Modified: Jun 27, 2023

The "Cheat Sheet"

Cataloging: A Few Basics

(5/2023)

There are two actions we take in order to integrate books into the Library's collection;

1. **electronic cataloging**, and
2. **physical processing**

We do electronic cataloging first; cataloging is the process of submitting a book's metadata into the Library's database to make it find-able.

Physical processing is labeling the book with unique identifying tags (a spine label, for instance, and a due-date pocket and card, and a bar code sticker) and preparing the book – the physical object itself – to sit on our shelves, and travel to and from our patrons' homes.

ELECTRONIC CATALOGING

FICTION

As you've probably noticed, we have two kinds of books; fiction and non-fiction. They are classified in different ways.

Fiction is simple; it's classified by genre, and then author. Genre is a two- to four-letter abbreviation (more here), and we use the first four letters of the author's last name.

For example, Moby-Dick, by Herman Melville, will look like this:

AF
MELV

Thus;
AF = Adult Fiction

MELV = for Melville

Here is a list of some of our genre abbreviations.

AF	Adult Fiction	Formerly labeled Fic, we changed genre tag to AF. All books labeled either Fic or AF are to be shelved in the AF section, alpha by author.
BIO	Biography	This can be tricky. Like children's biographies, adult Biographies are labeled **BIO SUBJECT Author** and should be shelved alpha by subject. For example: A biography of Alexander Hamilton written by Ron Chernow will be labeled **BIO HAMILTON, ALEXANDER Chernow**, and should be shelved under H for Hamilton. **Autobiographies and memoirs** will be labeled BIO (Memoir) NAME. Because subject and author are the same, they're shelved alpha by subject. For example: Tina Fey's memoir, *Bossypants,* will be labeled **BIO (Memoir) FEY, TINA** and should be shelved under F for Fey.
BB	Board books	Shelve alpha by author.
CB	Chapter books. For children just beginning to read chapter books.	Shelve alpha by author. The font size in early chapter books is generally larger than in Juvenile fiction, the chapters are shorter, and there are commonly more pictures and easier words.
Children's Non-Fiction		Children's Non-Fic is shelved in numerical order by Dewey Decimal Number (DDN). These will be labeled with a J followed by the DDN to differentiate them from Adult Non-Fic which only have the DDN. (For example:

		J636.2)
DVD	Digital Video Discs	Adult DVDs are and are shelved alpha by title. New DVDs will have a new sticker, and can be front-faced on wire easels if there's space. Otherwise new DVDs are shelved together with older DVDs, not on the NEW shelf.
EZ	Leveled reading books for early / emerging readers.	Books in this section will be labeled EZ or EZ (Holiday) followed by the author's last name. Shelve alpha by author with EZ (Holiday) books at the end
GN	Graphic Novels	Shelved alpha by author
JBIO	Juvenile Biographies	JBIO, followed by subject name and author's last name. Shelved alpha by subject. For example, The Story of Helen Keller, a children's biography about Helen Keller written by Christine Platt, will be labeled JBIO KELLER, HELEN / Platt, and should be shelved under K for Keller.
JDVD	Children's DVDs	Labeled JDVD to differentiate from Adult DVDs. Shelved alpha by title
JF or **JFIC**	Juvenile Fiction	Shelved alpha by author
Local History (no genre abbv)		We are in the process of pulling Local History and Vermont History books out of the regular Adult Non-Fic section and relabeling them as Local History or Vermont History. These books are shelved at the end of the Adult Non-Fic section, on the shelf closest to the Special Room door. Some old and/or rare local history titles have been given 'protected' status and are kept in the Special Room (which also houses Town Reports, Vermont Life Magazines, The Artifact collection, Genealogy periodicals, and Case donations, and the Families files). Materials

		kept in the Special Room are for **IN-HOUSE USE ONLY, AND MAY NOT CIRCULAT**E.
LP	Large Print	Books whose spine label reads LP followed by the author's last name belong to us; LP followed by a number belong to the ABLE Library of Vermont. We borrow these on a rotating basis (receiving new books every three months).
PIC	Picture Books	
PIC (Holiday)	Holiday-themed picture books	These books should all have the PIC (Holiday) designation on the spine label and a holiday sticker at the top of the spine. We shelve these first in order of the calendar year (New Years, Groundhog Day, Valentine's Day, St, Patrick's Day, Easter, Passover, Independence Day, First Day of School, Halloween, Thanksgiving, Hanukkah, Christmas), and then alpha by author. For example, all Christmas books will be shelved together at the end of the section and will then be organized by author. PIC (Holiday) MARKS, PIC (Holiday) PERKINS, PIC (Holiday) SEUSS, etc.
Poetry (no genre abbv)		Shelved by Dewey decimal system: 811
SS	Short Stories	SS is for short stories and are shelved alpha by author (or in some cases, alpha by editor)

NON-FICTION

Non-fiction is a bit more complicated; non-fiction books (except biographies and/or memoirs) are classified using the Dewey Decimal system, aka Dewey Decimal Classification Number (DDCN).

