

**Enoch Pratt Free Library
Request for Proposal
for Procurement, Cataloging and Processing of Library materials FY27-FY30**

Issue Date: June 15, 2026

Pre-Bid Question Deadline: June 26, 2026

Bid Deadline: July 31, 2026

Procurement Contacts: Send bids to:

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Description:

The Enoch Pratt Free Library/State Library Resource Center is soliciting proposals from qualified vendors to provide library books and related services as specified in this request for proposal (RFP). The successful bidder, hereinafter "Vendor," will be required to provide products and services for the Enoch Pratt Free Library ("Library") on an as-needed basis. The library is requesting proposals to fulfill a 4-year contract.

Written questions regarding the substance of the RFP must be submitted via e-mail to the procurement contact(s) listed above no later than the Pre-Bid Question Deadline indicated above. Emailed Bids are due prior to the Bid Deadline indicated above and must be delivered to mjohnson@prattlibrary.org, ispahr@prattlibrary.org, and nhaskins@prattlibrary.org. Late bids will not be accepted.

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Project Overview

The Enoch Pratt Free Library/State Library Resource Center is soliciting proposals from qualified vendors to provide library books and related services as specified in this request for proposal (RFP). The successful bidder, hereinafter "Vendor," will be required to provide products and services for the Enoch Pratt Free Library ("Library") on an as-needed basis. The library is requesting proposals to fulfill a 4-year contract term.

Instructions & General Conditions

1. **COMMUNICATIONS:** All communications, any modifications, clarifications, amendments, questions, responses, or any other matters related to the Request for Proposal (RFP) must be made only through the Procurement Contact noted on the cover of this RFP, or their designee. A violation of this provision is cause for the Library to reject a company's bid. No contact regarding this document with other Library employees is permitted and may be grounds for disqualification.
2. **PRE-BID INFORMATION & QUESTIONS:** Each bid that is timely received will be evaluated on its merit and for completeness of all requested information. In preparing bids, Bidders are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by the Library. If a Bidder finds a discrepancy, error, or omission in the RFP package, or requires any written addendum thereto, the Bidder is requested to notify the Procurement Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Bidders. All questions must be submitted in writing to the Procurement Contact before the Pre-Bid Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.
3. **RFP MODIFICATIONS:** The library may make clarifications, modifications, or amendments to the RFP at any time prior to the Bid Deadline. It is the Bidder's responsibility to periodically check the Library's website at <https://www.prattlibrary.org/about-us/request-for-proposal> until the posted Bid Deadline to obtain any issued addenda.
4. **BID SUBMISSION:** Submitted bid should contain all requested elements as outlined in the Proposal Elements section.
 - a. Bids must be submitted to the Library by email to mjohnson@prattlibrary.org, lpahr@prattlibrary.org, and nhaskins@prattlibrary.org before the date and time indicated as the deadline. It is each Bidder's sole responsibility to ensure the Library receives the bid prior to the Bid Deadline.
 - b. Submission of a bid establishes a conclusive presumption that the Bidder is thoroughly familiar with the Request for Proposal (RFP) and that the Bidder understands and agrees to abide by each and all the stipulations and requirements contained therein.

- c. All costs incurred in the preparation and presentation of the bid is the Bidder's sole responsibility; no pre-bid costs will be reimbursed to any Bidder. All documentation submitted with the bid will become the property of the Library.
 - d. Bids must be held firm for a minimum of 90 days.
- 5. **EXCEPTIONS:** Bidder shall clearly identify any proposed deviations from the Scope of Work in the Request for Proposal. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Bidder's bid, the Library will assume complete conformance with this specification and the successful Bidder will be required to perform accordingly. Bids not meeting all requirements may be rejected.
- 6. **DUPLICATE BIDS:** No more than one (1) bid from any Bidder, including its subsidiaries, affiliated companies, and franchises, will be considered by the Library. In the event multiple bids are submitted in violation of this provision, the Library will have the right to determine which bid will be considered, or at its sole option, reject all such multiple bids.
- 7. **REJECTION:** The Library reserves the right to reject any or all bids, or to accept or reject any bid in part, and to waive any minor informality or irregularity in bids received if it is determined by the Director of Collections and Access Services that the best interest of the Library will be served by doing so. A Bidder's failure to provide any additional information requested by the Library prior to a vendor's selection may result in rejection of the bid. The Library may reject any bid from any person, firm, or corporation in arrears or in default to the Library on any contract, debt, or other obligation, or if the Bidder is debarred by the Library from consideration for a contract award. The Library reserves the right to reject all nonconforming, nonresponsive, unbalanced, or conditional Bids. Discrepancies in the multiplication of unit prices and unit prices themselves will be resolved in favor of unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
- 8. **PROCUREMENT POLICY:** Procurement for the Library will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Library.
- 9. **NON-DISCRIMINATION:** Library will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Bidder must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The Bidder must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
- 10. **BIDDER EVALUATION:** The Bid will be awarded to the most responsive, responsible Bidder meeting specifications with the highest evaluation score based upon the following criteria:
 - a. Alignment with the stated interests and needs of our user group
 - b. Pricing is within the budget parameters
 - c. Resource(s) address a high percentage of points outlined in the Resources of Interest and General Selection Criteria sections.

11. **CONTRACT AWARD:** The Library reserves the right to award by item, group of items, or total bid. The Bidder to whom the award is made will be notified at the earliest possible date. After a final award of the Contract by the Library, the vendor must execute and perform said Contract. If, for any reason, a contract is not executed with the selected Bidder within fourteen (14) days after the start date of the Contract period, then the Library may recommend the award to the next qualified Bidder.
12. **DISQUALIFICATION OF BIDDERS:** Any one or more of the following causes may be considered for the disqualification of a Bidder as non-responsible and the rejection of the Bid:
 - a. Evidence of collusion among Bidders;
 - b. Lack of competency as revealed by either financial, experience, or safety statements;
 - c. Lack of responsibility as shown by past work;
 - d. Uncompleted work under other contracts which in the judgment of the Library, might hinder or prevent the prompt completion of additional work if needed.
13. **DISCUSSIONS:** Discussions may be conducted with responsible Bidders, to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Bidders who submit bids determined to be reasonably susceptible of being elected for award, but bids may be accepted without such discussions. Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of bids. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Bidder shall reduce any substantial oral clarification of a bid in writing.
14. **SUBCONTRACTORS:** The successful Bidder must identify all subcontractor(s) regardless of the dollar amount or percentage and the services they will provide. The successful Bidder is responsible for all payments and liabilities of all subcontractor(s). The Library reserves the right to approve or reject any proposed subcontractor. If the Library rejects any proposed subcontractor, the successful Bidder shall be responsible to assume the proposed subcontractor's responsibilities. The successful Bidder may propose another subcontractor if it does not jeopardize the effectiveness or efficiency of the contract.
15. Nothing contained in the RFP or in the contract shall create or be construed as creating any contractual relationship between subcontractor and the Library. The Contract will not be assignable to any other business entity without the Library's approval.
16. **DISCLOSURE OF CONTENTS:** All information provided in the bid shall be held in confidence and shall not be revealed or discussed with competitors or the general public, until after award of the contract except as provided by law or court decision. Bidders must make no other distribution of the bids other than authorized by this RFP. A Bidder who shares cost information contained in its bid with other Library personnel or competing Bidder's personnel shall be subject to disqualification.
17. **PUBLIC DISCLOSURE:** Bids are subject to public disclosure after the deadline for submission in accordance with applicable law.

18. **CONTRACT COMMENCEMENT:** Commencement of a contract shall not begin prior to all necessary Library approvals, including Library's Board of Directors approval where required, and subsequent execution of the Library's Contract. Commencement of a contract without these approvals is solely at the Bidder's own risk and is likely to result in no payment for services performed or goods received.
19. **CHANGE ORDERS:** In the event the Library determines to change the resources and/or services, to either delete or add resources and or services, the Vendor shall prepare a Change Order setting forth in detail the changes to the resources, the cost associated with the changes, and the amount by which the bid will decrease or increase. The Library shall have the right to approve or disapprove the change order. Change Order Requests shall not exceed a markup percentage of Ten Percent (10%).

Project Background

Value-Added Services

The Enoch Pratt Free Library intends to establish contracts to provide English and world-language adult, young adult, and children's books, and related services for the Library. These contracts will provide books with varying levels of cataloging and processing. The overwhelming majority of materials will receive some level of cataloging and processing.

These services will extend to any Opening Day Collections that may occur during the agreement period.

The Library will choose to establish contracts with a single and/or multiple Vendors for adult, young adult, and children's books with cataloging and processing services. The Library reserves the right to utilize any distributor most advantageous to the Library in obtaining materials and providing cataloging and processing services.

