Denton ISD Library Services
Cataloging and Processing Profile for Library Vendors
(Do not provide processing unless requested on individual purchase order)

BASIC PROFILE FOR ALL DENTON ISD LIBRARIES:

- Denton ISD has one central cataloger and one processing profile. All specifications outlined in this document apply to all schools in Denton ISD, except where individual campuses may choose an option (highlighted in <mark>yellow</mark> throughout this document). Individual campuses or librarians cannot make or request changes to the district processing specs. If there are questions about the requirements outlined in this document, please email library@dentonisd.org or call 940-369-0149.
- Please provide separate digital cataloging files by resource type, i.e., separate files for print books, eBooks, eAudiobooks, makerspace items, and other library materials.
- Cataloged records must follow current established standards in the library science/cataloging field, including proper use of diacritics when appropriate, as well as Library of Congress authorities for series (800 or 830 tags, as appropriate) and other authority-controlled fields.
- Please provide MARC21 records (latest version) *with barcodes* (see below for additional barcode/barcode range info).
- Records must conform to original RDA standards as well as 949 holdings tag format (detailed below). RDA is strongly preferred, but we can still accept AACR2.
- Classification: Unabridged Dewey, latest edition (see further instructions below).
- Subject Headings must be Library of Congress. DO NOT include Sears Subject Headings in MARC records.
- Convert the form subdivision $vJuvenile fiction to $vFiction. Do not use subdivision $vJuvenile literature.
- Include a 520 tag summary.
- Please strip 856 tags that contain book cover image links.

BARCODES & BARCODE RANGE INFORMATION:

- Barcodes must be imprinted with '**Denton ISD**'.
- Barcode ranges are centrally controlled by Denton ISD Library Services. Please request needed barcode ranges by email to library@dentonisd.org. Please include the PO number and the number of barcodes needed in email request.
- Barcode label symbology: 14-digit CODABAR (Mod 10) with check digit.

DATA ON ELECTRONIC RECORDS:

- Provide 13-digit ISBN. If 13-digit is not available, provide 10-digit but NOT both.
- Provide all notes and bibliography, contents, annotation (or review), and index.
- Provide all added entries.
- Provide dates from personal name subject headings.
- Provide dates from personal name added entries.
- Audience/Readability/Level and review sources – tag 521:
    1. Remove 521 with indicator 1 (interest age level).
    2. For 521 indicator 0, insert Reading grade level: <space> at the beginning of the subfield a.
        - Example: *521 _0 $aReading grade level:_2.8.*
    3. For 521 indicator 2, insert *Interest grade level: <space>* at the beginning of the subfield a.
        - Example: *521 _2 $aInterest grade level:_K-3.*
    4. Remove Lexile level measures.
    5. End subfield a in a period. Do NOT include subfield b (source) for either Reading grade level or Interest grade level.
- Place holdings in formation in 949 tag.
- Provide multiple copy barcode numbers in separate 949 tags.

MARC21 RECORDS:

- System interface is Library.Solution (The Library Corporation, Version 5.7.3).
- Records must be formatted to current MARC21 bibliographic standards.
- Provide one record per title using MARC21, not one record per copy or volume.
- Format holdings records according to current MARC21 holdings standards with UTF-8 Unicode.
- Please provide records via electronic download or electronic file delivery.

LOCAL HOLDINGS TAGS FORMAT SPECIFICATIONS:

949 SUBFIELD	HOLDINGS RECORDS FIELD
$a	Holdings code (see instructions below)
$c	Dewey call number and/or Prefix/ Author designator/Genre abbreviation when appropriate
$g	Barcode
$i	Volume number (v.1 is the standard entry)
$j	Part subdivision
$k	Second part subdivision
$p	Price
$v	Source

**NOTE: NO prefix for standard Nonfiction – just Dewey number & cutter*
*** NO 526 tags*

LOCAL HOLDINGS CODES FOR DENTON ISD:

* *Use the first 3 digits of each school location plus the collection/holdings code:*

PRINT	AV	MISCELLANEOUS
BB—Big book **BDB**—Board book **BIO**—Biography **920** – Collective Biography **E**—Everybody – Picture Books **FIC**—Fiction (some campuses genrefy—see listing) **NF**—Nonfiction **PRO**—Professional **REF**—Reference **SC**—Story Collection **SP**—Spanish **WL**-World Languages (only for our IB schools)	**AB**—Physical audiobooks (for all formats—playaways, CD, audiocassette, other) **CD**—CD-ROM **DVD**—Digital Video Disc	**KIT**--Kit **URL**—eBook or eAB (resources accessed by a unique URL)