Sometimes Dewey numbers are included in a book's MARC records (specifically at field 082; more on MARC in Step 5, below), but often you will have to look them up. It can be challenging. These sites often list Dewey numbers: the Library of Congress, LibraryThing, WorldCat, CW Mars, and Blackwell's Books. When you find one at one location, **please confirm it at another site to be sure it matches**.

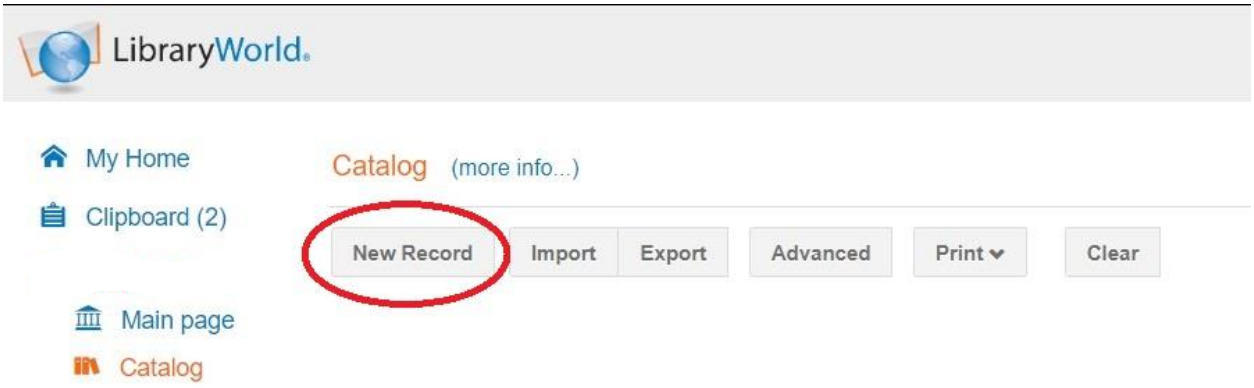
Adult Non-Fiction is shelved along the wall in the adult section, in numerical order. The call number consists of the DDCN, followed by the first three or four letters of the author's name. For example, for this book, we would give it the call number:

567.9
DIXO

In cases where there are multiple books with the same DDCN, shelve them first by DDCN, then alpha by author's last name. For example, we have lots of WWII books, DDCN 940.54. They should be shelved together under 940.54, then by the author; 940.54 BROKAW, 940.54 CROKE, 940.54 DRURY, etc.

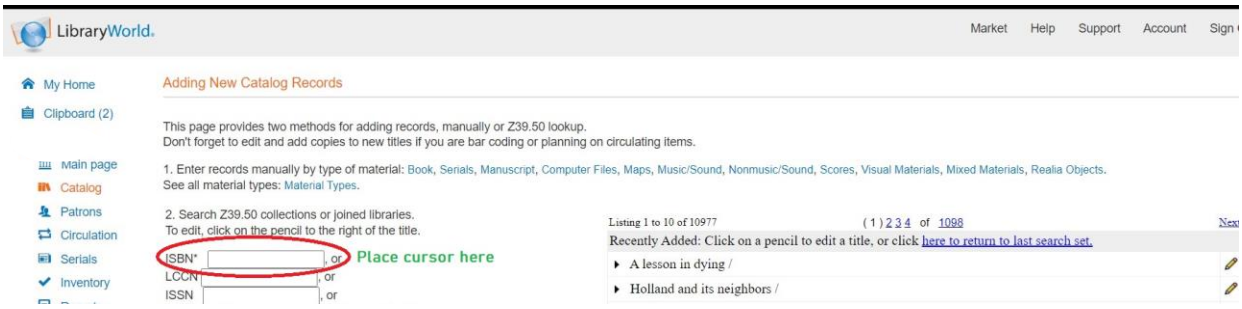
ELECTRONIC CATALOGING:
STEP 1

Get on LibraryWorld.com, go to "Catalog," then click on the "New Record" button.



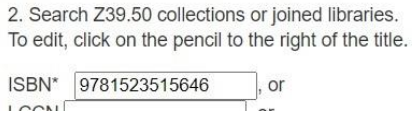
ELECTRONIC CATALOGING:
STEP 2

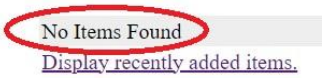
On the next page, click inside the ISBN field. Then scan the barcode printed on the **back of the book** (it's the one printed with the ISBN number, plus sometimes the price, etc).



What will happen, if fortune favors you, is that a **bibliographic record** for the book matching the one you just scanned will appear in the list on the right. In which case, click on that link, and you're off to the races. More on that in step four.

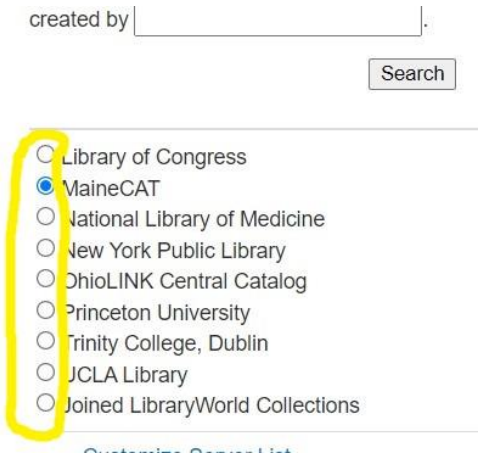
This may not happen, however. You may instead get no results and a note reading "No items found"





ELECTRONIC CATALOGING:
STEP 3

No big deal. Just select a different library or library catalog name from one of the eight in the list below, and click "Search" (no need to scan the barcode again). Keep going down the list (one can only search one server at a time) until a record turns up for the book you are holding.

