

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

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

|                        |                              | kept in the Special Room are for IN-HOUSE USE ONLY, AND MAY NOT CIRCULATE.  |
|------------------------|------------------------------|---|
| LP                     | Large Print                  | Books whose spine label reads<br>LP followed by the author's last<br>name belong to us; LP followed<br>by a number belong to the ABLE<br>Library of Vermont. We borrow<br>these on a rotating basis<br>(receiving new books every<br>three months).   |
| PIC                    | Picture Books                |   |
| PIC (Holiday)          | Holiday-themed picture books | These books should all have the<br>PIC (Holiday) designation on the<br>spine label and a holiday sticker<br>at the top of the spine. We<br>shelve these first in order of the<br>calendar year (New Years,<br>Groundhog Day, Valentine's<br>Day, St, Patrick's Day, Easter,<br>Passover, Independence Day,<br>First Day of School, Halloween,<br>Thanksgiving, Hanukkah,<br>Christmas), and then alpha by<br>author. For example, all<br>Christmas books will be shelved<br>together at the end of the<br>section and will then be<br>organized by author. PIC<br>(Holiday) MARKS, PIC (Holiday)<br>PERKINS, PIC (Holiday)<br>SEUSS, etc. |
| Poetry (no genre abbv) |                              | Shelved by Dewey decimal system: 811  |
| SS                     | Short Stories                | SS is for short stories and are<br>shelved alpha by author (or in<br>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 <u>Step 5</u>, below), but often you will have to look them up. It can be challenging. These sites often list Dewey numbers: the <u>Library of Congress</u>, <u>LibraryThing</u>, <u>WorldCat</u>, <u>CW Mars</u>, and <u>Blackwell's Books</u>. 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 <u>this</u> <u>book</u>, 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.



## 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).

| LibraryWor            | ld.   |   | Market   | Help           | Support     | Account | Sign |
|-----------------------|---|---|--|----------------|-------------|---------|------|
| A My Home             | Adding New Catalog Records  |   |  |                |             |         |      |
| Clipboard (2)         | This page provides two methods for adding records, manually or Z39.50<br>Don't forget to edit and add copies to new titles if you are bar coding or p | lookup.<br>Janning on circulating items.        |  |                |             |         |      |
| Main page     Catalog | 1. Enter records manually by type of material: Book, Serials, Manuscript, C<br>See all material types: Material Types.                                | Computer Files, Maps, Music/Sound, Nonmusic/S   | iound, Scores, Visual Materials, Mixed Materi          | als, Realia Ol | bjects.     |         |      |
| Patrons               | <ol> <li>Search Z39.50 collections or joined libraries.</li> <li>To edit, click on the pencil to the right of the title.</li> </ol>                   | Listing 1 to 10 of 10977                        | (1)234 of 1098   |                |             |         | Next |
| Serials               | ISBN*, or Place cursor here   | <ul> <li>A lesson in dying /</li> </ul>         | eil to edit a title, or click <u>here to return to</u> | last search :  | <u>set.</u> |         | 0    |
| ✓ Inventory           | ISSN , or   | <ul> <li>Holland and its neighbors /</li> </ul> |  |                |             |         | 0    |

What will happen, if fortune favors you, is that a **<u>bibliographic record</u>** 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 <u>step four.</u>

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

| 2. Sear | ch Z39.50 collection   | is or joined libraries.   | No Items Found                |
|---------|------------------------|---------------------------|-------------------------------|
| TO CUIL | choix off the perior t | o the right of the title. | Display recently added items. |
| ISBN*   | 9781523515646          | , or                      |                               |
| LOON    | 85.                    |                           |                               |

#### 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.

|         |                                 | Searc |
|---------|---------------------------------|-------|
| -       |                                 |       |
| C,      | library of Congress             |       |
| 0       | MaineCAT                        |       |
| 0       | lational Library of Medicine    |       |
| 0       | Vew York Public Library         |       |
| 0       | DhioLINK Central Catalog        |       |
| 0       | Princeton University            |       |
| 0       | rinity College, Dublin          |       |
| 0       | JCLA Library                    |       |
| $\circ$ | loined LibraryWorld Collections |       |