User Population

The state of Maryland comprises 24 counties, including the City of Baltimore, which is considered a county equivalent. Access to the Library's collection should be available to all Maryland residents with a valid public library card regardless of location.

Materials of Interest

The Library's print materials collection consists of 1.4 million circulating items across various formats and age levels. New adult, young adult, and children's books in hard cover, library binding, trade/quality, board book, and mass market paperback will be ordered.

The Library has an extensive fiction collection across various formats (regular and large print, quality paperback and mass market) and genres including African American, mystery, romance, urban, sci-fi, and graphic.

The Library holds a large non-fiction collection comprised of assorted formats and topics including bestsellers, art, music, DIY, home repair, cookery, crafts, poetry, travel, biographies, world-languages, bilingual, and test and study guides.

The Library has an extensive media collection that includes Music and Spoken Audio CD's, DVD's, LP's, Blu-Ray and videogames. New adult, young adult, and children's media will be acquired.

The Library reserves the right to add additional formats as new formats become available. The Library will contact the vendor when new formats are added. Any specifications needed to add new formats will become an addendum to the contract.

The Vendor must list discounts for Library Materials- from Publisher's List Price.
(See table below)

PRINT	DISCOUNT
Adult Trade Hardcover	%
Adult Quality Paperback	%
University Press Trade	%
Young Adult Hardcover	%
Young Adult Trade Paperback	%
Children's Hardcover	%
Children's Trade Paperback	%
Mass Market Paperback	%
Graphic Novel	%
Board Book	%
Read Along	%
Large Print Hardcover	%
Large Print Softcover	%

MEDIA	DISCOUNT
Spoken Word CD	%
DVD	%
Blu-Ray	%
Music CD	%
LP	%
Playaway Products	%

Formats of books exclude:

Used books, magazines, books designed to be written in, novelty books, consumable books, books with toys, pop-up books, and other publications not conducive to a library environment will be excluded from this agreement and will not be ordered by the Library.

Service Priorities

Specific details regarding each priority area of interest can be found in this section. Vendors are encouraged to submit proposals that cover all or some of these areas. If multiple services are proposed, please include both bundled and individual pricing for all services.

9XX/EDI Ordering

The library requires 9XX/EDI grid ordering.

Do you support EDI ordering and invoicing? If so, which formats?

Do you support an enhanced/enriched EDI format, which allows a library to send branch library ship-to locations to a vendor via the library's integrated library system?

Full Value-Added Services

The Vendor should be able to provide full value-added cataloging and processing as described in the Library's profile, attached below.

The Vendor must also list prices for each element of value-added cataloging and processing.

General Selection Criteria

9XX/EDI Ordering

Do you offer 9XX/EDI grid ordering, and is it compatible with SIRSI Dynix Symphony 4.1?

Can you provide a draft version of a collection development list, based on criteria (reviews, publisher, etc.) developed by the customer, which can be edited (titles added, titles removed) by the customer, and then revised into a final version?

If yes, is the draft version available in both print and electronic formats? If yes, is the final version available in both print and electronic formats?

Full Value-Added Services

What is your experience with highly specialized cataloging and processing? Are you able to make customized adjustments based on specific Library needs?

What is your turnaround time for materials that are ordered with processing?

Are processed materials returnable? If so, under what circumstances?

Drop-Shipping to branch locations and file delivery

Are you able to drop-ship new materials to the Library's [branch locations?](#)

Are you able to synchronize physical shipments with MARC file delivery to the Library's cataloging team? When exactly are MARC files delivered?

Library of Congress classification

Are you able to provide cataloging and processing of nonfiction according to the Library of Congress classification system? Are you able to reclass materials based on a specialized set of instructions?

Does your website display Library of Congress call numbers on each title detail page?

Cart Sharing

Does your website allow Library staff to see each other's carts at all stages of the selection and ordering process?

Z39.50 OPAC Link

On your website, specifically on each title-level details page, are you able to provide a live link to the Library's holdings?

Materials Leasing

Do you offer leasing of materials? If so, what is your pricing model? Do you require pre-payment? Please also describe how returns of leased material are handled.

Automatic Shipping

Do you offer automatic shipping of new materials for popular authors and/or series? If so, please provide a list of the available authors and series.

Invoicing

The vendor must be able to support electronic and printed invoices.

Electronic invoices shall display "Enoch Pratt Free Library," Enoch Pratt Free Library's account number, purchase order number, and be itemized with the following information: Titles, authors, ISBNs, binding, quantities, list prices, and the percentage discounted from publisher's list price for each title, net cost after discounted price, shelf-ready costs if the service is requested, and shipping costs.

Terms of payment shall be no less than 30 days from receipt of items or date of invoice, whichever is later.

Website Accounts

Do you provide free user accounts on your website? If so, is there a limitation on the number of free registered website users for a single organization? If there is a user limit, please list the cost for additional users above the threshold.

Shipping Cost

Do you provide free shipping? If not, please list the costs for shipment of new materials.

Opening Day Collections

Do you offer Opening Day Collection services? If so, please provide a full list of specific Opening Day services offered, including delivery-day services.

Returns for Credit

Returns for credit or replacement of damaged or defective items, items not ordered, and/or items deemed not appropriate shall be allowed without requesting authorization and at no cost.

The Vendor shall detail all return policies in their proposal.

Claims Tracking

Do you have an online claims tracking portal available through your website? If a claims tracking portal is not available, please provide details of how claims should be submitted.

Proposal Process Timeline

Date	Description
6/15/26	RFP posted
6/26/26	Pre-bid question deadline
7/31/26	Bid deadline: emails proposals to mjohnson@prattlibrary.org , lpahr@prattlibrary.org , nhaskins@prattlibrary.org
8/3/26 - 8/14/26	Proposal review period

8/17/26	Project awarded
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Proposal Elements

Proposals are due by 11:59 pm on 7/31/26 and should include the following information:

- A description of the product(s) being quoted, including how the product addresses specific areas and features of interest.
- Response to General Selection Criteria section.
- The annual cost for the product(s). Including, individual and bundled pricing options if more than one resource is being quoted
- Standard privacy policy
- Contact name with email and phone number for follow-up questions
- List of any proposed exclusions or clarifications along with proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance.
- Company resume highlighting company's relevant experience, qualifications, and key personnel.
- Proposed project schedule with key milestones.
- Signed **Bid Form** (Appendix A)

All proposal information will be kept confidential and shared only with Library representatives.

THANK YOU FOR YOUR PARTICIPATION IN THIS PROCESS

Appendix A: Bid Form

TO: Enoch Pratt Free Library/State Library Resource Center

The Undersigned hereby offers and agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposal.

BIDDER QUALIFICATION STATEMENT:

The following statements of experience, personnel, and general qualifications of the Bidder are submitted with the assurance that the Library can rely on its accuracy and truthfulness.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Instruction, Scope of Work, BidForm, all Exhibits thereto, and all contents of this document, together with any written addenda issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addenda: (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that: 1) the Bidder is in compliance with any applicable ethics provisions of the Library's RFP, and 2) if awarded a contract to provide the goods or services required in the RFP, the Bidder will comply with the Library's standards outlined in this RFP.

NON-COLLUSION:

The undersigned, by submission of this Bid Form, hereby declares that this Bid is made without collusion with any other person, firm, or corporation.

INSURANCES:

The undersigned further agrees that if awarded the Contract, it will submit to the Library any required evidence of required insurance coverage within 14 business days after acceptance of this bid.

FROM:

Respondent's Name: _____

Title: _____

Signature: _____

Appendix B: Cataloging and Processing Profile

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[Spoken Word](#)
[CD](#)
[DVD \(Branches\)](#)
[DVD \(Best Next\)](#)
[YA FICTION](#)
[YA Non-Fiction](#)
[YA Graphic Novels](#)
[YA Graphic Nonfiction](#)
[YA Spanish](#)
[YA FOREIGN](#)
[YA Spoken Word](#)
[YA DVD](#)
[JUVENILE FICTION](#)
[Easy Readers](#)
[Picture Books](#)
[Juvenile Board Books](#)
[Folklore/Fairytale](#)
[Juvenile Non-Fiction](#)
[Juvenile Graphic Novels](#)
[Juvenile Reference](#)
[VOX](#)
[Juvenile Foreign Language](#)
[Juvenile Spoken Word](#)
[Juvenile CD](#)
[Juvenile DVD \(BESTNEXT\)](#)
[Juvenile DVD \(Branches\)](#)
[949 FORMAT](#)
[Cataloging Codes](#)
[Location Code](#)
[ITEM CAT 1](#)

[ITEM TYPE](#)

[ITEM CAT 2](#)

[DEPT vs Branch codes](#)

[Contact / OCLC / System / Info](#)

ENOCH PRATT FREE LIBRARY

CATALOGING PROCEDURES

Prepared by

Lara Spahr

lspahr@prattlibrary.org

410-396-7556

Modified from existing Baker & Taylor profile, 4/7/26

Any references to local B&T resources can be disregarded.