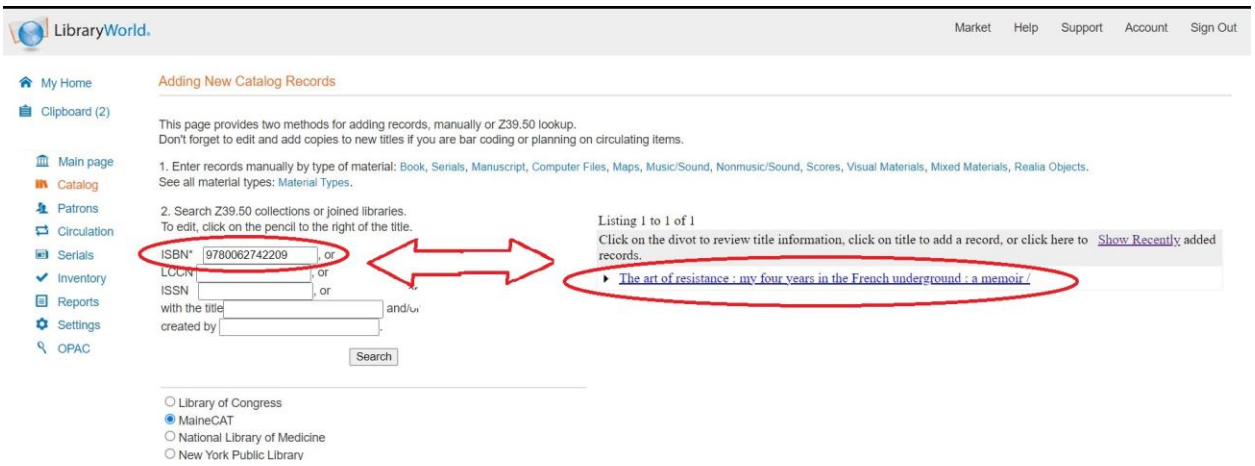


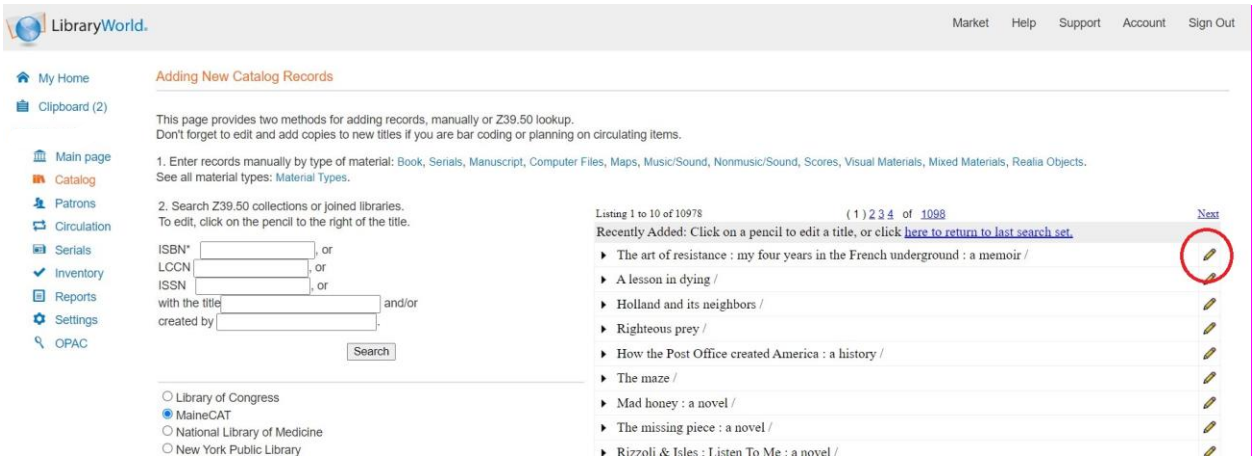
It may take several tries. If the book is not recognized by its barcode, try searching by either title or author name, whichever is more distinctive. There is some chance you may discover a record that way.

If you try all these methods without success, set the book aside with a note that the record was unavailable (please date and initial the note) and leave it with the director.

ELECTRONIC CATALOGING:
STEP 4

When you find a server that has a record, the title of that book will show up in the list on the right. Click on that link. Then, click on the pencil in the right hand column.