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.

| LibraryWork   | d.  |   | Market  | Help         | Support            | Account     | Sign Out |
|---|---|---|---|--------------|--------------------|-------------|----------|
| A My Home   | Adding New Catalog Records  |   |   |              |                    |             |          |
| Clipboard (2)   | This page provides two methods for adding records, manually or Z39.50<br>Don't forget to edit and add copies to new titles if you are bar coding or   | ) lookup.<br>planning on circulating items.   |   |              |                    |             |          |
| <ul> <li>Main page</li> <li>Main page</li> <li>Catalog</li> <li>Patrons</li> <li>Circulation</li> <li>Serials</li> <li>Invertory</li> <li>Reports</li> <li>Settings</li> <li>QOPAC</li> </ul> | 1. Enter records manually by type of material: Book, Serials, Manuscript, See all material types: Material Types.     2. Search 239.50 collections or joined libraries.     To edit, click on the pencil to the right of the title.     ISBN 9780062742209 or for ISSN 0.0000000000000000000000000000000000   | Computer Files, Maps, Music/Sound, Nonmusic/Sound, Nonmusic/Sound, I to 1 of 1<br>Click on the divot to review title<br>records.<br>The art of resistance : my four | ound, Scores, Visual Materials, Mixed Materia<br>information, click on title to add a record<br>rryears in the French underground : a mer | ls, Realia O | bere to <u>Shi</u> | ow Recently | ç added  |
| LibraryWorld  | 1.  |   | Market  | Help         | Support            | Account     | Sign Out |
| A My Home   | Adding New Catalog Records  |   |   |              |                    |             |          |
| <ul> <li>Clipboard (2)</li> <li>Main page</li> <li>Catalog</li> </ul>   | This page provides two methods for adding records, manually or Z39.50<br>Don't forget to edit and add copies to new titles if you are bar coding or p<br>1. Enter records manually by type of material: Book, Serials, Manuscript,<br>See all material types: Material Types.   | lookup.<br>Janning on circulating items.<br>Computer Files, Maps, Music/Sound, Nonmusic/Sc  | ound, Scores, Visual Materials, Mixed Material  | is, Realia O | bjects.            |             |          |
| 1 Patrons   | 2. Search Z39.50 collections or joined libraries.   | Listing 1 to 10 of 10978  | (1)234 of 1098  |              |                    |             | Next     |
| Circulation   | To eail, click on the pencil to the right of the little.  | Recently Added: Click on a penci  | il to edit a title, or click <u>here to return to la</u>  | ast search   | set.               |             | 0        |
| Serials   | ISBN*, or   | The art of resistance : my four   | r years in the French underground : a mer   | noir /       |                    |             | ( )      |
| <ul> <li>Inventory</li> </ul>   | ISSN , or   | <ul> <li>A lesson in dying /</li> </ul>   |   |              |                    |             |          |
| Reports   | with the title  | <ul> <li>Holland and its neighbors /</li> </ul>   |   |              |                    |             | 0        |
| Settings  | created by  | <ul> <li>Righteous prey /</li> </ul>  |   |              |                    |             | 0        |
| 9 OPAC  | Search  | How the Post Office created America : a history /   |   |              |                    |             | 0        |
|   | aryWorld.       Market       Heip       Support       Account         ore       Adding New Catalog Records         ore (2)       Dift spage provides two methods for adding records, manually or 239.50 lookup.         Street records manually by type of material: two, Same, Manuscryt, Computer Files, Manu, Marce/Saunt, Nonnusic/Sount, Scores, Visual Materials, Marce Mate | 0   |   |              |                    |             |          |
|   | LibraryWorld.       Manet       Heip       Support       Accor         My Home       Adding New Catalog Records       This page provides two methods for adding records, manually or 230.50 lokup.       Don't forget 16 out add cogles to react coding or planning on circulating items.       Items page       Items page       Items page       This page provides two methods for adding records, manually or 230.50 lokup.       Don't forget 16 out add cogles to react coding or planning on circulating items.         Image: Section S                             |   | 0   |              |                    |             |          |
|   | MaineCAT     National Library of Medicine   | The missing piece : a novel /   |   |              |                    |             | 0        |
|   | New York Public Library   | <ul> <li>Rizzoli &amp; Isles : Listen To Me</li> </ul>  | e : a novel /   |              |                    |             | 0        |

**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.

Listing 1 to 2 of 2

Click on the divot to review title information, click on title to add a record, or click here to <u>Show Recently</u> added records.