LOCATION CODES FOR DENTON ISD *(in order of school type/location number)*:

002	Ryan High School	102	Sam Houston Elem	121	Nelson Elem School
003	Denton High School	104	Alexander Elem School	122	Blanton Elem School
007	Guyer High School	105	Hodge Elem School	123	Stephens Elem School
008	Braswell High School	106	McNair Elem School	125	Cross Oaks Elem School
		107	Newton Rayzor Elem	126	Adkins Elem School
041	Crownover Middle School	108	Rivera Elem School	127	Bell Elem School
044	Strickland Middle School	109	Shultz Elem School	128	Union Park Elem School
045	Calhoun Middle School	110	Ginnings Elem School	129	Sandbrock Ranch Elem School
046	McMath Middle School	111	Borman Elem School	130	Hill Elementary School
047	Navo Middle School	112	Evers Park Elem School	131	Martinez Elementary School
048	Harpool Middle School	113	W.S. Ryan Elem School		
049	Myers Middle School	115	E.P. Rayzor Elem School	005	Lester Davis Campus (alternative campus)
050	Rodriguez Middle School	116	Pecan Creek Elem School	039	Fred Moore High School (alternative high
051	*Cheek Middle School* (opened Fall	117	Providence Elem School	040	Sparks Campus (alternative secondary school)
		118	Hawk Elem School		
114	Ann Windle School for Young	119	Savannah Elem School	911	Denton ISD Library Services (Central)
124	Gonzalez School for Young	120	Paloma Creek Elem		

NONFICTION:

- Unabridged Dewey cut at first prime with a preferred maximum of 2 digits past the decimal, however up to 4 digits may be used where proper Dewey subjects require 4 decimal places.
- Cutter for the first three letters of the author's last name in ALL CAPS.
- Any available volume information is to be included in the 949 subfield i of the MARC record, but do not include this information on the printed spine label.
- Classify <u>individual biography</u> books as B with the first three letters of the biographeé as the cutter in ALL CAPS.
- Classify <u>collective biography</u> as 920, cuttered with the first three letters of the author's last name (or title if title is the main entry) in ALL CAPS.
- Classify <u>reference</u> material REF above the Dewey classification number.
- <u>Spanish language materials</u>: Add the letter designation SP above the Dewey classification number.
- <u>Other foreign language materials</u>: For all campuses except IB Schools (their specs to follow) classify with appropriate Dewey classification (ex: 448.6 – French).
  - ∗ *For our four (4) IB schools-Denton High, Calhoun Middle, Borman Elementary, & Newton Rayzor Elementary, any foreign language material other than Spanish will go into a separate World Languages collection with the prefix WL in front of the standard call number for FIC, E, Dewey number, B (biography) with the holdings information using branch number + WL as the holdings code in the 949$a (ex: Denton HS would be 949$a003WL).*
- <u>Graphic novels</u>-the district default is for all graphic novels to be classified in Nonfiction as either 741.5 or subject content Dewey, however, campuses do have the option to choose to genrefy their Fiction collections and we do allow an option for these campuses to include their Fiction graphic novels as a Fiction genre, GRA (see more specifics regarding genres to follow).

FICTION:

- Fiction classification is FIC with the first three letters of the author's last name in ALL CAPS.
- Easy fiction and picture books are classified as E with the first three letters of the author's last name in ALL CAPS.
- Story collection books are classified as SC with the first three letters of the author's last name or first three letters of the title (if main entry) in ALL CAPS.
  - ∗ *NOTE: Braswell HS, Denton HS, Guyer HS, and Ryan HS do not use Story Collection and many of our schools are beginning to phase* this collection out. For schools that do not have a Story Collection, include these items with Fiction.
- Include any available volume information in the 949 subfield i of the MARC record, but do not include on the printed spine label.
- ∗ *We do allow some campuses to choose genre processing for Fiction (see information & table to follow for schools and for genre processing requirements)*

AUDIOVISUAL MATERIALS:

- Classify appropriately as fiction or nonfiction according to Dewey, cuttered with the first three letters of the title entry.
- Classify individual biography (B) cuttered with the first three letters of the biographeé's last name.

