

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
School Libraries Cataloging & Processing Specifications

School District: Broward County Public Schools
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CATALOGING SPECIFICATIONS:

Category		Elem.	Middle	High/Adult	Centers
Subject Headings	Library of Congress/Childrens	X	X	X	X
Fiction	Classification	F	F	F	F
	Author Letters	2	3	3	3
Non-Fiction *not to exceed 3 past decimal point	Classification	Abridged Dewey*	Abridged Dewey*	Unabridged Dewey*	Abridged Dewey*
	Author Letters	2	3	3	3
Easy Fiction	Classification	E	F	F	F
	Author Letters	2	3	3	3
Big Book	Classification	BB	BB	BB	BB
	Author Letters	2	3	3	3
Story Collection	Classification	SC	SC	SC	SC
	Author Letters	2	3	3	3
Individual Biography	Classification	B	B	Subject Dewey	B
	Biographie's Letters	2	3		3
	Author Letters			3	
Collective Biography	Classification	920	920	920	920
	Author Letters	2	3	3	3
Reference	Classification	R	R	R	R
	Author Letters	2	3	3	3

Classification, Author Letters, and Biography's Letters must be capitalized.
Use what's listed as the **actual copyright date** (c) and not the printing date or publishing date (p) in the 008 and 245 fields of the MARC records.

AUDIOVISUAL CATALOGING SPECIFICATIONS:

- Use specifications on page 1, except add appropriate audiovisual format prefix.
- Feature films are classified as Fiction.
- Sound cassettes or CDRs that come with books should be classified as CA or CDR, not KIT.
- Do NOT use the ISBN from the books in creating the MARC record.

SERIES:

- Titles that are parts of a series, as indicated by a part number or volume number on the packaging, will be given one record per series. Separate barcode numbers will be provided for each title in the series. This will only be necessary when the series is ordered in its entirety.
- Items that are part of a series are to be cataloged under the item title.
- Individual call numbers will be used for titles in a series, unless they are a volume or part.
- Do NOT assign volume or part if it does not already have one.

FOREIGN LANGUAGE TITLES:

- Cataloged by language (i.e., 468.6 for Spanish titles)

GRAPHIC NOVELS:

- Catalog using Dewey subject designation. Do NOT use 741.
- Fiction graphic novels should be cataloged using Fiction specifications.
- Nonfiction graphic novels should be cataloged using Dewey subject.
- Use specifications on page 1. Do NOT add GN collection code designation. This is for in-house use only.

MULTIPLE COPIES:

- For multiple copies of the same title, provide one MARC record, using a unique barcode for each copy.

COLLECTION CODES:

<u>Print Collection</u>	<u>Code</u>	<u>Audiovisual Formats</u>	<u>Code</u>
Big Books	BB	Audiobook Player	ABP
Biography	B	Cassette Tape & Audiobook	CA
Easy	E	CD-ROM (Audio CD, non-musical	CDR
Easy/Dewey	ED	CD, or computer file)	
Fiction	F	Digital Video Disc	DVD
Graphic Novel	GN (for in-house only)	Game	GA
Paperback	PB	Kit	KIT
Professional	PRO	Model	MOD
Reference	R	Videocassette	VC
Story Collection	SC	Videodisc	VD

CATALOG CARD INSTRUCTIONS:

- Circulation kit – one set per title
Middle schools, high schools, and centers get spine label and pocket
Elementary schools get spine label only (no book card or pocket)
- Book pocket – middle schools, high schools and centers
Include
- *Price and barcode number*
- *Call number & cutter preferred*
- Theft detection – middle schools, high schools, and specified centers only (see notation on school location list provided by Learning Resources & Instructional Materials Dept.)
Checkpoint Teeny Beepers 9.5 frequency

PROCESSING INSTRUCTIONS:

Books

- Barcode Label Placement
On front cover, horizontally, 3/8" from bottom, left-hand corner
- Spine Label Placement
On spine, 1/2" from bottom
- Label Protectors
For barcode label
For spine label
- Mylar Jackets
Taped, not glued
- Book Pocket
On inside back cover (do not cover with Mylar jacket)
- Theft detection – middle schools, high schools, and specified centers
Glued under book pocket

Accelerated Reader (AR) Cataloging and Labeling

Refer to the district Purchase Order to determine if school is requesting processing for the AR program. School must specify on the purchase order if they want this service.

