

Cataloging Policies

Northside Library Services follows the *Anglo-American Cataloguing Rules*, second edition revised, for processing materials. The sections below are the local specifications used by Northside Library Services.

Call Numbers

When a call number exceeds the decimal point, Library Services will extend to the first prime after the decimal. Librarians who want longer or shorter call number should lengthen or shorten by primes.

Call Numbers/Prefixes used by Library Services:

B	Biography
BR	Braille
C	Cassette
CD	Computer Disk
CDROM	CDROM
CPD	CD Music, Recorded Books on Disc
DAB	Digital Audio Book
DVD	Digital Video
E	For easy fiction: picture books or per Library of Congress
F	Fiction
GAME	Board games
LD	Laser Disk
PARENT	Parent (when requested)
PB	Paperback (when requested)
PROF, TR	Teacher resource/professional materials (when requested)
R	Reference
REALIA	3-D Models, Story Props
SC	Story Collection (short stories, novellas)
VC	Video

Foreign Language Materials will have Dewey classification numbers assigned by subject. For example, 398.2 will be used for Fairy Tales, not 468. Snowy day (El dia de nieve) by Ezra Jack Keats would be E KEA, not 468 KEA. The following list of language prefixes will be used by all campuses:

Language Prefixes

Arabic AR
Bengali BN
Chinese CH

Croatian SE (Serbo-Croatian)
Farsi FA
Finnish FI
French FR
German GE
Gujarati GU
Hebrew HE
Hindi HI
Hmong HM
Italian IT
Japanese JA
Korean KO
Kurdish KU
Latin LA
Navajo NV
Polish PL
Portuguese PO
Russian RU
Somali SO
Spanish SP
Swahili SW
Tagalog TL
Tamil TA
Thai TH
Turkish TU
Urdu UR
Vietnamese VN

Barcode and Spine Label Placement

When Library Services processes materials:

- a. The bottom of the spine label is 1.5 inches above the bottom of the spine.
- b. The barcode is vertical, reading up, near the bottom.
- c. The spine label will have a protector. The laminated barcode will not.
- d. If requested through Lib-Help, we will make the spine label and not attach it.
- e. If (d) above is requested, then it applies *every time*. This request cannot be made for a specific order only.

Paperback Books

Paperback books may be attached to hardback books if everything else is the same (publishing family, number of pages and copyright date).

Big book/Board book

Big Books and Board Books have their own records. Big book and Board book will be added as a local heading.

System Holding Codes/Item Type/Location

The only item type/location entries Library Services creates are:

Book/Stacks
Video/AV
DVD/AV
AV/AV
CDROM/AV
REF-BOOK/REFERENCE
EBK/EBK

Local Subject Heading

AV items may have multiple subjects from the following list, if requested by a librarian:

Agriculture AV	11/00
Anatomy AV	01/01
Art AV	11/00
Astronomy AV	01/01
Biology AV	01/01
Business AV	11/00
Chemistry AV	01/01
Counseling AV	11/00
Dance AV	11/00
Drafting AV	01/01
Earth Science AV	01/01
Economics AV	11/00
Engineering AV	11/00
English AV	11/00
Environmental Science AV	01/01
French AV	11/00
Genealogy AV	01/01
General AV	11/00
Geography AV	11/00
Geology AV	01/01
German AV	11/00
Government AV	11/00
Health AV	11/00
Home Economics AV	11/00
Humanities AV	11/00
Industrial Arts AV	11/00
Language Arts AV	11/00

Latin AV	11/00
Life Science AV	01/01
Life Skills AV	01/01
Marine Science AV	01/01
Mathematics AV	11/00
Movies AV	11/00
Music AV	11/00
Photography AV	01/01
Physical Education AV	11/00
Physical Science AV	01/01
Physics AV	01/01
Professional AV	11/00
Psychology AV	11/00
Reading AV	11/00
Russian AV	01/01
Science AV	11/00
Social Studies AV	11/00
Sociology AV	11/00
Spanish AV	11/00
Special Education AV	11/00
Speech AV	11/00
Sports AV	11/00
Study Skills AV	01/01
Technology AV	11/00
Television AV	11/00
Texas History AV	11/00
Theatre AV	11/00
U.S. History AV	01/01
Vocational AV	11/00
World History AV	01/01

Local Subject Headings

National Awards go in the 586 field. Local subject headings (690) will be added for Texas Awards: Bluebonnet, Lone Star, Tayshas.

Series

Items occurring in a series shall be cataloged by individual title when a unique or specific title or subtitle exists, resulting in a unique record.

Example: A&E Biography has several videos:
Henry Ford: Tin Lizzy Tycoon
Amelia Earhart: Queen of the Air

245 Henry Ford|h[videorecording] : |bTin Lizzy tycoon.

440 A&E biography
740 Tin Lizzy tycoon

Example: *The Grolier Library of Science Biographies* has 10 volumes

245 The Grolier library of science biographies

Example: SIRS Enduring Issues, 2000. Environment -- is one of several Enduring Issues topics

245 Environment
246 SIRS enduring issues, 2000:|benvironment
440 SIRS enduring issues

Vertical File

Vertical file material is material that will not stand alone on the shelf. It will not be cataloged.