



Fostering Educational Excellence

# Library Media

# PROCEDURES HANDBOOK

## Cataloging Procedures

The online union catalog (Destiny) consists of Machine Readable Cataloging (MARC) records and copy records. MARC records belong to every library in the district. Changes made to one MARC record affect every school library media center's records. Therefore, MARC records must remain standardized using AACRII Cataloging rules and Sears subject headings, and contain no local information in the 900 tag to allow everyone to effectively use the same record.

Copy records are attached to the MARC records and contain information pertaining to an individual school library media center, such as a unique barcode for the material, collection code, call number, price, categories, etc. Local information pertaining to an individual school may be added to the **copy** record without affecting records or reports in other schools.

Databases of MARC records are available to help with cataloging. When adding records, MARC record choices may come up from Alliance+, Library of Congress (LC), or another database. Alliance+ MARC records most closely follow Sears subject headings, whereas Library of Congress records use LC subject headings and may not be as complete. If an LC record is the only record available, it may be adapted for use.

The following steps are outlined for adding materials to the Destiny catalog:

1. Locate an existing MARC record within the Destiny online catalog
  - Search the catalog using the ISBN number
  - Search the catalog using the title
  - Search the catalog using the author's name
  - Search the catalog using a keyword or subject

If an acceptable record is found in the catalog, attach the new material to the MARC record by selecting "Add Copy". If an acceptable record is not found, go to step #2.

2. Add the MARC record from Alliance +
  - Click on "Add record"
  - Search the catalog using the ISBN Number
  - Search the catalog using the title
  - Search the catalog using the author's name
  - Search the catalog using a keyword or subject

If an acceptable record is found in Alliance+, save the record to the district catalog. Attach your copy to the new record. If a record is not found in Alliance+ wait a week for new publications and see if the record appears in Alliance+ or in the district catalog.

3. Import MARC records from a vendor disc only IF YOU MUST. . . (not all vendor records are in the proper format, nor are they complete)
  - After uploading records from a disc, print a report of the upload and check all newly created imported records for duplications
  - If the MARC record imported is a duplicate of one already in the catalog, delete

the copy from the added record and attach it to the existing MARC record already in the Destiny catalog.

- Notify a member of the Follett Technology Committee to delete or merge unnecessarily duplicated MARC records.
4. Books that have neither a MARC record in the catalog or in a MARC record database should be candidates for weeding. Weeding copies of outdated materials is essential in keeping the Destiny catalog running efficiently.
  5. Create a brief record and notify a member of the Follett Technology, so they can look for a complete MARC record. A brief record consists of:
    - Author
    - Title
    - Physical description (number of pages or format)
    - ISBN
    - Publisher
    - Copyright date
    - The school abbreviations, year, and cataloger's initials in the 040 tag. (Example: LSH06fm)
    - In addition, one Sears subject heading is recommended
  6. To create a brief MARC record for equipment use the district three-digit number for the school and then the title of the item without any spaces (ie., 704Overhead) in the title field.

### Copy records

Copy records may be individualized to reflect an individual school's needs. They may be put into categories or added to specialized lists.

To attach a copy record to a MARC record:

1. Locate the MARC record describing the material, and click on "Copies" tab on far right.
2. If a copy already exists at the school, click on the "Duplicate Title" icon and scan in the barcode of the new copy
3. If a copy does not exist at the school click on "Add Copy" then:
  - Scan the barcode in for the copy
  - Fill in the call number using standard call number prefixes
  - Put in the purchase price of the book
  - Add a description (volume, serial number for equipment, format, etc.)
  - Add a note if desired
  - Attach the copy to a category if desired
  - Save the record

4. Add copies of equipment only to MARC records with the individual school number in the title. This will allow a separate inventory for equipment in each school. In addition to the barcode, call number, and purchase price, equipment should have the following information:

- Under **description** put the make of the item (Panasonic) and then record the model number under **number**
- Under **description** put S/N or Serial Number and then record the serial number under **number**
- Under **description** put “bulb” and then record the bulb type (EYB5) under **number** if applicable
- Supply the name of the vendor and/or purchase order number if desired
- Save the record

RECOMMENDED CALL NUMBER PREFIXES  
Use **one** of these prefixes above the Dewey call number  
**if** an item is in a **separate** collection

