

# Denton Independent School District

## Cataloging and Processing Profile for Vendors

Please provide 13-digit ISBN. If not available, provide 10-digit, but NOT both.

**DO NOT provide processing unless requested on individual purchase order. Processing profile is for vendor file.**

### BASIC PROFILE

- Denton ISD has one central cataloger and one processing profile. All questions about the specifications outlined in this document should be emailed to [library@dentonisd.org](mailto:library@dentonisd.org)
- Apply specifications outlined in this document to all schools in Denton ISD, except where campus preferences can be exercised (*highlighted in yellow throughout this document*). All other specifications must be followed—individual campuses or librarians cannot make changes to district standards outlined herein.
- Cataloging must follow current established standards, 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.
- Vendor will provide MARC21 records (latest version) that conform to original RDA standards, as well as 949 holdings tag format (detailed below) *with barcodes*. We can still accept AACR2, but RDA is strongly preferred.
- Classification: Unabridged Dewey, current edition (see further instructions below).
- SUBJECT HEADINGS must be Library of Congress Subject Headings.
- 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
- Barcode ranges are centrally controlled. Contact [library@dentonisd.org](mailto:library@dentonisd.org) or call 940-369-0149 when new barcode range is needed.

### NONFICTION

- Unabridged Dewey *cut at first prime*, limit to no more than four digits after the decimal for Early Childhood and Elementary (**Grades preK-5**) (school codes numbered above 100)
- Unabridged Dewey cut four digits after the decimal for **grades 6-12** (Schools numbered below 100)
- Cutter for the first three letters of the author's last name, in **ALL CAPS**
- Classify individual biography books as **B** with **first three letters** of the last name of the biographee as the cutter in **ALL CAPS**
- Classify collective biography as **920**, cut with the **first three letters** of the author's last name (or title, if title main entry) in **ALL CAPS**
- Label reference material **REF** above the Dewey classification number
- Label professional materials **PRO** above the Dewey classification number
- Spanish language materials: Provide **SP** letter designation above the Dewey classification number
  - *Other foreign language material*: For all campuses *except IB Schools* (listed below) classify with appropriate Dewey classification, (ex: 448.6-French). *For our four (4) IB schools*-Denton High School, Calhoun Middle School, Borman Elementary, & Newton Rayzor Elementary, any foreign language material *other than Spanish* will go into a World Languages Collection with **WL** prefix in front of standard call number for FIC, E, Dewey number, BIO etc. with the holdings information using branch number + **WL** as the holdings code in the 949\$a. For example: Denton HS would be 949\$a003WL

### **Graphic Novel option for schools that choose genre-shelving:**

- The preferred district default is for graphic novels to be classified in NONFICTION (741.5). However, 29 of our schools specify a genrefied collection and *19 of those 29 schools have chosen the option to have Graphic Novels processed in the Fiction collection rather than the district default, Nonfiction. When processing graphic novels into fiction, please use appropriate Fiction call numbers and the genre abbreviation 'GRA'*. GRA, as a genre, should only be added to call numbers for FIC and not to Nonfiction 741.5—see chart to follow.

**Author series:**

- Modern Critical Interpretation (cuttered for the title of book)
- Modern Critical View (cuttered for author’s last name book is about) Major Literary Characters (cuttered for character’s name)
- Twentieth Century Views (cuttered for author’s last name book is about) Twentieth Century Interpretations (cuttered for title of book)
- Twayne Masterwork studies (cuttered for title of book)

**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 **E** with the **first three letters** of the author’s last name in **ALL CAPS**
- Classify Story Collection as **SC** with the **first three letters** of the author’s last name or first three letters of title in **ALL CAPS**

**\*\*NOTE:** Braswell 008, Denton 003, Guyer 007 and Ryan 002 High Schools do not use Story Collection. Include with Fiction.

**GENRE PROCESSING (only specified campuses)**

All schools listed in the chart below will need genre processing (Fiction only).

Books will need a genre label placed 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 charts below.