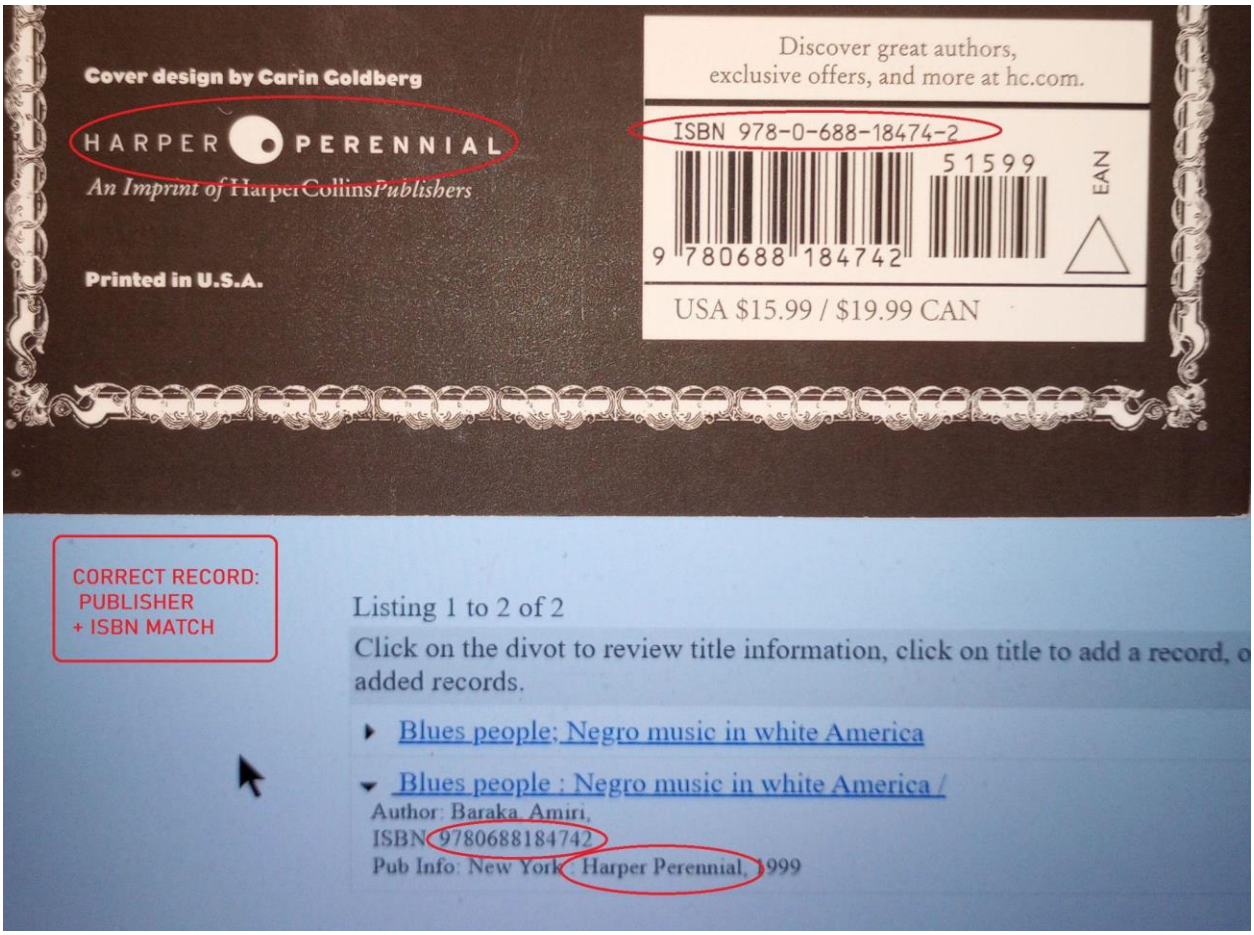


NOTE: Occasionally, you will scan a book's barcode and find that it has two entries associated with it, as in the screenshot below. This usually just means there are two different editions of the book, or that it was published by different divisions ("imprints") within the same publishing house.