Search Order

1. EnochPrattZ
2. EnochPrattOCLC
3. VENDOR Customer Workspace

Standard Account Requirements

1. VENDOR will search the Enoch Pratt database through a Z39.50 connection to locate a matching record. If a match is found, the record will be saved to the VENDOR Customer Workspace and a 949 tag will be added for each copy ordered (a z-file record that contains 049 MDBE & 099 ON-ORDER can be used as long as it is a full record, replace the ON-ORDER in the 099 tag with your call #).
2. If a record cannot be found in the VENDOR Customer Workspace or the Library's database, VENDOR will search OCLC then VENDOR's resources. If a record is found, VENDOR will apply local practices and will add a 949 tag for each copy ordered.
3. If a matching record cannot be found in any of the above databases, VENDOR will provide original cataloging as the last option.
4. VENDOR will add "a" after the ATS # for added copies & "n" after the ATS # for contributed copies.
5. Add 049 \$aMDB for all contributed records.
6. Copy the local VENDOR control # from the on-order record & place in the 1st 035 tag for contributed records.
7. Request a merge whenever you are adding to a z-file record & you also have an on-order record. (usually this happens when you adding a paperback to an existing hardcover record)
8. Leave the 926 tag in added copy records.
9. Enoch Pratt prefers monograph records for graphic novels.
10. Enoch Pratt prefers monograph records for travel guides or annual publications.
11. Paperback and hardback books can be attached to the same record. It is ok to attach mass market as well. Please be sure your ISBN # is in the record. If cataloging a regular print book, remove any large print ISBN #'s from the record. Always remove e-book ISBN #'s from any record. Large print records should

only contain large print ISBN #'s.

12. When adding a paperback to a hardcover record, add the paperback ISBNs [if you have both an on-order record & a full record that you are adding your ISBN to in the z-file, please request audit & indicate merge needed].
13. Juvenile print will need a new record if illustrator differs.
14. VENDOR will add the price to the 020 tag in \$c. Put \$c behind the 10 digit & 13 digit ISBN. Please add the 10-digit ISBN if there is none in the record. If there is a \$q behind the ISBN #, please remove it.

Example:. 1118899908 :\$c\$12.95 or
1118899908 (pbk.) :\$c\$12.95

15. If cataloging a set, the price of the set goes behind the 020 tag for the set & the price of the individual volume goes in the holdings for each volume.
16. VENDOR will add a 246 tag if necessary.
17. VENDOR will add 490 tag for series if there is no 440 tag.
18. Add 793 VENDOR-specific workmark tag to all records (both added & contributed)
19. VENDOR will retain all 856 tags.
20. VENDOR will retain all 938 tags.
21. VENDOR will retain the 084 tag.
22. African American material will be ordered as AFAM & will receive a prefix on the spine label AF-AM. (If you have an adult fiction record that contains "African American:" in a subject heading, please add an African American sticker in \$7, **but** do not add to titles ordered under the AFAM branch since these already receive AF-AM on the spine label.
23. Adult and young adult books 26 cm & over will be classified as oversized. A Q will be added after the date in the call number and will be printed on the spine label. (if a Q needs to be added please copy your 050 tag to a 090 tag & add the Q at the end of the 090 tag. Do not add the Q to the end of the 050 tag. If the LC # ends with a V.#, add Q after the date & before the V.#

Example

050 __ \$aN8217 .F28\$bS643 2003
090 __ \$aN8217 .F28\$bS643 2003Q

SPINE:

**N
8271
.F28
S643
2020Q**

For serial records your Q will go after your call # & before your date:

**050 __ \$aN8217 .F28\$bS643
090 __ \$aN8217 .F28\$bS643Q
949 __ \$aN8271.F28\$bS643Q\$v2020**

SPINE:

**N
8271
.F28
S643Q
2020**

Also, add the Q before any V.# in the LC #

**050 __ \$aN6549.M646#bA2 2023 V.2
090 __ \$aN6549.M646#bA2 2023Q V.2**

SPINE:

**N
6549
.M646
A2
2023Q
V.2**

24. Adult and young adult books over 37 cm will be classified as folio. A f will be added after the date in the call number and will be printed on the spine label.

Example

050 __ \$aN8217 .F28\$bS643 2003f

25. VENDOR will use the supplied location codes and item types.

Spine Labels

26. Spine labels will only take 7 lines & will require a new line before each letter & decimal. [if your spine label is longer than 7 lines, please send to senior help, so

we can determine which elements to combine] (also LC #'s should only contain 1 decimal before a letter. If your 050 tag has PN8523.3.J26**\$b**.S23 2012 it is incorrect since there should not be a decimal before both the .J26 & .S23 elements of the LC #.)

Example

PN|8523|.3 |.J26 |S23 |2012

If one of your elements begin with an I or an O please leave a space after these letters **on the spine label only**:

Examples

E|98 |.S6297 |I 29 |2012

B|27 |.G98 |Z23 |O 79 |2012

Subject Headings

- 27. VENDOR will retain juvenile headings. (6xx_1). If only 6xx_1 available, then add to 6xx_0 & add \$vJuvenile fiction or \$vJuvenile nonfiction.
- 28. The library requires at least 1 subject (600, 650, or 651) tag.
- 29. Delete Bisac tags.
- 30. Delete \$2Fast tags (both 650 & 655 tags)
- 31. VENDOR will retain 655 subject headings.
- 32. Delete foreign-language subject headings (except in records for materials that are written in that specific foreign language)

Local Call Tag

- 33. VENDOR will add a local call number for both fiction and non-fiction materials.
 - a. Fiction and spoken word will be added to the 099 tag, using multiple subfield a's.

Examples

099 __ \$aFICT.

099 __ \$aCOMPACT\$aDISC\$a LC216.62 \$b.K65 2005

- b. Normally VENDOR does not add a local call number for nonfiction titles unless we are editing from the 050 tag. If necessary, non-fiction will use the 090 tag.

Example

090 __ \$aN8217\$b.F28 S64 2003

Item Call Number

34. VENDOR will add an item level call number in the 949 tag in \$a to all records for each copy ordered.
35. For non-fiction, each letter element will be separated with a space.
949 __ \$aHQ2397 .L23 2011
949 __ \$aHQ2397.13 .L23 2011

Classification

36. Non-fiction will be classed by the LCN. If you are editing the LCN from what exists in the 050 tag, add a 090 tag with the edited information.
37. VENDOR will remove any letters after the date in the call number.
38. VENDOR will not use a 050 tag that begins with KF, so we would place the call # that we will be using in a 090 tag. Send to senior help for correct LC # to use; contact the Library as necessary.
39. Send Spanish titles to senior help for correct call #. Spanish fiction titles will be cataloged in a PZS # which the Library will supply.
40. Reclass the F class (Maryland material) (these will be in the F176 to F190 range). Send to senior help. The Library will reclass for VENDOR.

Volumes/Date

41. If a volume number is needed, VENDOR will use V.1 (capital V, period, no space, and numeral). Anytime a set record is used you will need to fill in \$v.

Example

949 \$vV.1

949 \$1 |V.1

42. If using a serial record & there is a year on the cover of the book then use that for \$v and on the last line of your spine label. If there are 2 years on the cover (ex. 2012-2013) use the later date. If no year on cover of book use publishing date in \$v & on last line of the spine label. (since the Library is now using primarily monograph records add a 090 tag & update 050 tag with date that is on the cover or in the title of the book)

Example

050 tag: DS103.B37\$bI73 2023

Add 090 tag: DS103.B37\$bI73 2024 (if date on the cover of the book indicates 2024

Accompanying material

43. A book & any type of disc (CD/CD-ROM/DVD) will require a \$j in the 949 tag. Please enter the # of pieces in \$j. It will usually be just 2 if you have 1 book & 1 disc.

ADULT FICTION

Refer to [standard account requirements](#)

Collection	Call # 099 \$a 949\$a	Home location 949 949 \$l	Item cat 1 949 \$x	Processing Note 949 \$7
Fiction	FICT.	AVAIL_SOON	FICTION	
Mystery	FICT.	AVAIL_SOON	MYSTERY	M
Sci Fi / Fantasy	FICT.	AVAIL_SOON	SCIFI	SCI-FI
Fantasy	FICT.	AVAIL_SOON	FANTASY	FANTASY
Story Collection (more than one author)	FICT.	AVAIL_SOON	SHORTSTORY	SC
Romance	FICT.	AVAIL_SOON	ROMANCE	R
Urban fiction	FICT.	AVAIL_SOON	URBANFIC	URBAN
African American	FICT.	AVAIL_SOON	AFAMFICT	AFR AMER*

949 __ \$aFICT.\$wALPHANUMS\$i34170067628892\$P\$13.99
 \$tHARDBACK\$kAVAIL_SOON\$lAVAIL_SOON\$mEDMONDSON
 \$xFICTION\$zADULTS\$2MOM1234567N\$7**\$9EDM\$8001

44. Fiction is classed as FICT. in 099 \$a & 949 \$a. Indicate genre in 949 \$7.
45. Story collections by a single author will **not** receive a sticker. If your record is both a genre & story collection by multiple authors, & use SHORTSTORY in \$x & only indicate the story collection sticker in \$7 (SC).
46. Adult fiction will not receive a spine label, except African American fiction.
1. African American material will be ordered as AFAM & will receive a prefix on the spine label AF-AM. Please begin using AFAMFICT for cat1 (949 \$x) for all branches when there is an African American indication in the record.