EBOOKS:

- eBook classification/call number is EBOOK with the remaining portion for the respective collection or Dewey, (ex: EBOOK FIC or EBOOK 398.2).
- Holdings code for all online materials and eBooks is URL (see holdings code chart).

GRAPHIC NOVELS:

- Graphic Novel Option – Even though our district default is for all graphic novels to be classified in Nonfiction 741.5 or Dewey subject content, most of our schools do exercise the option to have Fiction genre shelving and use the genre abbreviation 'GRA' for fiction graphic novels.
- 'GRA' should NOT be added to graphic novels that are cataloged as Nonfiction.
- The district preference is to catalog Nonfiction graphic novels with the appropriate Dewey number (subject content) or as 741.5, but either is acceptable and is at the campus librarian's discretion.

GENRE PROCESSING OPTION – FICTION ONLY *(specified campuses)***:**

- All schools listed in the chart below will need genre processing for Fiction.
- Books will need a genre sticker placed directly above the spine label.
- MARC records will need to have the genre subject heading added (if not already present).
- A genre abbreviation will be added to the MARC 949 subfield d. Labels, genre abbreviation, and genre subject heading are according to the chart to follow.
- Graphic Novel Option – even though our district default is for all graphic novels to be classified in Nonfiction 741.5, over the years most of our schools have opted to exercise the option to have fiction genre shelving and use the genre abbreviation 'GRA' for graphic novels in fiction. 'GRA' should NOT be added when graphic novels are cataloged as nonfiction (see chart for elementary and secondary fiction genres).
  - ∗ *Nonfiction* graphic novels should be cataloged as Dewey subject content or as 741.5 (campus discretion).
- Genre Stickers – Elementary genre stickers are standardized and shown in the chart to follow. Check with Secondary Librarians for preferred sticker when processing genre fiction. Genre sticker placement should be directly above the spine label with call number.

CAMPUSES REQUIRING GENRE PROCESSING
with Graphic Novel Holdings Preference by School (3rd column)

ELEMENTARY SCHOOLS	LOCATION CODE	*Graphic Novels in NF or FIC*	SECONDARY SCHOOLS	LOCATION CODE	*Graphic Novels in NF or FIC*
Adkins ES	126	FIC	Calhoun MS	045	FIC
Alexander ES	104	**NF**	Cheek MS	051	**NF**
Bell ES	127	FIC	Crownover MS	041	**NF**
Blanton ES	122	FIC	Harpool MS	048	**NF**
Cross Oaks ES	125	FIC	Myers MS	049	**NF**
E.P. Rayzor ES	115	FIC	Rodriguez MS	050	**NF**
Evers Park ES	112	**NF**	Strickland MS	044	FIC
Ginnings ES	110	**NF**			
Hawk ES	118	FIC	Braswell HS	008	FIC
Hill Elementary (opening Fall '24)	130	FIC	Denton HS	003	**NF**
Hodge ES	105	**NF**	Guyer HS	007	**NF**
Houston ES	102	FIC	Ryan HS	002	FIC
Martinez Elementary (opening Fall '24)	131	FIC			
McNair ES	106	**NF**			
Newton Rayzor ES	107	FIC			
Paloma Creek ES	120	FIC			
Pecan Creek ES	116	FIC			
Providence ES	117	**NF**			
Rivera ES	108	FIC			
Sandbrock Ranch ES	129	FIC			
Savannah ES	119	FIC			
Stephens ES	123	**NF**			
Union Park ES	128	FIC			
W. S. Ryan ES	113	FIC			

Approved Genres & Abbreviations for Secondary Schools
that choose to Genrefy Fiction (MS & HS)
Check with individual secondary librarians as to their genre sticker/label choices.