- **Graphic Novel OPTION** – The district default is for all graphic novels to be classified in NONFICTION (741.5). However, 19 of our 29 locations the specify genre shelving for Fiction and have chosen to have Graphic Novels processed in the Fiction collection, with the genre abbreviation, **GRA**. GRA, as a genre, should not be added to our preferred district standard, 741.5—see chart below. **Actual NONFICTION graphic novels should be cataloged in Nonfiction with the appropriate Dewey number (subject content)—again, no genre abbreviation GRA when in Nonfiction, whether 741.5 or Dewey subject content.**
- **GENRE STICKERS:** Check with Secondary librarians for preferred sticker. Elementary sticker are standardized and shown in chart to follow.

**Campuses Requiring GENRE Processing**

**with Graphic Novel Specification per school**

SCHOOL	LOC CODE	Graphic Novels in NF or FIC
Adkins ES	126	FIC
Alexander ES	104	<b>NF</b>
Bell ES	127	FIC
Blanton ES	122	FIC
Cross Oaks ES	125	FIC
E.P. Rayzor ES	115	FIC
Ginnings ES	110	NF
Hawk ES	118	FIC
Houston ES	102	FIC
McNair ES	106	<b>NF</b>
Newton Rayzor	107	FIC
Paloma Creek ES	120	FIC
Pecan Creek ES	116	FIC
Providence ES	117	<b>NF</b>
Rivera ES	108	FIC

SCHOOL	LOC CODE	Graphic Novels in NF or FIC
<b>Sandbrock Ranch ES</b>	129	FIC
Savannah ES	119	FIC
Stephens ES	123	<b>NF</b>
Union Park ES	128	FIC
W. S. Ryan ES	113	FIC
Calhoun MS	045	FIC
Harpool MS	048	<b>NF</b>
Myers MS	049	<b>NF</b>
Rodriguez MS	050	FIC
Strickland MS	044	<b>NF</b>
Braswell HS	008	FIC
Denton HS	003	<b>NF</b>
Guyer HS	007	<b>NF</b>
Ryan HS	002	FIC

## Approved Genres for Secondary Schools (MS & HS)

Check with individual secondary librarians as to their genre sticker/label choices.

### GENRES & ABBREVIATIONS

GENRE NAME	Genre abbreviation to go at the end of the call# in 949c	Genre subject heading & thesaurus
Adventure	ADV	Action and adventure fiction - lcgft
Classic	CLA	Classical fiction – lcsb ➤ <i>SEE reference: Classic fiction</i>
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 ➤ <i>SEE reference: Real life</i>
Romance	ROM	Romance fiction - lcgft
Science Fiction	SCI	Science fiction - lcgft
Sports	SPO	Sports fiction - lcgft
Street lit	STR	Urban fiction – lcgft ➤ <i>SEE reference: Street lit</i>
Supernatural	SUP	Paranormal fiction – lcgft ➤ <i>SEE reference: Supernatural fiction</i>
Thriller	THL	Thrillers (Fiction) - lcgft
War	WAR	War fiction - lcgft

## Approved Genres for Elementary Schools

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

Genre Name	Genre Abbreviation to ADD at the end of the CALL# in 949c	DEMCO Genre Label Image	DEMCO Item#	Genre Subject heading and thesaurus
Adventure	<b>ADV</b>	 	WS13626920 <i>New label:</i> WS12802680/ WS12800460	Action and adventure fiction – lcgft
Fantasy	<b>FAN</b>		WS12805420 WS12802830 WS12800550	Fantasy fiction – lcgft
Fiction	<b>FIC</b>		P136-2706	None
Graphic Novel	<b>GRA</b>		WS13627090, WS13627100 WS13627110	Graphic novels - lcgft
Historical Fiction	<b>HIS</b>	 	WS13627160/ WS13627170 <i>New label:</i> WS12802880/ WS12800580	Historical fiction - lcgft
Humor	<b>HUM</b>		WS12805630, WS12802920 WS12800610	Humorous fiction - lcgft
Mystery	<b>MYS</b>		WS13627190 WS13627200	Detective and mystery fiction - lcgft
Realistic Fiction	<b>REL</b>		WS12195820 WS12195830 WS12195840	Realistic fiction - local
Scary Stories	<b>SCA</b>		WS12195880 WS12195890 WS12195900	Horror fiction – lcgft