*AFR AMER will be indicated in \$7 for the branches but not for the AFA branch since we are indicating AF-AM on the spine label for the AFA branch. Do not indicate any other genre. (if the record also indicates mystery or science fiction, only AFAMFICT will be indicated in \$x & AFR AMER will be in \$7.)

2. USE URBANFIC instead of AFAMFIC in \$x, if there is an urban fiction subject heading in the record, & indicate the Urban fiction sticker for all branch codes except for AFA which will continue to use AFAMFICT in \$x.
47. The following genres will be used for adult materials; the genres will be identified in the item category 1 field. (MYSTERY, SCIFI, FANTASY, SHORTSTORY, ROMANCE) = do not use MYSTERY for Suspense or Thriller.
48. Guidelines for genres:
 Mystery (650_0 Mystery) = 655_7 Mystery Fiction.
 Science Fiction (650_0 or 655_7 contains the words "Science fiction".
 Fantasy (650_0 or 655_7 contains Fantasy fiction.
 Short Stories (650_0 contains the words "Short Stories (SC for multiple authors are indicated in \$7)
 Romance (650_0 Romance 655_7 Romance fiction.
 If both any of the above genres AND African American, prefer the above genres.

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ADULT GRAPHIC NOVELS

Collection	Local Call # 050/090	Item Call # 949 \$a	Item cat 1 949 \$x	Processing note 949 \$7
Graphic (Fiction)	099 \$a FICT.	FICT.	FICTION	GRAPHIC
Graphic (NF)	\$aN8217.F25\$S64 2019	N8217 .F25 S64 2019	NONFICTION	GREENGRAPHIC

949 __ \$aFICT.
\$wALPHANUM**\$i**34170067628892**\$p**\$25.99**\$t**PAPERBACK**\$k**AVAIL_SOON
\$lAVAIL_SOON**\$m**NORTHWOOD**\$x**FICTION**\$z**ADULT
\$1FICT.
\$2MOM1234567**N**\$7****\$9**NRT**\$8**001

NF book in graphic form

949 __ \$N8217.F25 S64 2019**\$w**LC**\$i**34170067628892

\$p\$25.99\$tPAPERBACK\$kAVAIL_SOON
\$lAVAIL_SOON\$mNORTHWOOD\$xNONFICTION\$zADULT
\$1N|8217|.F25|S64|B46|2019\$2MOM1234567N
\$7GREENGRAPHIC\$9NRT\$8001

49. Follow standard instructions for classification.

50. Nonfiction title that is in graphic form can be cataloged with the LC # assigned to the record. Add GREENGRAPHIC in \$7.

Adult Non-Fiction

Refer to [standard account requirements](#)

Collection	Call # 050/090	Item Call # 949 \$a	Item cat1 949 \$x	Processing note 949\$7
Non-Fiction	\$aN8217.F25\$bS64 2003	N8217 .F25 S64 2003	NONFICTION	
Maryland	\$aK238\$b.M38 2011	K238 .M38 2011	NONFICTION	
African American	\$aHQ2397\$b.L23 2011	HQ2397 .L23 2011	AFAMNONFICT	
Job Center	\$aHF5383\$b.W474 2011	HF5383 .W474 2011	NONFICTION	
Career	\$aHF5383\$b.W474 2011	HF5383 .W474 2011	NONFICTION	CAREER***
Grants	aHG177\$b.S74 2018	HG177 .S74 2018	NONFICTION	
Biography	\$aHQ2397\$b.L23 2011	HQ2397 .L23 2011	NONFICTION	BIO*

949 __ \$aN8217 .F25 S64 2003\$wLC\$i34170067628892\$P\$25.99
\$tHARDBACK\$kAVAIL_SOON\$lAVAIL_SOON\$mREISTERTO
\$xNONFICTION\$zADULT\$1N|8217|.F25|S64|2003\$2MOM1234567N \$9RST\$8001

51. Follow standard instructions for classification.

52. LC #'s for the Adult main library departments should go in their respective departments. If you have an LC # that does not go with the department, then send to senior help: A's (except AC, AM) = SSH

53. Maryland material will be ordered as MDX & will have the prefix MD DEPT. on

the spine label. VENDOR will not use a 050 tag that begins with KF, so we would place the call # that we will be using in a 090 tag. Send to senior help for correct LC # to use.

54. African American material (for the African American department only) will be ordered as AFAM & will receive a prefix on the spine label AF-AM & \$xAFAMNONFICT.
55. Biographies will indicate BIO in \$7 in records that contains the word “biography” in a 650 tag, a 655_7 Biographies or if there is a 600 (personal subject tag) (***this is for branch material only***)
56. Job Center material will be ordered under the JBC branch code. It will require a JOB CENTER prefix on the spine label only.
 - a. TEST will be added to books ordered under the JBC collection code
Test books that are ordered under JBC will have a TEST |JOB |CENTER prefix on the spine label. If you find one in the libraries file that mentions a CD, you can use it but add a 500 tag that mentions that some books do not have a disc). Also add the prefix TEST for books ordered for branches.
 - b. *****For branch material only**, add CAREER in \$7 if the 650 tag contains the words “Occupations” or “vocational guidance” or Test books.
57. Travel guides: there may be an existing serial record in the z-file, but the first choice would be to import a monograph record.
58. Grants collection books will be ordered under the GRC branch code & will require a GRANTS COLL prefix as the 1st 2 lines of the spine label. (\$m should have GRANTSCOLL)

Reference

Collection	Call # 050/090	Item Call # 949 \$a	Item cat1 949 \$x	Processing Note 949 \$7
Non-Fiction	\$aN8217\$b.F25 S64 2003	N8217 .F25 S64 2003	NONFICTION	REF

Maryland	\$aK238\$b.M38 2011	K238 .M38 2011	NONFICTION	REF
African American	\$aHQ2397\$b.L23 2011	HQ2397 .L23 2011	AFAMNONFIC	REF
Job Center	\$aHF5383\$b.W474 2011	HF5383 .W474 2011	NONFICTION	REF
African American fiction	099 \$aAF-AM FICT.	FICT.	AFAMFICT	REF

949 __ \$aN8217 .F25 S64 2003\$wLC\$i34170067628892\$P\$25.99
 \$tHARDBACK\$kAVAIL_SOON\$IREFERENCE\$SmREISTERTO\$Rn
 \$xNONFICTION\$zADULTS\$1XN |8217 |.F25 |S64 |2003\$2MOM1234567N
 \$7REF\$9RST\$8001

59. An R in the 3rd to the last character of the call # in the grid details will indicate reference.
60. Follow standard instructions for classification.
61. Reference material will receive an X as the first element on the spine label only.
 - a. \$tReference books will use the regular book types (HARDBACK or PAPEBACK).
62. African American material will be ordered as AFAM & will receive a prefix on the spine label AF-AM.
63. VENDOR will indicate reference sticker for processor in 949 \$7.

Large Print

Refer to [standard account requirements](#)

Collection	Local Call #	Item Call # 949 \$a	Item cat1 949 \$x	Processing note 949 \$7
Fiction	099 \$aFICT.	FICT.	FICTION	LP
Mystery	099 \$aFICT.	FICT.	MYSTERY	LP/M*
Fantasy	099 \$aFICT.	FICT.	FANTASY	LP/FANTASY
Sci Fic	099 \$aFICT.	FICT.	SCIFI	LP/SCI-FI
Short story (multiple authors)	099 \$aFICT.	FICT.	SHORTSTORY	LP/SC

Romance	099 \$aFICT.	FICT.	ROMANCE	LP/RM
Urban Fic	099 \$aFICT.	FICT.	URBANFIC	LP/URBAN
AFR Amer	099 \$aFICT.	FICT.	AFAMFICT	AFR AMER
Non-Fiction	050/090 \$aMD386\$b.M26 2011	MD386 .M26 2011	NONFICTION	LP

Fiction

949 __ \$aFICT.\$wALPHANUM\$i34170067628892\$P\$24.95
\$tLARGEPRINT\$kAVAIL_SOON\$I A VAIL_SOON\$mWALBROOK\$xFICTION\$zADULT\$2MOM9679333n\$7LP\$9WLB\$8001

Non-Fiction

949 __ \$aMD386 .M26 2011\$wLC\$i34170067628892\$P\$24.95
\$tLARGEPRINT\$kAVAIL_SOON\$I A VAIL_SOON\$mWALBROOK
\$xNONFICTION\$zADULTS1FICTION |DEPT. |MD |386 |.M26 |2011
\$2MOM9679333n\$7LP\$9WLB\$8001

Large print will have a \$h [large print] added to the 245 tag if not present.