- A school may request a blue label above spine label to denote this is an AR book. Any labels with AR, Lexile and points **may not** be placed on outside of book.
- Add MARC 526 tag, with subfields, a) Accelerated Reader, b) Reading Level, d) Point Value, z) Reading program name.
- Place AR level tag on pocket of book in upper right hand. This is mandatory for all orders requesting AR service.
- Place AR level tag on label placed on the inside back cover in the upper left-hand corner for books that do not have a pocket for Checkpoint tag theft detection.

Reading Counts (RC) Cataloging and Labeling

- A school may request an orange label 5/8" by 1 1/4" above spine label to denote this is an RC book. Any labels with RC, Lexile and points **may not** be placed on outside of book.
- Add MARC 526 tag, with subfields, a) Reading Counts, b) Reading Level, d) Point Value, z) Reading program name.
- Add Lexile level to MARC 521 tag.
- Place RC level and Lexile level tag on label placed on the inside back cover in the upper left-hand corner for books that do not have a pocket for Checkpoint tag theft detection.

Videos

- If packaged in plastic cases, items will be processed in their original cases.
- If packaged in cardboard sleeves, items will be placed into a plastic slip-sleeve storage case or plastic clamshell case.
- Multi-volume titles will be processed in plastic double-clamshell storage cases (with the cardboard video sleeve sliced to fit the case).
- Barcode label will be attached to the front of the cardboard sleeve in the lower left corner.
- Spine label will be attached to the lower spine of the cardboard sleeve.

DVDs, CDRs (compact disc non-musical, musical, computer file), & Audio Cassettes

- If the product comes in a plastic case with a paper sleeve:
 - Process in the original case.
 - Barcode label will be attached to the front cover in the lower left corner and covered with a label protector.
 - Spine label will be attached to the lower spine unless spine is too narrow, in which case it is to be attached on the front above the barcode label and covered with label protector.
- If the product comes in a cardboard sleeve or a case that does not have a removable paper sleeve:
 - Barcode label will be attached to the front of the cardboard case in the lower left corner and covered with a label protector.
 - Spine label will be attached to the lower spine of the cardboard case and covered with a label protector; or if spine is too narrow, put spine label on front above barcode label and cover with a label protector.

Sets of Materials in Multiple Formats

Material that is three or more items, with one item not the predominant item, should be processed as KIT. Otherwise, process under the main item.

Example: 1 compact disc (sound recording)
5 paperback books
should be processed as CDR

Example: 1 digital video disc
1 sound cassette
4 paperback books
should be processed as KIT

MARC RECORDS: MARC 21/852 DESTINY

Required Fields

- 001 [Local Control]
- 008 [40 bytes]
- 010_a [LCCN if applicable]
- 020_a [ISBN if applicable]
- 022_a [ISSN if applicable]
- 024_a [UPC if applicable] [Required for video records if no 001,010 or 020]
- 092_a [Call number prefix and classification] if applicable
- 092_b [Cutter] if applicable
- 245_a [Title]
- 852 [Local holdings for Broward County]
 - 852_a Two-digit state code (06) and four-digit school code (list of schools and codes is attached) - Example of 852_a with district and school code: 852_a061234
 - 852_h Call number, including prefix, classification, and cutter
 - 852_i [Author cutter] if applicable
 - 852_p Barcode number
 - 852Subfield 9 Item price

Sample 1

_h = collection code call # cutter
h = R 031 Wor
h = B Jon

OR

Sample 2

h = collection code call #
i = cutter
x = volume (v.1 v.2)
h = R 031 h = B
i = WOR i = JON

AUTOMATED LIBRARY SYSTEM:

The district uses Follett's Destiny library automation system. Specifications are as follows:

Barcodes

- Code 39, mod 10, high density
- 14 digits in length
- Digit 1 must be 3
- Digits 2-5 must be the school's four-digit numeric code (list will be provided)
- Last digit must be a check digit (modulus 10)
- Barcode range will be assigned to each vendor by Learning Resources Department

MicroLIF Diskettes

- Must be MS-DOS, 3 1/2"
- U.S. MARC21/852, MicroLIF .001

File Transfer

- MARC records should be e-mailed to: desiree.berger@browardschools.com or mailed to Desiree Berger, Data Entry Operator, Learning Resources & Instructional Materials Dept., School Board of Broward County, 2301 NW 26 Street, Fort Lauderdale, FL 33311.