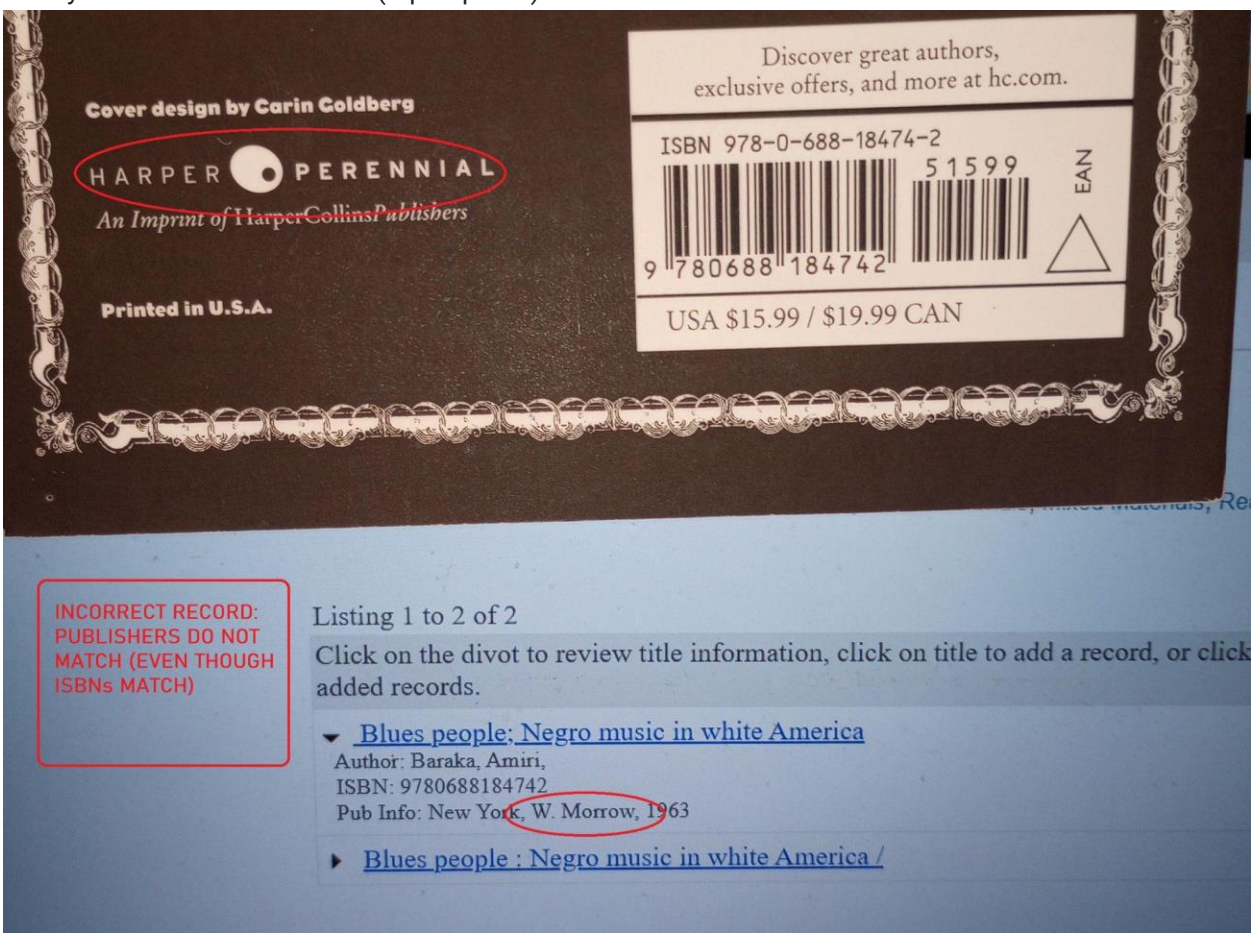
In those cases, you will need to compare the book you have in front of you with both records, to see which is correct. You can do that by clicking on the **small triangles** to the left of the book title, as below.

Once you click on those triangles, more information is revealed, such as the publisher. Go with the record whose publisher ***and*** ISBN matches the book in front of you.

Here is an example of a match. The book itself is at the top of the photograph, and the computer record is below it:



And here is a record that does not match – the publisher is different in this record (bottom of photo) than what you see on the book itself (top of photo).



ELECTRONIC CATALOGING:
STEP 5

Now you should be on a page which shows the MARC record codes for your book, listed as fields, in a vertical column.

MARC records are a set of metadata standards – publication date, author, and genre, for instance – that libraries use to capture information about books (and indeed all other items in their collections) and categorize them, so they can be found in electronic catalogs. Each metadata standard has its own code number, usually represented as a numbered field within the MARC record. More here, if you're very curious.

MARC records capture an enormous range of information; from the type of item (book, DVD, snowshoes) to the location a book takes place in (Mozambique, 17th-century Cambodia, Narnia), to its physical dimensions, and a great deal else. **We won't use all of the MARC fields**.

Let's take a moment to recap. So far, we selected a book, then found that book's record online by scanning the ISBN. If necessary, we may have also narrowed that record down to the specific edition of the book we have in front of us. And we have delved down further and found the bibliographic record for

that book, revealing its array of metadata. So we've gone from the most **literal**, **physical** form of a book (a bound, paper-and-ink object) to its most **abstract** form; a digital index of identifying details