64. Large print will be identified with LP in 949 \$7. Please indicate Large print sticker.
65. Large print nonfiction titles should have a B at the end of the call # following the year of publication.
66. If it is a fiction title that is also a genre, please indicate the genre in \$x & \$7 *(LP/M, LP/SF, LP/W, LP/S, LP/SC). (check the regular print edition to see how it is cataloged)
67. Use item type \$tLARGEPRINT.
68. Add 007__tb tag if not present.
69. Follow standard fiction and non-fiction instructions for classification.
70. Non-fiction large print books are housed in their appropriate subject departments.

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ADULT SPANISH

Collection	Call # 090/099	Item Call # 949 \$a	Item cat l 949 \$x	\$7 (processing note)
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Spanish fiction	099 \$aPZS65 .C73\$bB47	PZS65 .C73 B47	FLFICTION	SPANISH
Spanish fiction (BRK, PTT & SEL)	099 \$aPZS65 .C73\$bB47	PZS65 .C73 B4	SPANISH	SPANISH
Spanish NF	\$aN8217.F25\$bS64 2003	\$aN8217.F25 S64 2003	NONFICTION	SPANISH
SPANISH Non- Fiction (BRK, PTT & SEL)	\$aN8217.F25\$bS64 2003	N8217 .F25 S64 2003	SPANISH	SPANISH

Fiction: (BROOKLYN, PATTERSON, SOUTHEAST branches)

949 __ \$a PZS65 .C73 B47\$wLC\$i34170067628892\$P\$25.99
\$HARDBACK\$kAVAIL_SOON\$I\$PANCOLL\$mBROOKLYN
\$xSPANISH\$zADULTS\$1N|8217|.F25|S64\$2MOM1234567N
\$7SPANISH\$9BRK\$8001

Fiction (all other branch & dept codes)

949 __ \$a PZS65 .C73 B47\$wLC\$i34170067628892\$P\$25.99
\$HARDBACK\$kAVAIL_SOON\$I\$AVAIL_SOON\$mREISTERTO
\$xFLFICTIONzADULTS\$1N|8217|.F25|S64\$2MOM1234567N
\$7SPANISH\$9RST\$8001

Nonfiction: (BROOKLYN, PATTERSON, SOUTHEAST branches)

949 __ \$aN8217 .F25 S64 2003\$wLC\$i34170067628892\$P\$25.99
\$tHARDBACK\$kAVAIL_SOON\$I\$AVAIL_SOON\$mBROOKLYN
\$xNONFICTION\$zADULTS\$1N|8217|.F25|S64|2003\$2MOM1234567N \$7SPANISH
\$9RST\$8001

Nonfiction: (all other branch codes)

949 __ \$aN8217 .F25 S64 2003\$wLC\$i34170067628892\$P\$25.99
\$tHARDBACK\$kAVAIL_SOON\$I\$AVAIL_SOON\$mREISTERTO
\$xNONFICTION\$zADULTS\$1N|8217|.F25|S64|2003\$2MOM1234567N \$7SPANISH
\$9RST\$8001

1. Spanish Fiction will use a specialized PZS # for their call #. Please send to senior help for call #.
2. Spanish nonfiction can use the LC # in the record.

3. VENDOR will not indicate genre for the Spanish materials.
4. Only these 3 branches (BROOKLYN (BRK), PATTERSON (PTT), SOUTHEAST (SEL)) will use SPANCOLL will be used for the location code (\$l)
5. Only these 3 branches (BROOKLYN (BRK), PATTERSON (PTT), SOUTHEAST (SEL)) will use SPANISH will be used for the itemcat1 (\$x).
6. All branches & dept codes for Spanish fiction & nonfiction will receive a sticker. Indicate SPANISH in \$7

Spoken Word

Refer to [standard account requirements](#)

Collection	Local Call # 099	Item Call # 949 \$a	Item cat 1 949 \$x
Fiction	\$aCOMPACT\$aDISC\$aFICT.	COMPACT DISC FICT.	SPOKEN
Non-Fiction	\$aCOMPACT\$aDISC \$aHV6423\$b.B87 2005	COMPACT DISC HV6423 .B87 2005	SPOKEN

Fiction

949 __ \$aCOMPACT DISC FICT.\$wALPHANUM\$i34170067628892
 \$j13\$P\$19.95\$tCD\$kAVAIL_SOON\$I\$AVAIL_SOON \$hBNABOCD\$xSPOKEN
 \$zADULT\$2MOM1234567N\$77 DISCS\$9BN\$8001
 990 __
 \$aMOM1234567BT\$b0014650426\$cL41895000000\$dBN\$ea34170067628892b\$fCOM
 PACT\$gDISC\$hFICT.\$i \$j \$k \$l \$m \$n7 DISCS\$o \$p

Nonfiction

949 __ \$aCOMPACT DISC HV6423 .B87 2005\$wLC
 \$i34170067628892\$j5\$P\$19.95\$tCD\$kAVAIL_SOON\$I\$AVAIL_SOON
 \$hSSHABOCD \$xSPOKEN\$zADULT \$2MOM1234567N\$9SSH\$8001
 990 __
 \$aMOM1234567BT\$b0014650596\$cL41895000000\$dSSH\$ea34170067628892b\$fCO
 MPACT\$gDISC\$hHV\$i6423\$j.B87\$k2005 \$l \$m \$n7 DISCS\$o \$p

990 tag: a ATS # w/BT \$b product ID \$c account # \$d branch code \$e barcode with a before & b after \$f thru l (spine label) \$m Y for young adult, otherwise blank ; \$n content note (# of DISCS) \$o branch code for all branches except Central branch.(these are Central branch codes (AFA, SSH, BST, BN, FAR, HUM, BN, JBC, DO),

71. VENDOR will add \$h [sound recording] to the 245 tag for all spoken word

materials.

72. Indicate the number of pieces in 949 \$j.
73. All spoken word will receive the prefix of COMPACT DISC in the local call tag, item call number and on the spine label.
74. Follow standard fiction and non-fiction classification. There will be no genres identified for spoken word material. (for nf follow LC # used for the print edition)
75. Cases only hold up to 36 discs. Anything over will have to be split into 2 parts. (request 2 barcodes) & indicate PT.1 on 1st holding & PT.2 on 2nd holding.

This is an example for 38 discs:

949 \$aCOMPACT DISC FICT.\$vPT.1\$wALPHANUM
\$i34170081589575\$j20\$P\$35.00\$tCD\$KAVAIL_SOON\$IAVAIL_SOON\$hBNABOC
D\$xSPOKEN\$zADULT\$2MOM9328808a\$720 DISCSS\$9BN\$8001

949 \$aCOMPACT DISC FICT.\$vPT.2\$wALPHANUM
\$i34170081589575\$j18\$P\$35.00\$tCD\$KAVAIL_SOON\$IAVAIL_SOON\$hBNABOC
D\$xSPOKEN\$zADULT\$2MOM9328808a\$720 DISCSS\$9BN\$8002

990 \$aMOM9328808BT\$b0007647099-01\$cL42690500000\$dBN
\$ea34170081589575b\$fCOMPACT\$gDISC\$hFICT.\$iPT.1\$j \$k \$l \$m \$n20 DISCSS\$o
\$p

990 \$aMOM9328808BT\$b0007647099-02\$cL42690500000\$dBN
\$ea34170081589575b\$fCOMPACT\$gDISC\$hFICT.\$iPT.2\$ \$j \$k \$l \$m \$n18 DISCSS\$o
\$p

76. Spanish books on CD will be cataloged the same as the English books on CD except the last line of the spine label should read [SPANISH]
77. Use the SWADINST drop down box for language learning Cd's (\$x will be INSTRUCTIO.