(Elementary genre sticker specs continue on next page)

Science Fiction	<b>SCI</b>		WS13627280 WS13627290 <i>New label:</i> WS12803000 WS12800690	Science fiction - lcgft
Sports	<b>SPO</b>		WS13627310 WS13627320 <i>New label:</i> WS12803020 WS12800710	Sports fiction - lcgft

### Audiovisual/Software

- Classify nonfiction according to Dewey, cuttered with the **first three letters** of the **title entry**
- Classify individual biography (**B**) classified as cuttered with the **first three letters** of the **biographee's name**

### Ebooks

- Ebook classification/call number is EBOOK with the remaining portion for respective collection or Dewey, i.e., EBOOK FIC \*\*\* or EBOOK 398.2 Holdings code for all online materials is URL (see holdings code chart).

## PHYSICAL ITEM PROCESSING REQUIREMENTS

### Barcodes & Barcode Range Information

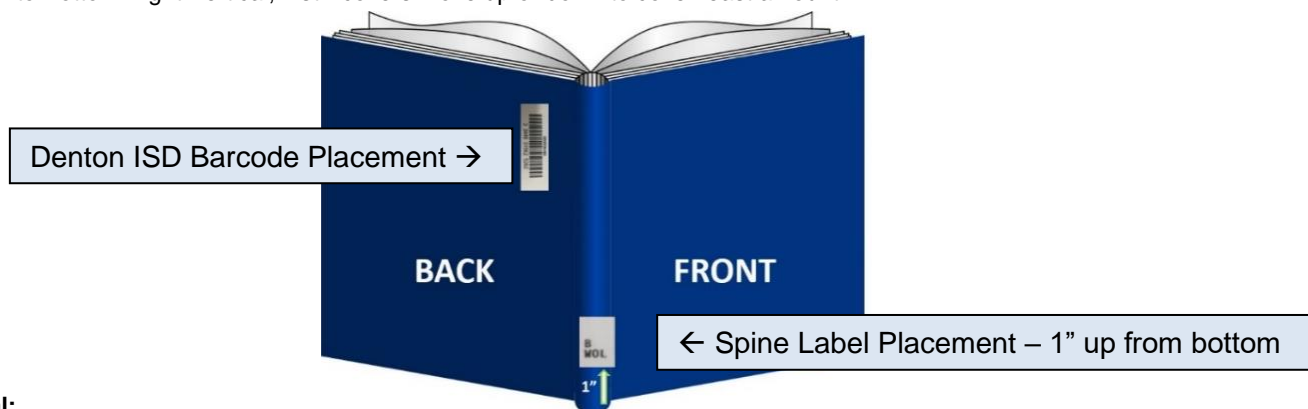
- **Barcodes are to be imprinted with: Denton ISD**
- **Vendor must request barcode range at by email at: [library@dentonisd.org](mailto:library@dentonisd.org)** Please include the P.O. number and the number of barcodes needed.
- Barcode label symbology: 14-digit CODABAR (Mod 10) with check digit
- Barcode placement: Back, upper right, vertical (see diagram). Read bottom of book, up.

### Books:

- Attach Mylar jackets to all hardback books with dust covers—taped, not glued
- Denton ISD barcode label affixed as described above and shown below.
- Affix 2.5-mil label protectors over exposed spine labels and barcode labels
- Provide one spine label per book, attached **one inch** from the bottom of the book spine edge to the dust cover or to book itself, if no dust cover is available.
- School address labels—provide two (2), attached as directed below. School address chart to follow.

#### Address Labels placement:

- **1st label:** Title page bottom center horizontal, do not cover writing. It is ok to move left/right. If it still covers writing move to Bottom Left Vertical, if it still covers writing move up or down to cover least amount.
- **2nd label:** Back Fly Bottom center horizontal. Do not cover writing. It is ok to move left/right. If it still covers move to Bottom Right Vertical, if still covers move up or down to cover least amount.



