Cataloging and Processing Profile for Vendors
Denton Independent School District

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

- Apply specifications to all schools in the school system
- Cataloging needs to follow established standards, including proper use of diacritics when appropriate, as well as using Library of Congress authorities for series (800 or 830 tags as appropriate) and other authority controlled fields.
- Vendor will provide marc records conforming to **RDA** standards (preferred) but AACR2 standards are acceptable, as well as 949 holdings tag format (which is detailed below) with barcodes.
- Classification: Unabridged Dewey, current edition (see detailed instructions below)
- Subject Headings: Provide Library of Congress subject headings **and** Library of Congress Children's headings with deduplication of headings that are duplicate terms, retaining the Library of Congress subject (lcsh) heading if there are duplicates. **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**

Nonfiction

- Unabridged Dewey *cut at first prime*, limit to no more than four digits after the decimal for *grades K-5* (schools 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**, cuttered with the **first three letters** of the author's last name in **ALL CAPS**, or title, if title main entry
- Label reference material **REF** above the classification number
- Label professional materials **PRO** above the classification number
- Spanish language materials: Provide **SP** letter designation above the classification number
- Other foreign language material, classify with appropriate Dewey classification, (i.e., 448.6-French). Exception: IB Schools
- For our 4 IB schools – Denton High School, Calhoun Middle School, Borman Elementary and Newton Rayzor Elementary, 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
- 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 is **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, Denton, Guyer and Ryan high schools do not use Story Collection. Include with Fiction.

Genre Processing
All schools listed in the chart below will need genre processing.
Books will need a genre label on the spine, 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 default is for all graphic novels to be classified in Non-fiction. A school that is doing genre shelving may choose to have them processed in the Fiction collection, with appropriate Fiction call numbers and genre abbreviation (see below). Actual non-fiction graphic novels should be cataloged in Nonfiction with their appropriate Dewey number. No genre abbreviation. Check with Secondary librarians for preferred label. Elementary label standards in chart further down the page

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Schools with fiction genre shelving. Please add genre processing per specifications below.
Graphic novel specification per school.

School	Graphic Novel NF or FIC	School	Graphic Novel NF or FIC
Adkins	FIC	Providence	NF
Bell	FIC	Rivera	FIC
Blanton	FIC	Savannah	FIC
E.P. Rayzor	FIC	Stephens	NF
Ginnings	NF	W.S. Ryan	FIC
Hawk	FIC	Calhoun MS	FIC
Hodge	NF	Myers MS	NF
Houston	FIC	Rodriguez MS	FIC
McNair	NF	Braswell HS	FIC
Newton Rayzor	FIC	Ryan HS	FIC
Paloma Creek	FIC		
Pecan Creek	NF		

Genre Processing for ==Secondary Schools==
Check with individual secondary librarians as to their genre label choices.
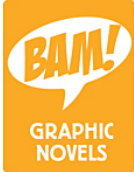
Genres & abbreviations

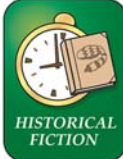| Genre Name	Genre Abreviation to go in 949d	Genre Subject heading & thesaurus
Adventure	ADV	Action and adventure fiction - lcgft
Classic	CLA	Classical fiction – lcsh SEE reference: Classic fiction
Dystopian	DYS	Dystopias - gsafd
Fantasy	FAN	Fantasy fiction - lcgft
Graphic Novels	GRA	Graphic novels - 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 SEE reference: Real life
Romance	ROM	Romance fiction - lcgft
Science Fiction	SCI	Science fiction - lcgft
Sports	SPO	Sports fiction - lcgft
Street lit	STR	Urban fiction – lcgft SEE reference: Street lit
Supernatural	SUP	Paranormal fiction – lcgft SEE reference: Supernatural fiction
Thriller	THL	Thrillers (Fiction) - lcgft
War	WAR	War fiction - lcgft