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CD

Refer to [standard account requirements](#)

Collection	Local Call # 099 \$a	Item Call # 949 \$a	Item cat1 949 \$x
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Popular	\$aMPCD\$aPOPULAR \$aMARSS\$aDOO-WOPS	MPCD POPULAR MARS DOO-WOPS	MUSIC
Religious	\$aMPCD\$aRELIGIOUS \$aSTATON\$aULTIMATE	MPCD RELIGIOUS STATON ULTIMATE	MUSIC
Jazz	\$aMPCD\$aJAZZ\$aKRALL \$aQUIET	MPCD JAZZ KRALL QUIET	MUSIC
Shows/ Soundtracks	\$aMPCD \$aSHOWS/SOUNDTRACKS \$aPARKER\$aBOOK	MPCD SHOWS/SOUNDTRACKS PARKER BOOK	MUSIC
Classical	\$aMPCD\$aCLASSICAL \$aBELL\$aBEST	MPCD CLASSICAL BELL BEST	MUSIC
Country	\$aMPCD\$aCOUNTRY \$aGILL\$aNEXT	MPCD COUNTRY GILL NEXT	MUSIC
New Age	\$aMPCD\$aNEW AGE \$aENYA\$aVERY	MPCD NEW AGE ENYA VERY	MUSIC
Comedy	\$aMPCD\$aCOMEDY \$aCOSBY\$aHIMSELF	MPCD COMEDY COSBY HIMSELF	MUSIC
Blues	\$aMPCD\$aBLUES \$aJAMES\$aDREAMER	MPCD BLUES JAMES DREAMER	MUSIC
World/Folk	\$aMPCD\$aWORLD/FOLK \$aKIDJO\$aOYO	MPCD WORLD/FOLK KIDJO OYO	MUSIC
Opera	\$aMPCD\$aOPERA \$aBIZET\$aCARMEN	MPCD OPERA BIZET CARMEN	MUSIC
Holiday	\$aMPCD\$aHOLIDAY \$aBUBLE\$aCHRISTMAS	MPCD HOLIDAY BUBLE CHRISTMAS	MUSIC
Rap	\$aMPCD\$aRAP \$aROSS\$aGOD	MPCD RAP ROSS GOD	MUSIC
Reggae	\$aMPCD\$aREGGAE \$aBANTON\$aBEFORE	MPCD REGGAE BANTON BEFORE	MUSIC
Electronic	\$aMPCD\$aELECTRONIC \$aSANTIGOLD\$aMASTER	MPCD ELECTRONIC SANTIGOLD MASTER	MUSIC

Easy Listening	\$aMPCD\$aEASY LISTENING\$aCOMO\$aGREATEST	MPCD EASY LISTENING COMO GREATST	MUSIC
R & B	aMPCD\$aR & B \$aRETTIG\$aGOODBYE	MPCD R & B RETTIG GOODBYE	MUSIC

949 __ \$aMPCD POPULAR MARS DOO-WOPSSwALPHANUM
 \$i34170067628892\$j2\$p\$14.99\$tCD\$kAVAIL_SOON\$I AVAIL_SOON
 \$hBNAMUSIC \$xMUSIC\$zADULT
 \$2MOE1234567n\$3391012345\$6POPULAR\$71 CD\$9BN

990 __
 \$aMOE1234567\$b0008625836\$c00004243069312\$dBN\$e34170067628892\$fMPCD\$g
 POPULAR\$hMars, Bruno\$iDoo-Wops songs\$j1 CD\$k \$l \$m \$n1 DISC \$o \$p

Without 100 tag:

990 __
 \$aMOE1234567\$b0008625836\$c00004243069312\$dBN\$e34170067628892\$fMPCD\$g
 POPULAR\$hDoo-Wops songs \$i1 CD\$j \$k \$l \$m \$n1 DISC \$o \$p

78. VENDOR will add \$h [sound recording] to the 245 tag if not present.
79. \$hCDXMCD for juvenile ; and BNMCD for adult.
80. Music will receive a prefix of MPCD and a genre. Create a cutter from the main entry (full surname of artist or first meaningful word of group's name). The 4th element of the cutter is from the first meaningful word of the title. Retain any punctuation from the 1st word of author & 1st word of title. (do not spell out numerals)
81. The holding code will be BNAMUSIC.
82. VENDOR will create a bibliographic label instead of a spine label. . This label will be printed horizontally and affixed to the bottom-left of the disc artwork (front-facing side).

1st line: MPCD
 2ND line: genre classification
 3rd line: Author's name (use main entry)
 4th line: Title
 5TH line: number of pieces –2 CD's

- a. Indicate the genre in 949 \$6.
- b. Indicate the number of discs in 949 \$7, e.g. 1 CD, 2 CDs, 1 CD/1 DVD, etc.

83. If the disc count is more than 1, it will go in 949 \$3 & 990 \$n (example 1 DISC, 2 DISCS, etc.) (DVD cases only hold 4 discs & Blu-Ray only holds 2 discs). If more than that please see senior.
84. All branch codes except for the Main branch (BN) will be indicated in \$o of the 990 tag.
85. The library requires 3 subject headings.

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DVD (Branches)

Collection	Local Call # 099	Item Call # 949 \$a	Item Call # 949 \$l	Item cat1 949 \$x
**DRAMA	\$aDVD	DVD	DVDFREE	MOVIE
**ANIMAT	\$aDVD	DVD	DVDFREE	ANIMATION
**BRITMOV	\$aDVD	DVD	DVDFREE	MOVIE
**COMEDY	\$aDVD	DVD	DVDFREE	MOVIE
**FOREIGN	\$aDVD	DVD	DVDFREE	MOVIE
**HORROR	\$aDVD	DVD	DVDFREE	MOVIE
**MUSICAL	\$aDVD	DVD	DVDFREE	MOVIE
**MYSTERY	\$aDVD	DVD	DVDFREE	MOVIE
**SCIFI	\$aDVD	DVD	DVDFREE	MOVIE
**TV	\$aDVD	DVD	DVDFREE	TVPROGRAM
Documentary **DOCUMENT	\$aDVD\$aD767.99\$a.I9\$bH4 7 2005	DVD.D767.99 .I9 H47 2001	DVDFREE	DOCUMENTRY
Performance **PERFORM	\$aDVD\$a M1627\$b.B35 2016	DVD M1627 .B35 2016	DVDFREE	PERFORMANCE
**INSTRCBR	\$aDVD\$aD767.99\$a.I9\$bH4 7 2005	VD.D767.099 .I9 H47 2001	DVDFREE	INSTRUCTIO

FEATURE FILMS:

949 __ \$aDVD\$wALPHANUM\$i34170067628892
\$j2\$P\$19.95\$tDVDFREE\$KAVAIL_SOON\$IDVDFREE
\$mCANTON\$xMOVIE\$zADULTS\$2MOE1234567N
\$32 DISCS \$9CNTS\$8001

990 __ \$aMOE1234567\$b0014650426\$c400044440000
\$dCNT\$ea34170067628892b\$fDVD\$g \$h.\$i \$j \$k \$l \$m \$n2 DISCS\$o \$p

Documentary:

949 __ \$aDVD D767.99 .I9 H47 2001\$wLC\$i34170067628892
\$j3\$p\$19.95\$tDVDFREE\$kAVAIL_SOON\$IDVDFREE
\$mCANTON\$xDOCUMENTRY\$zADULTS\$2MOE1234567N
\$33 DISCS\$9CNT8001

990 __ \$aMOE1234567\$b0014650426\$c400044440000\$dCNT
\$ea34170067628892b\$fDVD\$gD \$h767.\$i.99 \$j.I 9 \$kH47 \$l2001 \$m \$n3 DISCS\$o \$p

PERFORMANCE:

949 __ \$aDVD M1627 .B35 2016\$wLC\$i34170067628892
\$p\$19.95\$tDVDFREE\$kAVAIL_SOON\$IDVDFREE
\$mCANTON\$xPERFORMANCE\$zADULTS\$2MOE1234567N
\$9CNT\$8001

990 __
\$aMOE1234567\$b0014650426\$c400044440000\$dCNT\$ea34170067628892b\$fDVD\$g
M \$h1627\$i.B35\$j2016 \$k \$l \$m \$n \$o \$p

1. For contributed records, VENDOR will add/edit the 049 tag to MDBE and update holdings in OCLC.
2. VENDOR will add the gmd \$h [videorecording] to the 245 tag for all contributed visual media (DVD's & BLU-RAYS) records.
3. For established records, if the 049 tag contains MDB, VENDOR will not edit the 049 tag.
4. If the contributed record does not have LC subject headings present, VENDOR will add at least 3 LC subject headings to the record.
5. VENDOR will check to see if there is a 546 tag present in the record. If there is a 546 tag and it contains any other language than English, VENDOR will add one 690 tag to the record with, example: 690 __ \$aFrench works. VENDOR will add one 690 tag per foreign language if there are multiple 546 tags present. (only add if English is not already present)
6. For multiple Discs, VENDOR will add the content using # DISCS #. Ex: 4 DISCS. The one-time cases only hold 4 DVD's. If it is has more than 4 then see senior.
7. If a DVD/Blu-ray combo is ordered, VENDOR will provide just the DVD record.
8. VENDOR will determine the genre by the Marc record.
9. VENDOR will add a local call number tag 099 for all AV material. The local call number will be the same as the item record call number in \$a and the spine label.