Media type	Prefix	Prefix	Dewey #	Additional information
Art prints	Art	ART	709	Artist's entire surname or first major word in title
Audio visual	AV			All inclusive collection for DVD's, videos, music, etc.
Biography– Collective			920	Author's surname or first 3 letters of author's surname
Biography– Individual	B	BIO	92 [or] 921	Biographee's surname or first 3 letters of surname
Books on tape	Cass CASS	Rec REC		see – Sound recordings
CD – music	CD	Compact disc		Performer's surname or first major word in title
CD – computer	CD-ROM		006.6	First major word in title
Charts	Chart	CHART		May be put in Reference
Desk Reference	Desk	DESK		Author's surname or first 3 letters of surname
DVD	DVD		791.43 (motion picture)	First major word in title
Easy readers	E	Easy EASY		Author's surname or first 3 letters of surname
Equipment	EQ	Equ EQU		Title of equipment or first three letters
Fiction	F	Fic FIC		Author's surname or first 3 letters of surname
Filmstrip	FS			First major word in title
French	French		448.6	Author's surname or first 3 letters of surname
Graphic novel	Gra GRA	Graphic novel	741.595 or 741.5	Author's surname or first 3 letters of surname

Kits	Kit	KIT		First major word in title
Maps	Map	MAP	912	first major word in title
Paperback books	PB			Author's surname or first 3 letters of surname
Pictures	Photo	Pic PIC		Photographer's surname or first major word in title
Professional Collection	Pro PRO	Prof PROF		Author's surname or first 3 letters of surname
Reference	R	Ref REF		Author's surname or first 3 letters of surname
Short Story Collections	SC		808.83	Author's surname or first major word in title
Sound Recordings	Cass CASS	Rec REC		First major word in title
Spanish	SP	Spanish	468.6	Author's surname or first 3 letters of surname
Video recordings	VT	Video VIDEO	791.43 (motion picture)	First major word in title

## BARCODES

With the change to a district union library catalog (Destiny), library media teachers/specialists are encouraged to adopt the 15 digit barcode configuration of Code 39 mod 10 with a final check-digit. This configuration enables any library media teacher/specialist to identify the school in the district where the book originated.

### Barcode Configuration:

- The first digit is a "3" which indicates it is an item or library material
- The next four digits are the district three-digit school code **preceded** by a "0"
- The next two digits indicate the vendor number
- The next two digits indicate the last two digits of the year the item was purchased
- The next four digits are the item number (numbers may begin with 0001 each new school year)
- The last digit is the check-digit assigned by the computer to keep the scanner from making a mistake when the barcode is scanned in.

### To print out barcodes in Destiny:

- Go to reports in the back office
- Select "copy barcode labels"
- Choose the "unused" barcodes tab
- Select how many barcodes you wish to print
- Choose a starting barcode\*
- Click the box if the school name is to be at the top of the barcode
- Select printer configuration (call the Follett Technology Computer Support for help with this step if needed, because every printer is different)
- Run the report
- Access the report from the job manager
- Print out generic barcodes on plain paper to scan when adding new materials

### \*Starting barcodes

- Input the digits as configured above.
- Select a check-digit at the end.
- If the digit chosen does not compute correctly, change the check-digit to another digit. Keep trying until the computer says it will print the barcodes.
  
- Future barcodes may be printed using the last barcode from a previously printed page.

### Printing out barcodes for library materials:

- As copies of materials are cataloged into Destiny, scan a barcode from the

generic barcodes page

- Place the MARC record in a booklist
- At the end of the cataloging session, go to reports in the back office
- Choose “copy barcode labels”
- Choose the “used” barcodes tab
- Select the date “added to Destiny on or before”
- Check the items to be printed on the barcode label including school name, etc.
- Select the label number to bring with (helpful if several labels were previously used from the page)
- Run the report
- Go to job manager
- When the report is finished, open it and print the labels.
- Attach labels to materials

DAVIS SCHOOL DISTRICT  
REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Please check type of materials:

- |                                     |                                      |                                   |
|-------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Book       | <input type="checkbox"/> Video       | <input type="checkbox"/> Record   |
| <input type="checkbox"/> Periodical | <input type="checkbox"/> Filmstrip   | <input type="checkbox"/> Cassette |
| <input type="checkbox"/> Pamphlet   | <input type="checkbox"/> Other _____ |                                   |

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher or producer: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Complainant represents:

- Self
- Organization (name of organization) \_\_\_\_\_
- Other group (identify other group) \_\_\_\_\_

The following questions are to be answered after the complainant has read, viewed, or listened to the school library material. If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

1. I have read (viewed) the material: (circle one)

In its entirety

Only part of it

2. To what in the material do you object? (Please be specific, cite pages, frames, film sequence, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What do you believe is the theme or purpose of this material?

---

---

---

---

4. What do you feel might be the result of a student using this material?

---

---

---

---

5. For what age group would you recommend this material?

---

6. Is there anything good in this material? Please comment.

---

---

---

---

7. What would you prefer the school library do about this work?

- Do not assign or recommend to my child.
- Withdraw it from all students.
- Send it back to the Library Media committee for reevaluation.

8. Would you care to recommend other school library materials of the same subject and format?

---

---

---

---

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

Please return completed form to the school library media teacher/specialist or the district library media supervisor.