- Blues people; Negro music in white America
- Blues people : Negro music in white America /

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.

Listing 1 to 2 of 2

Click on the divot to review title information, click on title to add a record, or click here to <u>Show Recently</u> added records.

Blues people; Negro music in white America

Blues people : Negro music in white America /

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).

| CORRECT RECORD:  | in Coldberg  | Discover great authors,<br>exclusive offers, and more at hc.com. |
|--|--|--|
|  | ISBN 978-0-688-18474-2<br>51599<br>9 780688 184742   |  |
| Printed in U.S.A.  |  | USA \$15.99 / \$19.99 CAN  |
| Cover design by Carin Cold<br>H A R P E R P P R<br>An Imprint of Harper Collins<br>Drinted in U.S.A.<br>Printed in U.S.A.<br>NCORRECT RECORD:<br>PUBLISHERS DO NOT<br>MATCH (EVEN THOUGH<br>ISBNS MATCH)<br>Listi<br>Clici<br>adde<br>J<br>Aur<br>ISE<br>Publisher MATCH | Listing 1 to 2 of 2  | , mace meterios, R   |
| PUBLISHERS DO NOT<br>MATCH (EVEN THOUGH<br>ISBNs MATCH)  | Click on the divot to review added records.  | w title information, click on title to add a record, or clic     |
|  | <ul> <li><u>Blues people; Negro m</u><br/>Author: Baraka, Amiri,<br/>ISBN: 9780688184742</li> <li>Pub Info: New York, W. Morrow</li> </ul> | nusic in white America   |
|  | Blues people : Negro r   | nusic in white America /   |

#### 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.

<u>MARC records are a set of metadata standards</u> – 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 <u>here</u>, 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 !!

| Adding a Field to a Record: Return to Record   B | Back   |
|--|--|
| 00   | 3 Control Number Identifier                    |
| 00   | 5 Modification Date Time                       |
| 00   | 6 Fixed Length Data - Additional               |
| 00   | 7 Physical Description - General               |
| 00   | 8 Fixed Length Data - General                  |
| 01   | 0 LCCN   |
| 01   | 5 National Bibliographic Number                |
| 01   | 6 National Bibliographic Agency Control Number |
| 01   | 7 Copyright No                                 |
| 02   | 0 ISBN   |
| 02   | 2 ISSN   |
| 02   | 4 Other Standard Identifier                    |
| 02   | 8 Publisher Number                             |
| 03   | 3 Date/Time of an event                        |
| 03   | 5 System Control Number                        |
| 03   | 7 Source of Acquisition                        |
| 04   | 0 Cataloging Source                            |
| 04   | 1 Language Code                                |
| 04   | 2 Authentication Code                          |
| 04   | 3 Geographic Area Code                         |
| 04   | 7 Form of Musical Composition                  |
| 04   | 8 Number of Musical Instruments or Voices      |
| 04   | 9 Local Holding                                |

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**.

| < | 090 | Local Call Number |
|---|-----|-------------------|
|   | 092 | Local Call Number |
|   | 096 | 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 <u>here</u>), 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.

| LibraryWor                        | rld.  |      |  |  |
|-----------------------------------|---|------|--|--|
| My Home     Catalog - Edit Record |   |      |  |  |
| Clipboard (2)                     | Record has been modified. Save Record   |      |  |  |
| A Main page                       | Add Copy Add Field Delete Fields Add Link Add File MARC View Change Type Add to Clipboard Del | lete |  |  |
| In Catalog                        | 1 of 1 - Return to List   Print   Duplicate Record   Add a New Record                         |      |  |  |
| A Patrons                         | The art of resistance : (Book)  |      |  |  |
|                                   |   |      |  |  |