- a. Feature Film and Fictional TV programs will use the call number DVD

Example: 099 __ \$aDVD
949 __ \$aDVD

- b. Non-fiction/biographical films will use the prefix DVD and the entire LC Classification number, not replacing \$b from the 050 tag with a space. **Exception:** The LC Classification will not carry the \$b into the item record call number \$a.

- i. If there is not a publication date at the end of the LC Classification number, VENDOR will add the publication date to the end of the LC Classification number.

Example: 099 __ \$aDVD\$aD767.99.T9\$bH47 2021
949 __ \$a DVD D767.99.T9 H47 2021

- c. Followed by either:

- i. INSTRUCT. – instructional program
- ii. DOC. – documentary film or television

Example: 099 __ \$aBLURAY TA710\$b.E27 2019
949 __ \$aBLURAY TA710 .E27 2019 DOC.

Example: 099 __ \$aDVD TA710\$b.E27 2019
949 __ \$aDVD TA710 .E27 2019 DOC.

10. The chart below shows the holding codes mapped to the 949 item record. VENDOR will use the charts to enter the correct codes as ordered by holding code.

949 \$m [LIBRARY] \$t [ITEM TYPE] \$x [ITEM CAT1] \$z [ITEM CAT2] \$l(L)
[HOME LOC] \$k [CURRENT LOC]

HOLDINGCODE	m[LIBRARY]	[HOME LOCATION]	kCURRENT LOCATION]	t[ITEMTYPE]	x[CAT1]	z[CAT2]
BK3AINSTRU	BOOKMOBIL3	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
BKMAANIMAT	BOOKMOBIL1	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
BKMAMOVIE	BOOKMOBIL1	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BKMAINSTRU	BOOKMOBIL1	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
BKMADOCUM	BOOKMOBIL1	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
BKMAPERFOR	BOOKMOBIL1	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
BKMATV	BOOKMOBIL1	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT

BRKAANIMAT	BROOKLYN	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
BRKAMOVIE	BROOKLYN	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BRKAINSTRU	BROOKLYN	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
BRKADOCUM	BROOKLYN	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
BRKAPERFOR	BROOKLYN	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
BRKATV	BROOKLYN	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
CHRAANIMAT	CHERRYHILL	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
CHRAMOVIE	CHERRYHILL	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
CHRAINSTRU	CHERRYHILL	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
CHRADOCUM	CHERRYHILL	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
CHRAPERFOR	CHERRYHILL	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
CHRTV	CHERRYHILL	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
CLFAANIMAT	CLIFTON	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
CNTAANIMAT	CANTON	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
CNTAMOVIE	CANTON	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
CNTAINSTRU	CANTON	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
CNTADOCUM	CANTON	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
CNTAPERFOR	CANTON	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
CNTATV	CANTON	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
EDMAANIMAT	EDMONDSON	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
EDMAMOVIE	EDMONDSON	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
EDMAINSTRU	EDMONDSON	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
EDMADOCUM	EDMONDSON	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
EDMAPERFOR	EDMONDSON	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
EDMATV	EDMONDSON	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
FRSAANIMAT	FORESTPARK	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
FRSAMOVIE	FORESTPARK	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
FRSAINSTRU	FORESTPARK	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
FRSADOCUM	FORESTPARK	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
FRSAPERFOR	FORESTPARK	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
FRSATV	FORESTPARK	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
GVNAANIMAT	GOVANS	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
GVNAMOVIE	GOVANS	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
GVNAINSTRU	GOVANS	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
GVNADOCUM	GOVANS	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
GVNAPERFOR	GOVANS	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
GVNATV	GOVANS	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
HMLAANIMAT	HAMILTON	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
HMLAMOVIE	HAMILTON	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
HMLAINSTRU	HAMILTON	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
HMLADOCUM	HAMILTON	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
HMLAPERFOR	HAMILTON	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
HMLATV	HAMILTON	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT

HMPAANIMAT	HAMPDEN	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
HMPAMOVIE	HAMPDEN	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
HMPAINSTRU	HAMPDEN	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
HMPADOCUM	HAMPDEN	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
HMPAPERFOR	HAMPDEN	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
HMPATV	HAMPDEN	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
HRRANIMAT	HERRINGRUN	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
HRRAMOVIE	HERRINGRUN	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
HRRAINSTRU	HERRINGRUN	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
HRRADOCUM	HERRINGRUN	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
HRRAPERFOR	HERRINGRUN	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
HRRATV	HERRINGRUN	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
JHNAANIMAT	JOHNSTONSQ	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
JHNAMOVIE	JOHNSTONSQ	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
JHNAINSTRU	JOHNSTONSQ	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
JHNADOCUM	JOHNSTONSQ	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
JHNAPERFOR	JOHNSTONSQ	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
JHNATV	JOHNSTONSQ	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
LGHAANIMAT	LIGHTST	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
LGHAMOVIE	LIGHTST	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
LGHAINSTRU	LIGHTST	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
LGHADOCUM	LIGHTST	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
LGHAPERFOR	LIGHTST	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
LGHATV	LIGHTST	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
NRTAANIMAT	NORTHWOOD	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
NRTAMOVIE	NORTHWOOD	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
NRTAINSTRU	NORTHWOOD	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
NRTADOCUM	NORTHWOOD	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
NRTAPERFOR	NORTHWOOD	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
NRTATV	NORTHWOOD	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
ORLAANIMAT	ORLEANS	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
ORLAMOVIE	ORLEANS	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
ORLAINSTRU	ORLEANS	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
ORLADOCUM	ORLEANS	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
ORLAPERFOR	ORLEANS	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
ORLATV	ORLEANS	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
PNNAANIMAT	PENNAVE	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
PNNAMOVIE	PENNAVE	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
PNNAINSTRU	PENNAVE	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
PNNADOCUM	PENNAVE	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
PNNAPERFOR	PENNAVE	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
PNNATV	PENNAVE	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
PTTAANIMAT	PATTERSON	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT

PTTAMOVIE	PATTERSON	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
PTTAINSTRU	PATTERSON	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
PTTADOCUM	PATTERSON	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
PTTAPERFOR	PATTERSON	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
PTTATV	PATTERSON	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
RLNAANIMAT	ROLANDPARK	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
RLNAMOVIE	ROLANDPARK	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
RLNAINSTRU	ROLANDPARK	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
RLNADOCUM	ROLANDPARK	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
RLNAPERFOR	ROLANDPARK	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
RLNATV	ROLANDPARK	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
RSTANIMAT	REISTERSTO	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
RSTAMOVIE	REISTERSTO	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
RSTAINSTRU	REISTERSTO	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
RSTADOCUM	REISTERSTO	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
RSTAPERFOR	REISTERSTO	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
RSTATV	REISTERSTO	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
SELAANIMAT	SOUTHEAST	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
SELAMOVIE	SOUTHEAST	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
SELAINSTRU	SOUTHEAST	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
SELADOCUM	SOUTHEAST	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
SELAPERFOR	SOUTHEAST	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
SELATV	SOUTHEAST	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
WLBAANIMAT	WALBROOK	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
WLBA MOVIE	WALBROOK	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
WLBA INSTRU	WALBROOK	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
WLBA DOCUM	WALBROOK	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
WLBA PERFOR	WALBROOK	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
WLBA TV	WALBROOK	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
WSHAANIMAT	WASHINGTON	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
WSHAMOVIE	WASHINGTON	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
WSHA INSTRU	WASHINGTON	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
WSHA DOCUM	WASHINGTON	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
WSHA PERFOR	WASHINGTON	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
WSHA TV	WASHINGTON	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
WVRAANIMAT	WAVERLY	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
WVRAMOVIE	WAVERLY	DVDFREE	AVAIL_SOON	DVDFREE	MOVIE	ADULT
WVRA INSTRU	WAVERLY	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
WVRADOCUM	WAVERLY	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
WVRAPERFOR	WAVERLY	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
WVRATV	WAVERLY	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT

DVD (Best Next)

