

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:

- Please direct questions about this document via email to library@dentonisd.org or by calling 940-369-0149.
- 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*—those instances are designated in this document. Individual campuses or librarians cannot make or request changes to district processing specs.
- 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.
- For physical & print items, please provide records in MARC21 (latest version) with barcodes (see below for additional barcode/barcode range info).
- For digital items, including eBooks and eAudiobooks, please provide records in MARC21 (no individual barcodes are required).
- 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:

- Barcode number 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 within the email request.
- Barcodes must be imprinted with 'Denton ISD'.
- 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.
- Please round individual item prices to whole dollar amounts on the item record.

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, eAudiobook, or eResource (resources accessed by a unique URL)

LOCATION CODES FOR DENTON ISD:

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 Elem School (opening Fall '25)
047	Navo Middle School	112	Evers Park Elem School	131	Martinez Elem School (opening Fall '24)
048	Harpool Middle School	113	W.S. Ryan Elem School		
049	Myers Middle School	115	E.P. Rayzor Elem School		
050	Rodriguez Middle School	116	Pecan Creek Elem School	005	Lester Davis Campus (alternative campus)
051	Cheek Middle School	117	Providence Elem School	039	Fred Moore High School (alternative high school)
		118	Hawk Elem School	040	Sparks Campus (Juvenile Justice School)
114	Ann Windle School for Young	119	Savannah Elem School		
124	Gonzalez School for Young	120	Paloma Creek Elem	911	Denton ISD Library Services (Central)

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 individual biography books as B with the first three letters of the biographeé as the cutter in ALL CAPS.
- Classify collective biography as 920, cutttered with the first three letters of the author's last name (or title if title is the main entry) in ALL CAPS.
- Classify reference material REF above the Dewey classification number.
- Spanish language materials: Add the letter designation SP above the Dewey classification number.
- Other foreign language materials: 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).
- **Graphic novels**-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, cutttered with the first three letters of the title entry.
- Classify individual biography (B) cutttered 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 (*campus designations in table*):

- All schools listed in the tables below will need genre processing for Fiction:
 - Schools that have chosen the option to have graphic novels in Nonfiction 741.5 are on the left (light blue).
 - schools that choose to have graphic novels in Fiction are on the right (orange).
 - There is an additional table (light green) showing the remaining schools in our district that DO NOT GENREFY.
- Genrefied books will need a genre sticker. Its placement should be directly above the spine label. Elementary genre stickers are standardized and shown in the chart to follow.
- Check with Secondary Librarians for preferred sticker when processing genre fiction.
- MARC records must 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.

Nonfiction graphic novels should be cataloged as Dewey subject content or as 741.5 (campus option).

CAMPUSES THAT REQUIRE GENRE PROCESSING

with Graphic Novel Holdings Preference by School (3rd column)

GENREFIED SCHOOLS with GRAPHIC NOVELS IN 741.5 (district default)	LOCATION CODE
Alexander ES	104
Evers Park ES	112
Ginnings ES	110
Hodge ES	105
McNair ES	106
Providence ES	117
Stephens ES	123
Cheek MS	051
Crownover MS	041
Harpool MS	048
Myers MS	049
Rodriguez MS	050
Denton HS	003
Guyer HS	007

GENREFIED SCHOOLS with GRAPHIC NOVELS IN FIC with SUFFIX “GRA”	LOCATION CODE
Adkins ES	126
Bell ES	127
Blanton ES	122
Cross Oaks ES	125
E.P. Rayzor ES	115
Hawk ES	118
<i>Hill Elementary (opening Fall '25)</i>	130
Houston ES	102
<i>Martinez Elementary (opening Fall '24)</i>	131
Newton Rayzor ES	107
Paloma Creek ES	120
Pecan Creek ES	116
Rivera ES	108
Sandbrock Ranch ES	129
Savannah ES	119
Union Park ES	128
W. S. Ryan ES	113
Calhoun MS	045
Strickland MS	044
Braswell HS	008
Ryan HS	002

SCHOOLS THAT DO NOT CHOOSE TO GENREFY FICTION	LOCATION CODE
Borman ES	111
Nelson ES	121
Shultz ES	109
McMath MS	046








Approved Fiction 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 - gsaft
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 Fiction 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

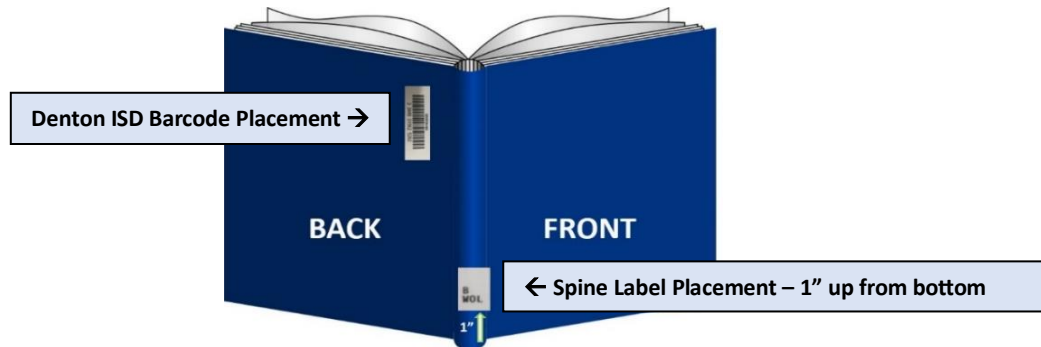
- Barcode number ranges are centrally controlled by Denton ISD Library Services. Please request needed barcode ranges by email to library@dentonisd.org. Please include the PO number and the number of barcodes needed within the email request.
- Barcodes for all locations are to be imprinted with 'Denton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

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.



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 Stacey Ln Lantana, TX 76226	Paloma Creek Elem Library 1600 Navo Rd Aubrey, TX 76227	Harpool MS Library 9601 Stacey 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	
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	Denton ISD Library Services 1212 N. Bolivar St Denton, TX 76201
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		
Hill Elementary Library <i>(new Fall '25)</i> 501 Ryan Spiritas Pkwy Little Elm, TX 76227	Stephens Elem Library 133 Garza Rd Shady Shores, TX 76208	Braswell HS Library 26750 E. University Dr Little Elm, TX 76227	
Hodge Elem Library 3900 Grant Pkwy Denton, TX 76208	Union Park Elem Library 7301 Fieldwood Way Aubrey, TX 76227	Denton HS Library 3001 Bronco Way Denton, TX 76207	
Houston Elem Library 3100 Teasley Ln Denton, TX 76205	W.S. Ryan Elem Library 201 W. Ryan Rd Denton, TX 76210	Guyer HS Library 7501 Teasley Ln Denton, TX 76210	
Martinez Elementary Library <i>(new Fall '24)</i> 2701 Eppright Dr Little Elm, TX 75068		Ryan HS Library 5101 E. McKinney St Denton, TX 76208	