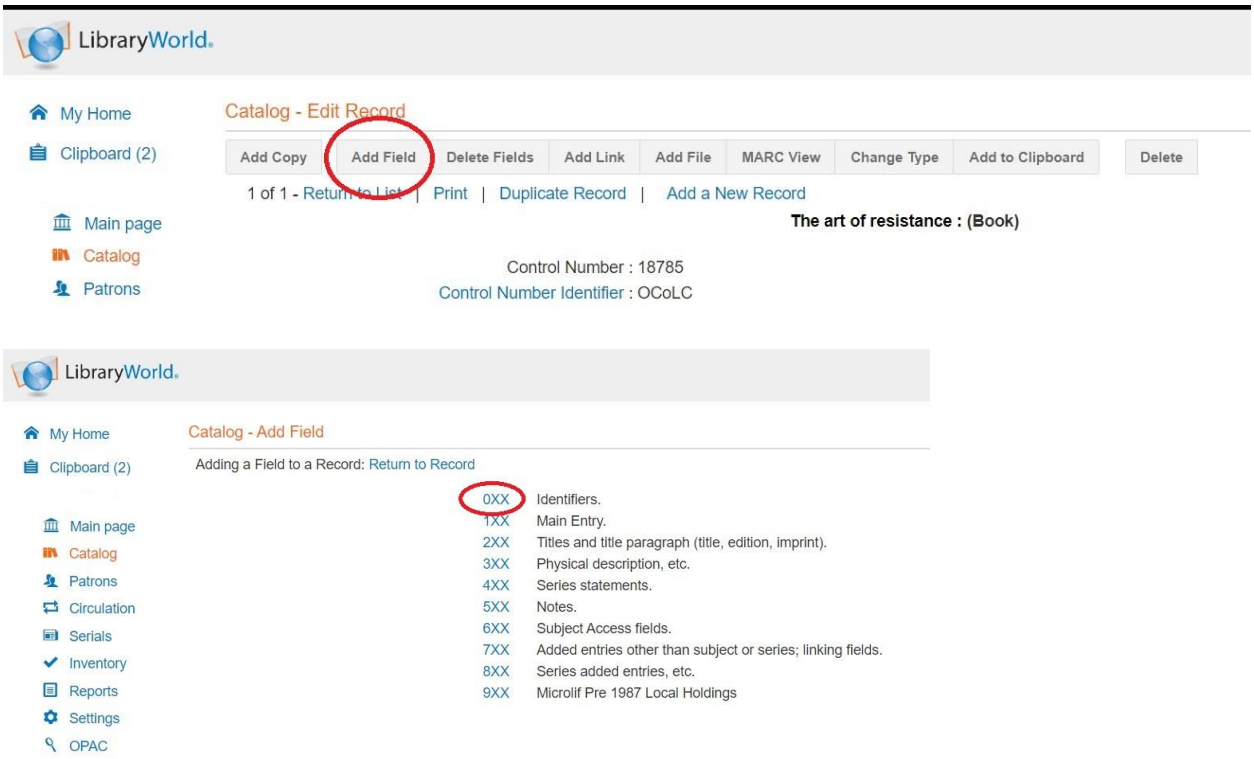
Now we will be customizing that digital record to assign it to a physical location; linking it to our library, adding fields to make it find-able on our shelves, and saving that record in our local catalog.

First and most importantly, we need to add a couple crucial fields.

ELECTRONIC CATALOGING:
STEP 6
This is an essential step; we must add **two fields** to the MARC record;

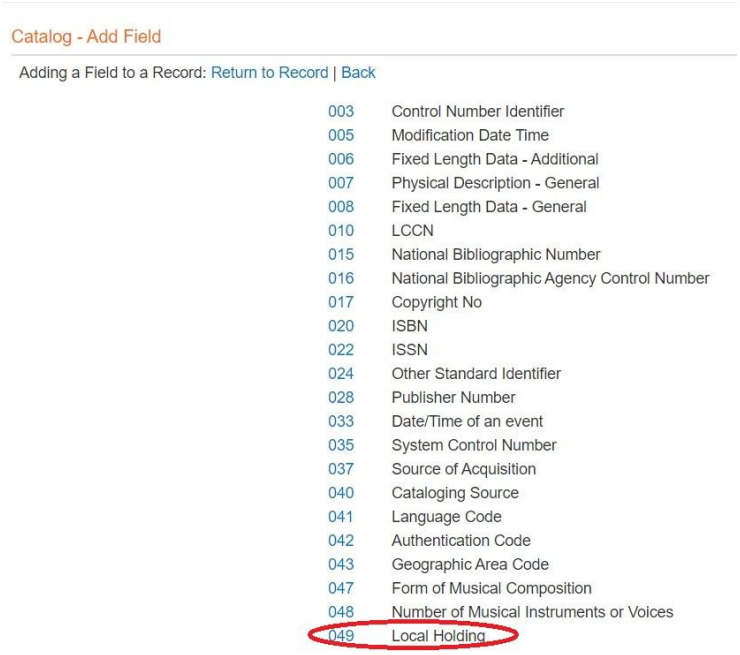
049	Is the **Local Holding** code
090	Is the **Local Call Number**

This is done by clicking on the "Add Field" button, then on "Add Identifiers." On the next screen click on the "0XX" link.



On the next screen, scroll down to 049 Local Holding, click, and add **our library code**.

!! Then hit save !!



Next, do the same process again (click on the “Add Field” button, then ”Add Identifiers,” then the “0XX” link), but this time scroll way down to click on **090 Local Call Number**.

On the next page, add the call number.

Call numbers for most fiction (with a couple exceptions, such as short stories) will be composed of the genre abbreviation (discussed here), then the first four letters of the author’s name. Again; non-fiction requires a Dewey code, which can be harder to find, but most of our collection is fiction.

NOTE: Call numbers are always typed in **all capital letters**, with a space between genre abbreviation and author.