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NOTE: several labels 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 go in 949d	Demco Picture	Demco Item #	Genre Subject heading and thesaurus
Adventure	**ADV**		WS13626920 New label WS12802680/ WS12800460	Action and adventure fiction – lcgft
Fantasy	**FAN**		WS12805420, WS12802830 or WS12800550	Fantasy fiction – lcgft
Fiction	**FIC**		P136-2706	None
Graphic Novels	**GRA**		WS13627090, WS13627100 Or WS13627110	Graphic novels - lcgft
Historical Fiction	**HIS**		WS13627160/ WS13627170 New label WS12802880/ WS12800580	Historical fiction - lcgft
Humor	**HUM**		WS12805630, WS12802920 Or WS12800610	Humorous fiction - lcgft
Mystery	**MYS**		WS13627190 Or WS13627200	Detective and mystery fiction - lcgft

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				WS12195820, WS12195830 Or WS12195840	Realistic fiction - local
Realistic Fiction	**REL**			WS12195820, WS12195830 Or WS12195840	Realistic fiction - local
Scary Stories	**SCA**			WS12195880 WS12195890 Or WS12195900	Horror fiction - lcgft
Science Fiction	**SCI**			WS13627280/ WS13627290 New label WS12803000/ WS12800690	Science fiction - lcgft
Sports	**SPO**			WS13627310/ WS13627320 New label 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 is EBOOK with the remaining call # for respective format – EBOOK FIC *** or EBOOK 398.2 ***)

Processing Requirements
- Kit components
    - Provide theft detection device as specified by ordering library
- Item processing
    - Attach Mylar jackets to all hardback books with dust covers—taped, not glued
    - Affix 2.5 mil thick label protectors over exposed spine labels and barcode labels
    - Provide one spine label per books, attached one inch from the bottom of the book edge to the dust cover or book, if no dust cover is available
- Reading Counts labels – Front Flyleaf, upper right horizontal. Apply for elementary and middle schools only.
- School address labels – two, attached. See school address chart below.
Label 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 components
    - Provide components only—**Do not affix**
Security Strips for Denton High School and Ryan High School – Checkpoint. Guyer High School - 3M. As requested by additional schools in the future.

School Property label data

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	Windle SYC Library 901 Audra Lane Denton, TX 76209
Alexander Elem Library 800 Mack Place Denton, TX 76209	N. Rayzor Elem Library 1400 Malone St. Denton, TX 76201	Crownover MS Library 1901 Creekside Dr. Corinth, TX 76210	Gonzalez SYC 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	Davis School Library 1125 Davis 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	Sparks Campus Library 210 S. Woodrow Lane 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	Denton ISD Library Services 1213 N. Locust Denton, TX 76201
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	
E.P. Rayzor Elem Library 377 Rayzor Road Lantana, TX 76226	Savannah Elem Library 1101 Cotton Exchange Dr. Aubrey, TX 76227	Rodriguez MS 8650 Martop Road Oak Point, TX 76227	
Evers Park Elem Library 3300 Evers Parkway Denton, TX 76207	Stephens Elem Library 133 Garza Road Shady Shores, TX 76208	Strickland MS Library 324 E. Windsor Dr. Denton, TX 76209	
Ginnings Elem Library 2525 Yellowstone Place Denton, TX 76209	W.S. Ryan Elem Library 201 W. Ryan Road Denton, TX 76210	Braswell HS Library 26750 E. University Dr. Little Elm, TX 76227	
Hawk Elem Library 2300 Oakmont Drive Corinth, TX 76210	Wilson Elem Library 1306 E. Windsor Dr. Denton, TX 76209	Denton HS Library 1007 Fulton St. Denton, TX 76201	
Hodge Elem Library 3900 Grant Parkway Denton, TX 76208		Fred Moore HS Library 815 Cross Timber St. Denton, TX 76205	
Houston Elem Library 3100 Teasley Lane Denton, TX 76205		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	

Data on Electronic Record

- 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
- **Holdings information in 949 tag**
- Provide multiple copy barcode numbers in separate 949 tags

USMARC Records

- System interface is Library.Solutions (The Library Corporation), (version 4.2)
- Provide one record per title using US MARC, not one record per copy or volume
- Records must be formatted to current US MARC bibliographic standards
- Format holdings records according to current US MARC holdings standards, using the protocol also known as *MARC 92* or *MARC II* or *MARC.COM* (**US MARC Microlif Protocol and Pre-1992 Microlif protocols are not acceptable**)
- Supply electronic download (preferred), or file on CD.

