

## 3.3 CATALOGING AND PROCESSING GUIDELINES

### 3.3.1 PROCESSING OF PURCHASED RESOURCES

All materials (print & non-print) ordered for the School Media Center should be purchased as “shelf-ready.” Shelf-ready materials should include spine labels, barcodes (if automated), book pocket with transaction card (not automated) and data disk with full MARC 21 records for all the materials in the library order. Some librarians like to have a book card and pocket as backup even if the library is automated in case the system is temporarily down. In addition, the Funding Source, e.g., “NYSLIB,” should be marked on every library material purchased (see NYSLIB guidelines on the Office of Purchasing and Management Website at <http://schools.nyc.gov/Offices/DCP/publications/nyslib.htm>).

#### PURCHASED WITH STATE MONEY EDUCATION LAW 1985 SECTION 711, CHAPTER 53

Processing and cataloging specifications should be submitted with each library order. **[Note: Make sure your specifications include the school’s name and address on the book.]** Every vendor catalog includes a form for processing and cataloging in the back of the catalog. If you do not yet have an automation system, discuss with your jobber the ordering of a barcode format that is compatible with all systems. Keep records of the barcode ranges allocated for each vendor. Some vendors may provide FREE processing and cataloging. For others, the price per book will be taken out of the “Do Not Exceed” amount.

For those books that are acquired through book fairs, gifts, etc., you will need to have some supplies to process the materials in-house: plastic book covers, tape, spine labels, pockets, and book cards. If you are automated, you will need a supply of dumb barcodes (barcodes not yet linked to a specific title in your catalog) or the ability to print a barcode for the book from your automation system. These materials can be purchased with Teachers’ Choice money, out of the school’s supply budget, or with book fair or other money raised for the library account. They cannot be purchased with the state allocation, which is solely for library materials.

#### **Inventory Records**

According to Department of Education policy, library books do not have to be inventoried separately. “Librarian’s traditional or computerized cataloging system will be considered as an ongoing inventory record.” Inventory records must be kept, however, for all equipment purchased. Guidelines for the inventory of equipment may be found at <http://schools.nyc.gov/NR/rdonlyres/A043AAF1-A439-4D7E-BB63-C46F7FDA7DEB/0/sopinventoryfinalchapter.pdf>.

### 3.3.2 DEWEY DECIMAL SYSTEM

The Dewey Decimal System is almost universally used as the organizing protocol for all school and public libraries. The location skills the students learn in your school library are directly transferable. Even at the college level, where the Library of Congress system is used, students will have learned basic location skills in your school library that will then transfer to the college level. The basic breakdown of the Dewey Decimal System is as follows:

#### Overview

000	Generalities
100	Philosophy and Psychology
200	Religion
300	Social Sciences
400	Language
500	Natural Sciences and Mathematics
600	Applied Sciences and Technology
700	The Arts
800	Literature and Rhetoric
900	Geography and History

The following Web sites will help explain the further breakdown of the Dewey categories.

#### Simple

[www.monroe.lib.in.us/childrens/ddctable.html](http://www.monroe.lib.in.us/childrens/ddctable.html)

#### Deeper

<http://www.tnrplib.bc.ca/dewey.html>

#### Dewey Summaries

<http://www.oclc.org/dewey/resources/summaries/deweysummaries.pdf>

For more detailed cataloging, check the classification in the public library's catalog.

### 3.3.3 SUBJECT HEADINGS

Libraries must follow an authority in determining subject headings in order to maintain the integrity of the catalog. Most libraries commonly use either *Library of Congress Subject Headings* or *Sears List of Subject Headings* as the authoritative source of subject headings. Generally, schools use *Sears*.

*Sears* offers a controlled vocabulary so that all books on the same subject are accessible through the same words. Main headings may be subdivided by: topic, aspects of a topic, geography, and chronology. Every subject heading in *Sears* is linked to the corresponding Dewey number.

Typically, librarians with both print and electronic catalogs offer both “see” and “see also” references to help patrons refine their search and find additional resources.

If you are automated, request both types of headings in the MARC records, but activate the *Sears* headings only. Non-automated school libraries should order cards with *Sears* subject headings.

*Sears List of Subject Headings* should be updated regularly; each time a new edition comes out, the library should purchase a copy. It is available through H. W. Wilson at: [http://www.hwwilson.com/reviews/sears\\_review.htm](http://www.hwwilson.com/reviews/sears_review.htm).