### Audiovisual:

Provide *components only*—**DO NOT AFFIX to media.**

- 2.5-mil label protectors
- Spine labels
- Barcode labels
- School address labels—provide two (2)

## DATA ON ELECTRONIC RECORD

- Provide 13-digit ISBN. If 13-digit not available, provide 10-digit, but NOT both.
- All notes and bibliography, contents, annotation or review and index
- All added entries
- Dates from personal name subject headings
- 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.
- **Holdings information in 949 tag**
- **Provide multiple copy barcode numbers in separate 949 tags**

## MARC21 Records

- System interface is Library.Solutions (The Library Corporation, Version 5.6.3)
- Provide one record per title using MARC21, not one record per copy or volume
- Records must be formatted to current MARC21 bibliographic standards
- Format holdings records according to current MARC21 holdings standards **with UTF-8 Unicode**
- Supply electronic download (preferred), or file on CD.
- **Label CDs with purchase order number, school name, date and invoice number**

## LOCAL HOLDINGS TAGS FORMAT SPECIFICATIONS

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

**\*\*NOTE: NO prefix for standard Nonfiction – just Dewey number and cutter.**

## **526 Tag - no 526 tags.**

## Barcodes & Barcode Range Information

- **Barcodes are to be imprinted with: Denton ISD**
- **Vendor must request barcode range at by email at: [library@dentonisd.org](mailto:library@dentonisd.org). Please include the P.O. number and the number of barcodes needed.**
- Barcode label symbology: 14-digit CODABAR (Mod 10) with check digit
- Barcode placement: Back, upper right, vertical (see diagram). Read bottom of book, up.

## LOCAL HOLDINGS CODES FOR DENTON ISD

**\*\*Holdings Codes highlighted in yellow can vary slightly amongst campuses—please call for clarification if not sure.**

Use the first 3 digits of each school agency plus the collection code.

PRINT	AV	MISCELLANEOUS
<b>BB</b> —Big book <b>BDB</b> —Board book <b>BIO</b> —Biography <b>920</b> —Collective Biography <b>E</b> —Easy fiction & picture books <b>F</b> —Fiction (some campuses genrefy—see listing) <b>NF</b> —Nonfiction <b>PRO</b> —Professional <b>REF</b> —Reference <b>SC</b> —Story Collection <b>SP</b> —Spanish <b>WL</b> —World Languages (only IB schools)	<b>AB</b> —Audiobook (for all formats—playaways, CD, audiocassette, other)  <b>AC</b> —any other audiocassette other than audiobook  <b>CD</b> —CD-ROM <b>CF</b> —Computer File  <b>DVD</b> —Digital Video Disc <b>VC</b> —Videocassette	<b>KIT</b> —Kit <b>URL</b> —eBook or eAB (resources accessed by a unique URL)

002 Ryan High School	102 Sam Houston Elem School
003 Denton High School	104 Alexander Elem School
005 Lester Davis Campus	105 Hodge Elem School
007 Guyer High School	106 McNair Elem School
008 Braswell High School	107 Newton Rayzor Elem School
039 Fred Moore High School	108 Rivera Elem School
041 Crownover Middle School	109 Shultz Elem School
044 Strickland Middle School	110 Ginnings Elem School
045 Calhoun Middle School	111 Borman Elem School
046 McMath Middle School	112 Evers Park Elem School
047 Navo Middle School	113 W.S. Ryan Elem School
048 Harpool Middle School	115 E.P. Rayzor Elem School
049 Myers Middle School	116 Pecan Creek Elem School
050 Rodriguez Middle School	117 Providence Elem School
040 Sparks Campus	119 Savannah Elem School
	118 Hawk Elem School
	120 Paloma Creek Elem School
911 Denton ISD Library Services (central)	121 Nelson Elem School
	122 Blanton Elem School
	123 Stephens Elem School
	125 Cross Oaks Elem School
	126 Adkins Elem School
	127 Bell Elem School
	128 Union Park Elem School
	129 Sandbrock Ranch Elem School (opening Fall 2022)