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- **Label CDs with purchase order number, school name, date and invoice number**

Local Holdings Tags Format specifications

949 SUBFIELD	Holdings Records Field
$a	Holdings code (see instructions below)
$b	Call number prefix when followed by Dewey call number* see note
$c	Dewey call number/ Author designator/cutter*see note
$g	Barcode
$i	Volume number **(v.1 is the standard entry)**
$j	Part subdivision
$k	Second part subdivision
$p	Price
$s	Source

***NOTE:** When Dewey number is present, subfields will be like this:
$bREF
$c545.6 RAW
NO prefix for standard non-fiction – just Dewey number and cutter.

When no Dewey number is present – all information will go in the subfield c
$cFIC AVI

526 Tag
Please supply Reading Counts information in the 526 Tag.

Local Holdings Codes for Denton ISD

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

Example: 002F = Ryan High School Fiction
Do this for EACH school location

Here's the list:
AB – Audio Book (for all formats - Playaways, CD, Audio Cassette, other)

AC = Audiocassette	**KIT** = Kits
BB = Big Book	**NF** = Non-Fiction
BIO = Biography	**PRO** = Professional
920 = Collective Biography	**REF** = Reference
CD = CD Rom	**SC** = Story Collection
CF = Computer File	**SP** = Spanish
DVD = Digital Video Disc	**URL** = Ebook
E = Easy	**VC** = Videocassette
F = Fiction	**VI** = Visually Impaired - Braille
	WL= World Languages

Secondary Agency Codes

Middle & High Schools & Other   **Elementary Schools**

002	Ryan High School		102	Sam Houston Elementary School
003	Denton High School		104	Alexander Elementary School
005	Lester Davis		105	Hodge Elementary School
007	Guyer High School		106	McNair Elementary School
008	Braswell High School		107	Newton Rayzor Elementary School
039	Fred Moore High School		108	Rivera Elementary School
041	Crownover Middle School		109	Wilson Elementary School
044	Strickland Middle School		110	Ginnings Elementary School
045	Calhoun Middle School		111	Borman Elementary School
046	McMath Middle School		112	Evers Park Elementary School
047	Navo Middle School		113	W.S. Ryan Elementary School
048	Harpool Middle School		114	Ann Windle School
049	Myers Middle School		115	Eugenia Rayzor Elementary School
			116	Pecan Creek Elementary School
911	Technology Center		117	Providence Elementary School
040	Sparks		118	Hawk Elementary School
			119	Savannah Elementary School
			120	Paloma Creek Elementary School
			121	Nelson Elementary School
			122	Blanton Elementary School
			123	Stephens Elementary School
			124	Gonzalez School for Young Children
			125	Cross Oaks Elementary School
			126	Adkins Elementary School
			127	Bell Elementary School

Barcode Information

- **Barcodes are to be imprinted with: Denton ISD**
- **Vendor must FAX request (1-940-369-4991) ATTN: Library Services. OR E-MAIL library@dentonisd.org to get bar-code range. Email is preferred. Please include the P.O. number and the number of barcodes needed.**
- Barcode label symbology: 14 digit CODABAR barcode (Mod 10) with check digit
- Barcode placement: Back, upper right, vertical (see diagram). Read bottom of book, up.

Back   Front
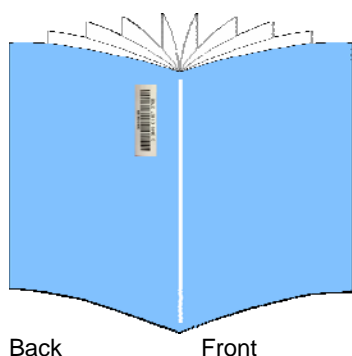
Shipping instructions
- Ship all orders and disks to: Denton ISD
                                          Library Services
                                          1213 N. Locust
                                          Denton TX 76202

unless otherwise directed on the purchase order

- Boxes will be numbered to indicate sequence (box 1of 4, 2 of 4, 3 of 4, 4 of 4) and indicate location of shipping order
All deliveries must be for **INSIDE DELIVERY**

Questions should be directed to Denton ISD Library Services – **Voice**: 940-369-0087 **Fax**: 940-369-4991 **Email**: library@dentonisd.org

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