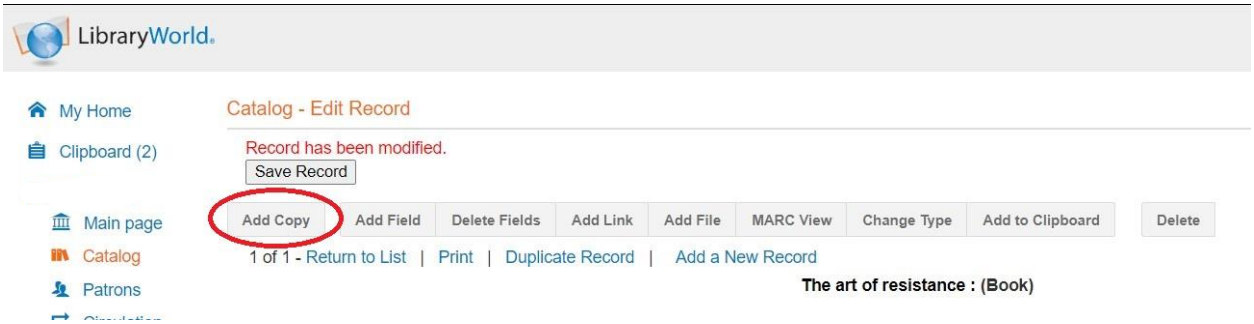
Once you’ve added the call number in the 090 field, you can move on to adding the Copy record.

ELECTRONIC CATALOGING:
STEP 7

Good news! This step used to be all about deleting fields. **New rule; no need to delete fields!** I'll delete them later. On to step 8!

ELECTRONIC CATALOGING:
STEP 8

Next we add the Copy record. This is the record that represents the specific, physical copy of the item, the one that resides on our shelves. To start, click on the "Add Copy" button.



On the next page, we see the Copy record fields. For the Copy record, add only 6 elements (*and sometimes Collection):

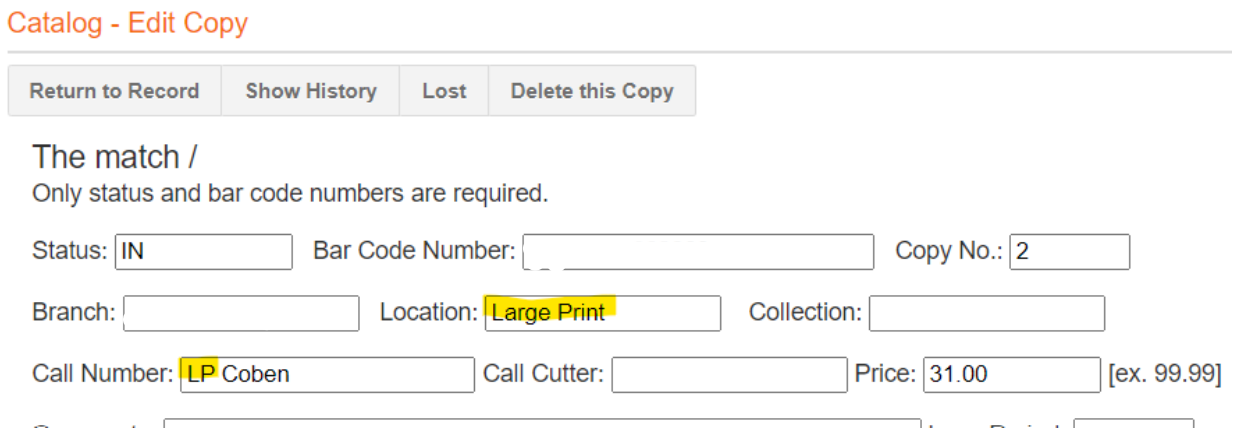
1. Copy No. (usually 1)
2. Branch
3. Location
4. Call Number
5. Price (round up to nearest dollar)
6. Comments: type in "Added" and the **current** month and year. If the book is a donation, add "Donation from [NAME and DATE]"
7. *Add barcode last* To add the barcode to the Copy record, **highlight** the numbers present in the barcode field (don't worry, they're just placeholder numbers). Once you affix the barcode to the inside back cover of the book (or cover of the DVD, etc), scan the barcode. The page will then refresh. Scroll to the bottom of the screen, and you will see the copy of the item you just added, with all the info you added to it.

* Location *only* needed for Large Print books; add "Large Print"

!! Then hit save !!

Below are some guidelines on two special types of item – Large Print book editions, and museum passes.

Large Print: Genre prefix = **LP**, Location = **Large Print**



Museum passes:

We renew our museum passes annually. When we receive the new one for the upcoming year, we need to fill in a few dates (highlighted below).

Type: Realia
Call #: PASS Hildene [YEAR]
Collection: Museum passes
Loan period: [FOR MUSEUM PASSES, ALWAYS] 3 days
Comments: ADD TERMS , i.e., Good for admission of 1 adult and 2 children; Valid from [DATE] to [DATE]

Modified: Jun 27, 2023

Catalog - Edit Record

Record has been modified.

