

OVERVIEW OF CATALOGING AND PROCESSING SPECIFICATIONS

General Guidelines

The electronic card catalog is the index to all print and nonprint resources owned, inventoried, and circulated through the district's library media centers. All Broward County library media centers are required to have an up-to-date integrated electronic catalog accessible to all users. Database maintenance is required in order to keep the information accurate and current. Therefore, it is imperative that library media specialists are thoroughly familiar with the district's requirements for the cataloging and processing of library media materials.

Cataloging and Processing of Materials: Pre-processed books are now all direct shipped to the schools. They have the choice of having the non-processed books sent to Central Processing or directly to their school. The district maintains a Processing Lab, which receives and verifies direct shipment accuracy and processes materials for Broward County school libraries. Materials arrive at the schools ready to be reviewed and shelved. Relief from this very time consuming task allows the media specialist to spend more time assisting students and staff as well as engaging in information literacy instruction and collaborative teaching. Schools must order from vendors whose cataloging and processing services have been District approved.

Should material be received at the school rather than the Processing Lab, the media specialist may add items to the database if a cataloging record already exists for that specific item. If no cataloging record exists, the media specialist should box the item(s) and send it to the Processing Lab where a complete MARC record will be created.

Many of our approved vendors offer substantial discount and processing services — assuring timely receipt of materials and an accurate catalog record. Please refer to the list of *Direct Vendors* [Direct Order Vendors](#) that have been approved by Learning Resources. Only as a last resort should orders be placed with vendors that cannot supply approved cataloging. Examples of these vendors include *National Geographic* or *World Almanac*.

Standard District Cataloging Specifications

To provide uniformity in our shared database, all library media materials must conform to Broward County's cataloging and processing specifications. We are fortunate to have an integrated library automation system which:

- permits consistent retrieval procedures by students, teachers, and library media specialists as they move from school to school.
- facilitates the rapid processing of materials due to the large size of database records
- eliminates unique, nonstandard procedures
- assures that all schools meet current, acceptable standards for cataloging, organizing, and circulating library media materials

The district standard processing specifications are supplied to approved vendors. Any vendor wishing to be included on the approved vendor list should contact Learning Resources & Instructional Materials Department. **The Processing Lab must do all original cataloging.**

Cataloging Specifications

1. The classification system used by Broward County public schools is the Unabridged Dewey Decimal System, cut at the first prime, with descriptive cataloging in ISBD – International Standard Bibliographic Data – format.
2. Catalog using *Children's Library of Congress Subject Headings*, *Sears List of Subject Headings*, and the *Anglo-American Cataloging Rules*, Revision 2, (AACR2).
3. Elementary schools use a two-letter cutter, while middle and high schools use a three-letter cutter.
4. Materials written in languages other than English must be cataloged into the appropriate 460 Dewey Decimal Classification number. Do not use the subject number.

Cutter Specifications

Category Specifications

Nonfiction Dewey number with author surname or main entry

Fiction F with author's surname or main entry

Easy Books E with first letter of author's surname or main entry

Story Collections SC with author's surname or main entry

Collection Codes

PRINT NON-PRINT

B Biography

BB Big Books

E Easy

ED Easy Dewey

F Fiction

G Globe

PB Paperback

PRO Professional

R Reference

SC Story Collection

P Picture

PO Poster

SL Slide

TR Transparency

VC Videocassette

VD Videodisc

C Chart

CA Cassette Tape

CD Microcomputer Disk

CDR CD-ROM

DVD Digital Videodisc

GA Game

KIT Kit

M Map

MOD Model

Machine-Readable Catalog — MARC

Machine-Readable Cataloging, known by its acronym MARC, is a way of coding cataloging information so it can be recognized by the computer. It is a standardized method for making bibliographic information machine-readable. MARC formats allow cataloging information to be stored, accessed, processed, communicated, and manipulated by a computer.

MARC is basically a shell in which bibliographic data relating to the item being cataloged is entered. Information placed in the MARC shell must meet the standards for international Standard Bibliographic Description (ISBD) and follow the cataloging rules set forth in the *Anglo-American Cataloging Rules* Revision 2 (AACR2).

USMARC Terms and Definitions:

Field: Each bibliographic record is divided logically into fields. There is a field for the Author, a field for Title, etc. To provide detailed information, these fields may be subdivided into one or more subfields. Each field is represented by a three-digit tag.

Tag: A tag identifies the field - the kind of data - that follows, e.g., the 245 tag is for title information.

Indicators: Two character positions follow each tag beginning with tag 010. Indicators describe certain things about a cataloging record. For example, some indicators tell whether to trace a main entry. Other indicators, called non-filing indicators, are used to make certain that initial articles (A, An, The) are not considered when filing titles in an automated system or union catalog. Each indicator value is a number from 0 to 9.

Subfields: Most fields contain several related pieces of data. Each type of data within the field is called a subfield, and each subfield is preceded by a specific code. Fields 001 to 009 have no subfields. Subfield codes are one lowercase letter assigned to specific types of information.

Example: 260 tag Publication information
Subfield a = Place of publication
Subfield b = Name of publisher
Subfield c = Date of publication