GENRE NAME	Genre abbreviation to go at the end of the call number in 949c	Genre subject heading & thesaurus
Adventure	ADV	Action and adventure fiction - lcgft
Classic	CLA	Classical fiction – lcsh
Dystopian	DYS	Dystopias - gsafd
Fantasy	FAN	Fantasy fiction - lcgft
Graphic Novels	GRA	Graphic novels - lcgft
Historical Fiction	HIS	Historical fiction - lcgft
Humor	HUM	Humorous fiction - lcgft
Horror	HOR	Horror fiction - lcgft
Mystery	MYS	Detective and mystery fiction - lcgft
Real Life	REL	Realistic fiction – local
Romance	ROM	Romance fiction - lcgft
Science Fiction	SCI	Science fiction - lcgft
Sports	SPO	Sports fiction - lcgft
Supernatural	SUP	Paranormal fiction – lcgft
Thriller	THL	Thrillers (Fiction) - lcgft

Approved Genres & Abbreviations for Elementary Schools
that choose to Genrefy Fiction

**NOTE: several genre stickers are no longer available from DEMCO. You may use up current stock of the sticker listed on the left, then use the new sticker pictured on the right.

Genre Name	Genre Abbreviation (add to the end of Call # in 949c field)	Demco Genre Label Image	Demco Item#	Genre Subject Heading and Thesaurus
Adventure	**ADV**		W13626920 W12802680 W12800460	Action and adventure fiction – lcgft
Fantasy	**FAN**		W12805420 W12802830 W12800550	Fantasy fiction – lcgft
Graphic Novel	**GRA**		W13627100 W13627090 W13627110	Graphic novels - lcgft
Historical Fiction	**HIS**		W13627160 W13627170 W12805570 W12802880 W12800580	Historical fiction - lcgft
Humor	**HUM**		W12802920 W12800610	Humorous fiction - lcgft
Mystery	**MYS**		W13627190 W13627200	Detective and mystery fiction - lcgft
Realistic Fiction	**REL**		W12195820 W12195830 W12195840	Realistic fiction - local
Scary Stories	**SCA**		W12195890 W12195900	Horror fiction – lcgft
Science Fiction	**SCI**		W13627280 W13627290 W12803000 W12800690	Science fiction - lcgft
Sports	**SPO**		WS13627310 WS13627320 W12806070 W12803020 W12800710	Sports fiction - lcgft

PHYSICAL ITEM PROCESSING REQUIREMENTS
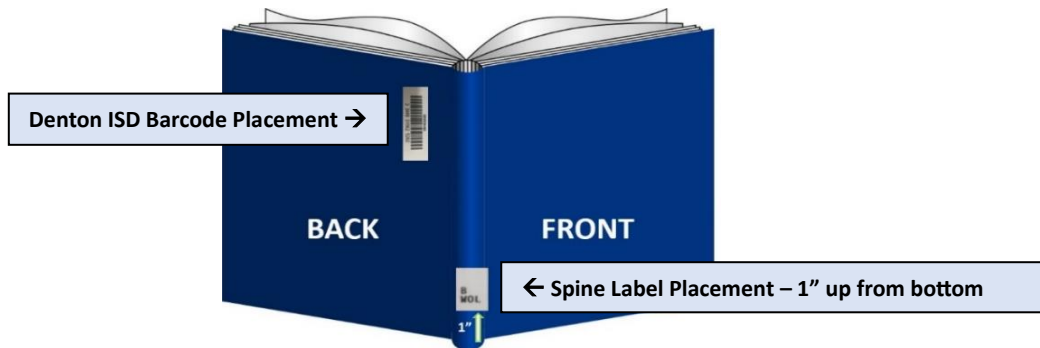
BARCODES & BARCODE RANGE INFORMATION

• Barcodes for all locations are to be imprinted with 'Denton ISD'.
• Barcodes numbers are centrally controlled by Denton ISD Library Services. Vendors must request barcode range at by email at: library@dentonisd.org Please include the quantity and PO number for which the barcodes needed in the request.
• Barcode label symbology: 14-digit CODABAR (Mod 10) with check digit
• Print Item barcode placement: Back, upper right, vertical (see diagram).

PHYSICAL LABELS REQUIRED & PLACEMENT ON BOOKS:

• One (1) Denton ISD barcode label affixed as shown below covered with 2.5-mil clear label protector.
• One (1) spine label with call number, affixed one inch (1") from the bottom of the book spine edge to the dust cover or to book itself (if there is no dust cover) covered with 2.5-mil clear spine label protector.
• One (1) school address/location address property label attached to bottom 1/3 of title page but placed so that label does not cover publisher imprint or cataloging information. It is ok to move left/right, up/down, as long as property label is located in the bottom third of the title page.

COVERING BOOKS:

• Attach Mylar jackets to all hardback books with dust covers—taped, not glued.
• All paperback books should be covered with clear laminate or clear Kapco, unless otherwise specified by the campus.