Save Record

Add Copy | Add Field | Delete Fields | Add Link | Add File | MARC View | Change Type | Add to Clipboard | Delete

1 of 3 - Return to List | Print | Duplicate Record | Add a New Record

Hildene: The Lincoln Family Home (Mixed Material)

Control Number : 18014
Modification Date Time : 20210127100948.0
Local Call Number : PASS Hildene [YEAR]
Main Entry-Personal Name : Hildene
Title Statement : Hildene: The Lincoln Family Home Museum pass
Publication Distribution Data : Hildene [YEAR]
Physical Description : Index card sized pass, valid through [DATE]
Subject-Topical Term : Museum Pass valid through [DATE]

Status	Bar Code	Branch/Location	Call Number	Copy	Volume	Issue	Price
IN		Library Circ desk drawer	PASS Hildene 2023	1			100.00

PHYSICAL PROCESSING

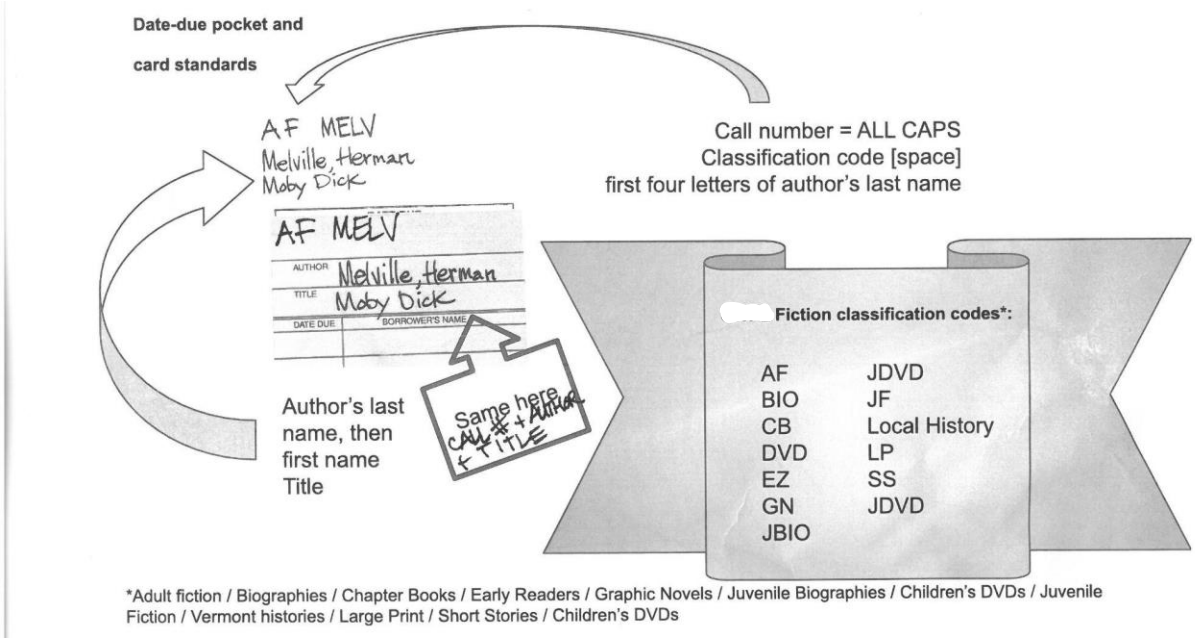
Physical processing is straightforward; it requires eight steps (or sometimes nine).

1. Find the call number in the electronic record
2. Print that call number onto a spine label, affix it to the book (sometimes this will have been done beforehand). For paperback books, affix spine label before wrapping in laminate; see step 4 below). For hardcovers without a mylar jacket cover, affix the spine label to the jacket and then cover the jacket in mylar. If the book is already wrapped, affix the spine label and cover it with a clear plastic sticker
3. Imprint the book with the Library's stamp
    a. end-paper inside the front cover
    b. end-paper inside the back cover
    c. and along one edge
4. Create a due-date pocket and a due-date card, with the book's author (last name first), book's title, and call number on both pocket and card. Format specs below
5. Affix the due-date pocket to the back end-paper
6. Place the due date card inside that pocket
7. Wrap the paper jacket in mylar, if necessary. Paperbacks get covers sealed in clear laminate contact paper
8. Affix a bar code label to the inside back cover of the book (this is most often done beforehand, as part of electronic cataloging)
9. Put that book on the appropriate shelf!

NOTE: We no longer use those blue "New" labels

PHYSICAL PROCESSING
STEP 1

Due-date pocket and due-date card format



PHYSICAL PROCESSING
STEP 2
Stamp the inside front cover, the inside back cover, and the spine with the Library's name and address

PHYSICAL PROCESSING
STEP 3
Affix the call number sticker. Over the jacket wrapper for hardback. Under the laminate for paperback

PHYSICAL PROCESSING
STEP 4

Hardback books; wrap the jacket in mylar – here's a good instructional video: [How to Put Mylar on a Book]

Paperback books; wrap in laminate (call number underneath first!)

The Cheat Sheet

1. Catalog
2. New Record
3. Cursor in ISBN field
4. Scan ISBN
5. Click title
6. Click pencil
7. Add Field
    a. 0XX Identifiers
    b. 049 Local Holding = CODE
8. Add Field
    a. 0XX Identifiers
    b. 090 Local Call Number
9. Save
10. [goes to new page; click title to return to record]
11. Add Copy
    a. Copy
    b. Branch
    c. Location
    d. Call Number
    e. Price [round up to nearest whole dollar]
    f. Comments: Added _____ [donation info, if any]
    g. Barcode: affix barcode sticker to book; place cursor in barcode field; scan book. Page will refresh and return to record with barcode number now added
12. Save