**SCHOOL DELIVERY ADDRESSES  
& PROPERTY LABELS DATA**

ELEMENTARY CAMPUSES		SECONDARY CAMPUSES	EARLY CHILDHOOD & OTHER CAMPUSES
Adkins Elem Library 1701 Monahan Drive Lantana, TX 76226	Nelson Elem Library 3909 Teasley Lane Denton, TX 76210	Calhoun MS Library 709 Congress St. Denton, TX 76201	Ann Windle School for Young Children LIBRARY 901 Audra Lane Denton, TX 76209
Alexander Elem Library 800 Mack Place Denton, TX 76209	Newton Rayzor Elem Library 1400 Malone St. Denton, TX 76201	Crownover MS Library 1901 Creekside Dr. Corinth, TX 76210	Gonzalez School for Young Children LIBRARY 1212 Long Road Denton, TX 76207
Bell Elem Library 601 Villa Paloma Blvd. Little Elm, TX 75068	Paloma Creek Elem Library 1600 Navo Rd. Aubrey, TX 76227	Harpool MS Library 9601 Stacee Lane Lantana, TX 76226	Fred Moore HS Library 815 Cross Timber St. Denton, TX 76205
Blanton Elem Library 9501 Stacee Lane Lantana, TX 76226	Pecan Creek Elem Library 4400 Lakeview Blvd. Denton, TX 76208	McMath MS Library 1900 Jason Dr. Denton, TX 76205	Davis School Library 1125 Davis St. Denton, TX 76205
Borman Elem Library 1201 Parvin St. Denton, TX 76205	Providence Elem Library 1000 F.M. 2931 Aubrey, TX 76227	Myers MS Library 131 Garza Road Shady Shores, TX 76208	Sparks Campus Library 210 S. Woodrow Lane Denton, TX 76205
Cross Oaks Elem Library 600 Liberty Blvd. Cross Roads, TX 76227	Rivera Elem Library 701 Newton St. Denton, TX 76205	Navo MS Library 1701 Navo Road Aubrey, TX 76227	<b>Denton ISD Library Services</b> <b>1212 N. Bolivar</b> <b>Denton, TX 76201</b>
E.P. Rayzor Elem Library 377 Rayzor Road Lantana, TX 76226	<b>Sandbrock Ranch</b> Elem Library <b>**OPENING FALL 2022**</b> 3690 Hunter St. Aubrey, TX 76227	Rodriguez MS 8650 Martop Road Oak Point, TX 76227	
Evers Park Elem Library 3300 Evers Parkway Denton, TX 76207	Savannah Elem Library 1101 Cotton Exchange Dr. Aubrey, TX 76227	Strickland MS Library 3003 N. Bell Ave. Denton, TX 76209	
Ginnings Elem Library 2525 Yellowstone Place Denton, TX 76209	Shultz Elem Library 1502 Hanover Denton, TX 76209		
Hawk Elem Library 2300 Oakmont Drive Corinth, TX 76210	Stephens Elem Library 133 Garza Road Shady Shores, TX 76208	Braswell HS Library 26750 E. University Dr. Little Elm, TX 76227	
Hodge Elem Library 3900 Grant Parkway 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 Lane Denton, TX 76205	W.S. Ryan Elem Library 201 W. Ryan Road Denton, TX 76210	Guyer HS Library 7501 Teasley Lane Denton, TX 76210	
McNair Elem Library 1212 Hickory Creek Road Denton, TX 76210		Ryan HS Library 5101 E. McKinney St. Denton, TX 76208	



## **SHIPPING INSTRUCTIONS**

Ship all orders to (*unless otherwise specified on the PURCHASE ORDER*):

**Denton ISD Library Services  
1212 N. Bolivar  
Denton TX 76201**

- Number BOXES to indicate sequence (box 1 of 4, 2 of 4, 3 of 4, 4 of 4)
- Indicate campus/location of shipping order
- All deliveries must be for **INSIDE DELIVERY**
- Questions should be directed to:

Email: [library@dentonisd.org](mailto:library@dentonisd.org)

Phone: 940-369-0087 (general line) or 940-369-0149 (district cataloger line)

## **FISCAL YEAR DELIVERY REQUIREMENTS:**

- Denton ISD's fiscal year ends June 30. No orders can be accepted for the closing school year after this date. Dates vary year-to-year on when the final acceptance date will be. Please check with Denton ISD Library Services and the campus librarian if there is any question that an order will be delivered to us well in advance. We must have time to process and close out the purchase order with our business office well in advance of June 30.