOUS FORMATS

Census of Population   Census of Housing   Telephone Directories

REF	REF	REF
304.61	307.336	State postal abbreviation
Census	Census	YPPA number
Cutter	Cutter	Geographic name
Cutter	Cutter	Date
Date of Census	Date of Census	
Section or volume number	Section or volume number	

Code of Fed. Reg.   Income Tax Forms   Roster of Union Soldiers Genealogy Census

REF	BUSINESS	REF	GENEALOG
348.7325	REF	973.7	929.3xx (Jurisdiction)
Code	343.052	Roster	CENSUS
Title No.	Form No.	State	Year of Census
Year	Title	Volume No.	Main Entry
Part. Nos.	Year		

<u>United States Code Annotated</u>   <u>Supplement</u>   <u>Example</u>

REF	REF	REF
348.7323	348.7323	348.7323
United	United	United
Copyright Date	Copyright Date	2000
Ti. 42	Ti. 42	Ti. 42
P.1382-	Years Covered	1993-99
1395dd	Supp.	Supp.

<u>Dictionary of Literary</u>   <u>Chilton and Haynes</u>   <u>Art Print</u>
<u>Biography</u>   <u>Auto Repair Manuals</u>

REF		xxx.xxxx		ARTPRINT	
809		MAKE		xxx.xxxx	
Dictiona		Publisher		Last Name	
v. 100		Year(s) of vehicle			
		model covered			

<u>Books to Grow Kits</u>   <u>Mixed Bags</u>   <u>Mixed Bag</u> (Holiday Books)
Book label only – 12 required*   Book label only -- 6 required   Book label only – 6 required
  per bag   per bag   per bag

BOOKS TO GROW	MIXED BAG	MIXED BAG
JOHSON COUNTY LIBRARY	JOHNSON COUNTY LIBRARY	JOHNSON COUNTY LIBRARY
Kit Title	(Blank Line)	HOLIDAY BOOKS
$150.00	$160.00	$80.00
(NO RENEWAL)	(NO RENEWAL)	(NO RENEWAL)
Bar Code Number	Barcode Number	Barcode Number

* If an audio and/or video comes with a book, make additional labels for them.

<u>Books to Grow Kits</u>   <u>Mixed Bags</u>   <u>Mixed Bag</u> (Holiday Books)
Contents Label -- 1 required per bag   Contents Label -- 1 required per bag   Contents Label -- 1
required per
bag

CONTENTS:	CONTENTS:	CONTENTS:
5 BOOKS	40 BOOKS	20 BOOKS
1 AUDIO	1 FOLDER	1 FOLDER
1 VIDEO		
1 ACTIVITY FOLDER		

<u>Bi-Folkal Bag</u>
Book Label - 6 labels required per bag   Content Label – 2 labels required per bag
(No spine label required)

BI-FOLKAL	Bi-Folkal kit has a contents list in the	
JOHNSON COUNTY LIBRARY	bag. Reduce it and make 2 copies.	
KIT TITLE		
$150.00		
(NO RENEWAL)		
Bar Code Number		

Default Price List

POLICY:

A price default is assigned to a collections material code to be used for linking when an item is received without a price being evident. The price assigned is an average cost determined to represent the replacement cost of items in specific collections. Default prices are periodically changed to reflect inflation.

PROCEDURE:

There are 3 places to look for the price of an item when linking: in the bibliographic record, on the item, or on the accessioning slip. If the price on the item and the price on the accessioning slip differ, use the price on the item. If the price is not found on any of the three options, the default price should be used.

In the NETCAT acquisitions program, a price will appear automatically in the item record if there is one in the bibliographic record and the default screen was set up to pull the price from the bib record. If there is no price in the bib record, a default price for that material code will be placed in the price field. If there is not a price on the item or on the accession slip to be used to change the default price, the default price which may appear as ‡20.00 (default) should be changed to ‡20.00.

A list of the current price defaults follows (9-2006):

READING LEVEL	MATERIAL TYPE	REPLACEMENT CHARGE	DEFAULT REPLACEMENT CHARGE
Adult	Art Print	Cost of Item	$30.00
Adult	Audiobooks on CD & Audio-Cassettes, Individual	Cost of Item	$18.00
Adult	Audio-Cassettes, Multi-Tape Set	Cost of Set or $12.00/tape	$43.00/set
Adult	Bi-Folkal Kit	Cost of Set	$300.00
Adult	Book	Cost of Item	$25.00
Adult	CD-Rom	Cost of Item	$45.00
Adult	Closed-Caption Decoder	Cost of Item	$150.00
Adult	Compact Disc (Music)	Cost of Item	$18.00
Adult	DVD	Cost of Item	$30.00
Adult	Federal Doc. Leaflet & Circulating Maps	Cost of Item	$2.00
Adult	Holder, Plastic A-V	$3.00	$3.00
Adult	Info to Go Kits	Cost of item	$100.00
Adult	Multi-Media Kit	Cost of Item	$100.00
Adult	Periodical	Cost of Item	$3.00
Adult	Picture File	--	$2.00/Envelope
Adult	Uncataloged Paperback	Cost of Item	$5.00
Adult	Vertical File	--	$2.00/Envelope
Adult	Video-Cassette	Cost of Item	$30.00
E, J, YA	Audio-Cassettes, Individual & Audiobooks on CD	Cost of Item	$15.00