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 **!!**

| LibraryWor   | ld.  |   |  |                                     |  |  |  |
|--|--|---|--|-------------------------------------|--|--|--|
| A My Home  | Catalog - Edit Co  | ру  |  | Only fill in for Large Print books: |  |  |  |
| 📋 Clipboard (2)  | Return to Record   | Show History                              | Lost Delet                                     | te this Copy                        | "Large Print"                            |  |  |
| <ul> <li>Main page</li> <li>Catalog</li> <li>Patrons</li> <li>Circulation</li> </ul> | The art of res<br>Only status and b<br>Status: IN<br>Branch: | istance : my<br>ar code number<br>Bar Cod | four years ir<br>s are required.<br>de Number: | n the Fren                          | ch underground : a memoir /<br>Copy No.: |  |  |
| <ul><li>Serials</li><li>Inventory</li></ul>  | Call Number:   |   | Call Cu  | utter:<br>6 FIELDS<br>(sometin      | Price: [ex. 99.99]                       |  |  |

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

| Large Print: Genre<br>Catalog - Edit Co | prefix = <b>LP</b> , Lo<br><mark>py</mark> | cation =  | Large Print      |             |              |             |
|---|--|-----------|------------------|-------------|--------------|-------------|
| Return to Record                        | Show History                               | Lost      | Delete this Copy |             |              |             |
| The match /<br>Only status and b        | ar code numbers                            | s are req | uired.           |             |              |             |
| Status: IN                              | Bar Coo                                    | le Numb   | er:              |             | Copy No.: 2  |             |
| Branch:                                 | Lo   | ocation:  | Large Print      | Collection: |              |             |
| Call Number: LP                         | Coben                                      | (         | Call Cutter:     | F           | Price: 31.00 | [ex. 99.99] |
| ~ · 「                                   |  |           |                  |             | <u> </u>     |             |

#### 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]

| Record has<br>Save Rec | s been modifie<br>ord | d.                  |               |             |                  |                 |                  |                  |      |        |       |        |
|------------------------|-----------------------|---------------------|---------------|-------------|------------------|-----------------|------------------|------------------|------|--------|-------|--------|
| Add Copy               | Add Field             | Delete Fields       | Add Link      | Add File    | MARC View        | Change Type     | Add to Clipboard | Delete           |      |        |       |        |
| 1 of 3 - Re            | eturn to List         | Print   Duplica     | ate Record    | Add a N     | lew Record       |                 |                  |                  |      |        |       |        |
|                        |                       |                     |               | н           | ildene: The Li   | ncoln Family H  | ome (Mixed Mate  | rial)            |      |        |       |        |
|                        |                       | Cont                | rol Number :  | 18014       |                  |                 |                  |                  |      |        |       |        |
|                        |                       | Modification        | Date Time :   | 202101271   | 00948.0          |                 |                  |                  |      |        |       |        |
|                        |                       | Local C             | all Number :  | PASS Hilde  | ene [YEAR]       |                 |                  |                  |      |        |       |        |
|                        |                       | Main Entry-Pers     | onal Name :   | Hildene     |                  |                 |                  |                  |      |        |       |        |
|                        |                       | Title               | Statement :   | Hildene: Th | e Lincoln Fam    | ily Home Museu  | m pass           |                  |      |        |       |        |
|                        | F                     | Publication Distrit | oution Data : | Hildene [YE | EAR]             |                 |                  |                  |      |        |       |        |
|                        |                       | Physical I          | Description : | Index card  | sized pass, val  | id through [DAT | E]               |                  |      |        |       |        |
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## 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 <u>step 4</u> 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



<sup>\*</sup>Adult fiction / Biographies / Chapter Books / Early Readers / Graphic Novels / Juvenile Biographies / Children's DVDs / Juvenile Fiction / Vermont histories / Large Print / Short Stories / Children's DVDs

# 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: <u>How to Put Mylar on a</u> <u>Book</u>

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