Denton ISD Barcode Placement →

BACK   FRONT

← Spine Label Placement – 1" up from bottom

1"

PHYSICAL LABELS REQUIRED FOR AUDIOVISUAL MATERIALS:

• Provide, but do not affix one (1) Denton ISD barcode label & 2.5-mil clear label protector.
• Provide, but do not affix one (1) spine label with call number & 2.5-mil clear spine label protector.
• Provide, but do not affix one (1) school address/location address property label.

ELEMENTARY CAMPUSES		SECONDARY CAMPUSES	EARLY CHILDHOOD & OTHER CAMPUSES
Adkins Elem Library 1701 Monahan Dr Lantana, TX 76226	McNair Elem Library 1212 Hickory Creek Rd Denton, TX 76210	Calhoun MS Library 709 Congress St Denton, TX 76201	Windle SYC Library 901 Audra Ln Denton, TX 76209
Alexander Elem Library 800 Mack Place Denton, TX 76209	Nelson Elem Library 3909 Teasley Ln Denton, TX 76210	Cheek MS Library 200 Denton Way Prosper, TX 76227	Gonzalez SYC Library 1212 Long Rd Denton, TX 76207
Bell Elem Library 601 Villa Paloma Blvd. Little Elm, TX 75068	Newton Rayzor Elem Library 1400 Malone St Denton, TX 76201	Crownover MS Library 1901 Creekside Dr Corinth, TX 76210	Fred Moore HS Library 815 Cross Timber St Denton, TX 76205
Blanton Elem Library 9501 Stacee Ln Lantana, TX 76226	Paloma Creek Elem Library 1600 Navo Rd Aubrey, TX 76227	Harpool MS Library 9601 Stacee Ln Lantana, TX 76226	Davis School Library 1125 Davis St Denton, TX 76205
Borman Elem Library 1201 Parvin St Denton, TX 76205	Pecan Creek Elem Library 4400 Lakeview Blvd Denton, TX 76208	McMath MS Library 1900 Jason Dr Denton, TX 76205	Sparks Campus Library 210 S. Woodrow Ln Denton, TX 76205
Cross Oaks Elem Library 600 Liberty Blvd Cross Roads, TX 76227	Providence Elem Library 1000 FM 2931 Aubrey, TX 76227	Myers MS Library 131 Garza Rd Shady Shores, TX 76208	***Denton ISD Library Services*** 1212 N. Bolivar St Denton, TX 76201
E.P. Rayzor Elem Library 377 Rayzor Rd Lantana, TX 76226	Rivera Elem Library 701 Newton St Denton, TX 76205	Navo MS Library 1701 Navo Rd Aubrey, TX 76227	
Evers Park Elem Library 3300 Evers Pkwy Denton, TX 76207	Sandbrock Ranch Elem Library 3690 Hunter St Aubrey, TX 76227	Rodriguez MS Library 8650 Martop Rd Oak Point, TX 76227	
Ginnings Elem Library 2525 Yellowstone Place Denton, TX 76209	Savannah Elem Library 1101 Cotton Exchange Dr Aubrey, TX 76227	Strickland MS Library 3003 N. Bell Ave Denton, TX 76209	
Hawk Elem Library 2300 Oakmont Dr Corinth, TX 76210	Shultz Elem Library 1502 Hanover Denton, TX 76209	Braswell HS Library 26750 E. University Dr Little Elm, TX 76227	
NEW! Fall 2024 Hill Elementary Library 501 Ryan Spiritas Pkwy Little Elm, TX 76227	Stephens Elem Library 133 Garza Rd Shady Shores, TX 76208	Denton HS Library 3001 Bronco Way Denton, TX 76207	
Hodge Elem Library 3900 Grant Pkwy Denton, TX 76208	Union Park Elem Library 7301 Fieldwood Way Aubrey, TX 76227	Guyer HS Library 7501 Teasley Ln Denton, TX 76210	
Houston Elem Library 3100 Teasley Ln Denton, TX 76205	W.S. Ryan Elem Library 201 W. Ryan Rd Denton, TX 76210	Ryan HS Library 5101 E. McKinney St Denton, TX 76208	
NEW! Fall 2024 Martinez Elementary Library 2701 Eppright Dr Little Elm, TX 75068			