E,J,YA	Audio-Cassettes, Multi-Tape Set	Cost of Set or $12.00/tape	$30.00/set
E, J, YA	Book	Cost of Item	$10.00
E, J, YA	Books to Grow Kit	Cost of Item	$150.00
E, J, YA	CD-Roms, DVD	Cost of Item	$30.00
E, J, YA	Compact Disc (Music)	Cost of Item	$18.00
E, J, YA	Holder, Plastic A-V	$3.00	$3.00
E, J, YA	Multi-Media Kit	Cost of Item	$100.00
E, J, YA	Periodical	Cost of Item	$3.00
E, J, YA	Picture File	--	$2.00/Envelope
E, J, YA	Vertical File	--	$2.00/Envelope
E, J, YA	Video-Cassette	Cost of Item	$30.00

Volume Field Guidelines

POLICY:
These guidelines are established for consistency in the entry of volume information and because the length of the enumeration field is limited to 10 spaces. The guidelines are listed in order of preference. However, there are many instances where the guidelines do not apply and case by case decisions need to be made.
Beginning with the year 2000 use all four digits in the enumeration field for the date (2000).

Procedure:		Description:	Example:	Enumeration Field	Spine label Format
1.	YEARS				
	Single date	Last 2 digits	1999	99	1999
	Multiple dates	2 digits, hyphen, 2 digits	1998-1999	98-99	1998-99
				2000-01	2000-01
2.	EDITION	Case by case determination but usually give strong preference to year and do not list edition on label.	1999, 10th ed. 1999, 11th ed.	99 99,10ed 99,11ed	1999 1999 1999
3.	ALPHABETIC VOLUMES	Upper/lower case letters; 1-2 letters, hyphen, 1-2 letters	encyclopedia A to Z	A-Co Cr – Do	A-Co Cr-Do
4.	NUMERIC VOLUMES	Arabic numerals; do not use v for volume	I, II, III vols.	1 2 3	v. 1 v. 2 v. 3
5.	COMBINATION YEARS AND VOLUMES	Last 2 digits of latest year, comma, "v" and volume number	1998-99, vols. I, II	98-99,v1 99,v2	1999 v. 1 1999 v. 2
6.	COMBINATION YEARS AND QUARTERS	Last 2 digits of year, comma, quarter number followed by upper case "Q" or abbreviation for seasonal quarter	1999, 1st quarter 1999, Spring, Summer, Fall, Autumn, Winter	99,1Q 99,Spr 99,Sum 99,Fall 99,Aut 99,Win	1999 1st Qtr 1999 Spring (spell out season)
7.	MULTIPLE COMBINATIONS	Give preference to year, then volumes, then parts	1998-1999, vols. I (parts 1 & 2), II	99,v1,p1 99,v2	1999 v. 1 pt. 1 1999 v. 2
8.	SUPPLEMENTS	Case by case decision. Abbreviate	1999 supplement	99Sup	1999

, INDEXES AND OTHER TEXTS rather than volume numbers	if necessary; follow previous linking format. Use last 2 digits of years.	1998-99 index	99Index	Supp. 1999 Index
		1999 issue	99Issue1	1999 Issue 1
		Ideals, Valentines	99Feb	1999 Feb.
			99June	1999 June

Bibliocommons Mapping rules

Format Mapping Rules that were edited and are currently being applied:

DVDs
tag 000 pos 0 'g'
and tag 245 subtag h 'DVD'
and tag 300 subtag a 'videodisc'

MUSIC CD
tag 000 pos 0 'j'
and tag 245 subtag h 'CD music'

AUDIOBOOK CD
rule set #1:
tag 000 pos 0 'i'
and tag 245 subtag h 'book on CD'

rule set #2:
or tag 000 pos 0 'i'
and tag 245 subtag h 'CD audiobook'

SPOKEN CD
tag 000 pos 0 'i'
and tag 245 subtag h '[CD]'

E-book
eBooks (the entire book is available only electronically) Item type: EBOOK

Websites
Web Site or Online Data Item type: ELECTRONIC

Downloadable audio book
Item type: DLAUDIO

Downloadable video
Item type: DLVIDEO

Streaming music
Item type = DLMUSIC

Videocassette
Item type VIDEO21DAY or VIDEO7DAY

Online periodical
None

Original format mapping rules:

17. Books

	Rule set #1	Rule set #2	On-Order ruleset #3
Tags: 000, Pos:6, value:'a'	X		X
Tags: 000, Pos:7, value:'m'	X		X

Other tag/subtag if not listed above. Eg. (Rule #1: Tag:595, Subtag:'a', value:'eBook'):

23. Large Print

	Rule set #1	Rule set #2	On-Order ruleset #3
Tag: 000, Pos:6, value:'a'	X		X
Tag: 008, Pos:23, value:'d'	X		
Tag: 245, Subtag:'h', value:'large print'	X		
Tag: 250, Subtag:'all', value:'lg. print ed' or 'large print ed'			
Tag: 600, Subtag:'abcdvxyz', value:'Large type book'		X	

Other tag/subtag if not listed above. Eg. (Rule #1: Tag:595, Subtag:'a', value:'eBook'): 690 Large print

65. Printed Music

	Rule set #1	Rule set #2	On-Order ruleset #3
Tag: 000, Pos:6, value:'c'	X		X
Tag: 92 or 99, Subtag:'all', value:'msc'			
Tag: 245, Subtag:'h', value:'music'			

Other tag/subtag if not listed above. Eg. (Rule #1: Tag:595, Subtag:'a', value:'eBook'): 690 Music scores 690 Music scores ' v ' Juvenile literature

69. Newspapers

	Rule set #1	Rule set #2	On-Order ruleset #3
Tag: 000, Pos:6, value:'a'	X		

Monkey - Survey Results   http://www.surveymonkey.com/M

Tag: 000, Pos:7, value:'s'	X		
Tag: 008, Pos:21, value:'n'	X		
Tag: 245, Subtag:'h', value:'newspaper'	X	X	
Tag: 600, Subtag:'v', value:'newspaper'		X	

Other tag/subtag if not listed above. Eg. (Rule #1: Tag:595, Subtag:'a', value:'eBook'):

67. Magazine or Journal (print serials)

	Rule set #1	Rule set #2	On-Order ruleset #3
1. Tag: 000, Pos:6, value:'a'	X		
1. Tag: 000, Pos:7, value:'s'	X		
1. Tag: 008, Pos:21, value:'p or n'	X		
1. Tag: 245, Subtag:'h', value:'magazine'	X		
1. Tag: 300, Subtag:'all', value:'Title from cover'		X	

Other tag/subtag if not listed above. Eg. (Rule #1: Tag:595, Subtag:'a', value:'eBook'): 690 Periodical collection 245 'h' periodical

73. Games & Interactive Media (on any platform, for example educational software, or XBox games)

	Rule set #1	Rule set #2	On-Order ruleset #3
Tag: 000, Pos:0, value:'m'	X		
Tag: 007, Pos:0, value:'c'	X		
Tag: 007, Pos:1, value:'o'	X		
Tag: 008, Pos:26, value:'g'	X		
Tag: 245, Subtag:'h', value:'game'		X	X

Other tag/subtag if not listed above. Eg. (Rule #1: Tag:595, Subtag:'a', value:'eBook'): 245 'h' PS2 video game 245 'h' PS3 video game 245 'h' Wii video game 245 'h' Xbox360 video game 690 Playstation 2 games 690 Playstation 3 games 690 Wii games 690 Xbox 360 games

75. Kit (Comprised of more than one part. Note that there is a separate dedicated format for the popular Book Plus CD format.)

	Rule set #1	Rule set #2	On-Order ruleset #3
Tag: 000, Pos:6, value:'o'	X		
Tag: 000, Pos:6, value: 'a'	X		
Tag: 92 or 99, Subtag:'all', value:'kit'			
Tag: 245, Subtag:'h', value:'kit'	X		

Other tag/subtag if not listed above. Eg. (Rule #1: Tag:595, Subtag:'a', value:'eBook'): 690 Kits 690 Bi-Folkal kits

81. Braille

	Rule set #1	Rule set #2	On-Order ruleset #3
Tag: 000, Pos:6, value: 'a'	X		
Tag: 007, Pos:0, value: 'c'			
Tag: 007, Pos:1, value: 'r'			
Tag: 245, Subtag:'h', value:'electronic resource'	X		
Tag: 650, Subtag:'a', value:'Electronic books'			

Other tag/subtag if not listed above. Eg. (Rule #1: Tag:595, Subtag:'a', value:'eBook'): 245 'h' braille

Pending: Microform

    Tag: 000, Pos:0, value: 'a'
    Tag: 000, Pos:1, value:'m' or 's'
    Tag: 008, Pos:23, value:'a','b', or 'f'
    Tag: 245, Subtag:'h', value:'microform'
    Other tag/subtag if not listed above. Eg. (Rule #1: Tag: 595, Subtag:'a', value:'eBook'): 245 'h' microfilm 245 'h' microfiche