Collection	Local Call # 099	Item Call # 949 \$a	Item Call # 949 \$l	Item cat1 949 \$x
BNDRAMA	\$aDVD	DVD	DVDDRAMA	MOVIE
BNDRANABR	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNACTION	\$aDVD	DVD	DVDACT-ADV	MOVIE
BNACTIONBR	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNANIMAT	\$aDVD	DVD	DVDFREE	ANIMATION
BNANIMATBR	\$aBLURAY	BLURAY	BLURAYFREE	ANIMATION
BNBRITMOV	\$aDVD	DVD	DVDBRITISH	MOVIE
BNBRITMVB	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNCOMEDY	\$aDVD	DVD	DVDCOMEDY	MOVIE
BNCOMEDYBR	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNFOREIGN	\$aDVD	DVD	DVDFOREIGN	MOVIE
BNFORIGNBR	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNHORROR	\$aDVD	DVD	DVDHORROR	MOVIE
BNHORRORBR	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNMUSICAL	\$aDVD	DVD	DVDMUSICAL	MOVIE
BNMUSICLBR	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNMYSTERY	\$aDVD	DVD	DVDMYSSUS	MOVIE
BNMYSTRYBR	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNSCIFI	\$aDVD	DVD	DVDSCIFI	MOVIE
BNSCIFIBR	\$aBLURAY	BLURAY	BLURAYFREE	MOVIE
BNTV	\$aDVD	DVD	DVDFREE	TVPROGRAM
BNTVBR	\$aBLURAY	BLURAY	BLURAYFREE BR	TVPROGRAM
Documentary BNDOCUMEN	\$aDVD\$aD767.99\$a.19\$bH47 2005	DVD D767.99 .I 9 H47 2001	DVDFREE	DOCUMENTR Y
BNDOCUMNB R	\$aBLURAY\$aD767.99\$a.19\$b H47 2005	BLURAY D767.99 .I 9 H47 2001	BLURAYFREE	BNDOCUMEN

Performance BNPERFORM	\$aDVD\$a M1627\$b.B35 2016	DVD M1627 .B3 5 2016	DVDFREE	PERFORMAN CE
BNPERFRMB R	\$aBLURAY\$a M1627\$b .B35 2016	BLURAY M1627 .B3 5 2016	BLURAYFREE	PERFORMAN CE
BNINSTRUC	\$aDVD\$aD767.99\$a.I9\$bH47 2005	DVD D767.99 .I 9 H47 2001	DVDFREE	INSTRUCTIO
BNINSTRCBR	\$aBLURAY\$aD767.99\$b.I9\$a H47 2005	BLURAY D767.99 .I 9 H47 2001	BLURAYFREE	INSTRUCTIO

FEATURE FILMS:

949 __ \$aDVD\$wALPHANUM\$i34170067628892
\$j2\$P\$19.95\$tDVDFREE\$KAVAIL_SOON\$IDVDDRAMA
\$mBESTNEXT\$xMOVIE\$zADULT\$2MOE1234567N
\$73 DISC\$9BESTNEXT\$8001
990 __ \$aMOE1234567\$b0014650426\$C400044440000
\$dBN\$ea34170067628892b\$fDVD\$gDRAMA \$h.\$i \$j \$k \$l \$m \$n2 DISC\$So \$p

FOREIGN FILMS:

949 __ \$aDVD\$wALPHANUM\$i34170067628892
\$j2\$P\$19.95\$tDVDFREE\$KAVAIL_SOON\$IDVDDRAMA
\$mBESTNEXT\$xMOVIE\$zADULT\$2MOE1234567N
\$32 DISC\$9BESTNEXT\$8001
990 __ \$aMOE1234567\$b0014650426\$C400044440000
\$dBN\$ea34170067628892b\$fDVD\$gFOREIGN \$hFRANCE.\$i \$j \$k \$l \$m \$n2
DISC\$So \$p

Documentary:

949 __ \$aDVD D767.99 .I9 H47 2001\$wLC\$i34170067628892
\$j3\$P\$19.95\$tDVDFREE\$KAVAIL_SOON\$IDVDFREE
\$mBESTNEXT\$xDOCUMENTRY\$zADULT\$2MOE1234567N
\$32 DISC\$9BESTNEXT\$8001
990 __ \$aMOE1234567\$b0014650426\$C400044440000\$dBN
\$ea34170067628892b\$fDVD\$gD \$h767 \$i.99 \$j.I 9 \$kH47 \$l2001 \$m \$n3 DISC\$So \$p

PERFORMANCE:

949 __ \$aDVD M1627 .B35 2016\$wLC\$i34170067628892
\$p\$19.95\$tDVDFREE\$kAVAIL_SOON\$IDVDFREE
\$mBESTNEXT\$xPERFORMANCES\$zADULTS\$2MOE1234567N
\$9BESTNEXT\$8001
990 __
\$aMOE1234567\$b0014650426\$c400044440000\$dBN\$ea34170067628892b\$fDVD\$gM
\$h1627\$i.B35\$j2016 \$k \$l \$m \$n \$o \$p

11. For contributed records, VENDOR will add/edit the 049 tag to MDB and update holdings in OCLC.
12. VENDOR will add the gmd \$h [videorecording] to the 245 tag for all contributed visual media (DVD's & BLU-RAYS) records
13. For established records, if the 049 tag contains MDB, VENDOR will not edit the 049 tag.
14. If the contributed record does not have LC subject headings present, VENDOR will add at least 3 LC subject headings to the record.
15. VENDOR will check to see if there is a 546 tag present in the record. If there is a 546 tag and it contains any other language than English, VENDOR will add one 690 tag to the record with, example: 690 __ \$aFrench works. VENDOR will add one 690 tag per foreign language if there are multiple 546 tags present. (only add if English is not one of the languages)
16. For multiple Discs, VENDOR will add the content using # DISCS # in \$3 & in 990 \$n.
Ex: 4 DISCS (DVD cases only hold 4 discs & BLU-RAY cases only hold 2 discs). If your disc count is higher see senior.
17. If a DVD/Blu-ray combo is ordered, VENDOR should separate the DVD and Blu-ray into separate format-specific One-Time cases and contribute both a DVD and a BLU-RAY record
18. VENDOR will determine the genre from the marc record.
19. VENDOR will add a local call number tag 099 for all AV material. The local call number will be the same as the item record call number in \$a and the spine label.

- a. Feature Film and Fictional TV programs will use the call number DVD

Example: 099 __ \$aDVD
949 __ \$aDVD

- b. Non-fiction/biographical films will use the prefix DVD and the entire LC

Classification number, not replacing \$b from the 050 tag with a space. **Exception:** The LC Classification will not carry the \$b into the item record call number \$a.

- i. If there is not a publication date at the end of the LC Classification number, VENDOR will add the publication date to the end of the LC Classification number.

Example: 099 __ \$aDVD D767.99.T9\$bH47 2021
949 __ \$a DVD D767.99.T9 H47 2021

20. Best and Next departments use both DVD and Blu-ray material and will follow the same cataloging practices above for editing the MARC record, but will use different call numbers.

21. Best and Next departments will use a local call number tag 099.

- a. For fiction/feature films, VENDOR will use either DVD or BLURAY dependent on the formatting type.
- b. For non-fiction films, VENDOR will use either DVD or BLURAY dependent on the formatting type, and the entire LC Classification number, not replacing \$b from the 050 tag with a space. **Exception:** The LC Classification will not carry the \$b into the item record call number \$a.

- i. If there is not a publication date at the end of the LC Classification number, VENDOR will add the publication date to the end of the LC Classification number.

22. Best and Next department will use the following fiction TV/feature film genres in the Spine label only

- A. ACTION
- B. CHILDREN
- C. COMEDY
- D. DRAMA
- E. MUSICAL
- F. SCI-FI
- G. HORROR
- H. ANIME
- I. TV

j. BRITISH – for British feature films only, TV programs will receive TV as the call number. (If the film is made in a foreign country, but the spoken language is English, then it wouldn't get the FOREIGN designation on the label.)

k.

Example: 099 __ \$aBLURAY

949 __ \$aBLURAY

SPINE:

BLURAY
COMEDY

Example: 099 __ \$aDVD

949 __ \$aDVD

SPINE:

DVD

COMEDY

23. Best and Next department will use the following for non-fiction material in their item record call number \$a and spine label:

- a. Prefix of DVD or BLURAY – dependent on formatting
- b. LC Call Number
- c. Followed by either:

- i. INSTRUCT. – instructional program
- ii. DOC. – documentary film or television

Example: 099 __ \$aBLURAY\$aTA710\$b.E27 2019

949 __ \$aBLURAY TA710 .E27 2019 DOC.

Example: 099 __ \$aDVD\$aTA710\$b.E27 2019

949 __ \$aDVD TA710 .E27 2019 DOC.

24. The chart below shows the holding codes mapped to the 949 item record. VENDOR will use the charts to enter the correct codes as ordered by holding code.

HOLDINGCODE	m[LIBRARY]	[HOME LOCATION]	kCURRENT LOCATION]	t[ITEMTYPE]	x[CAT1]	z[CAT2]
BNACTION	BESTNEXT	DVDACT-ADV	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNACTIONBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNANIMAT	BESTNEXT	DVDFREE	AVAIL_SOON	DVDFREE	ANIMATION	ADULT
BNANIMATBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	ANIMATION	ADULT
BNBRITMOV	BESTNEXT	DVDBRITISH	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNBRITMVBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNCOMEDY	BESTNEXT	DVDCOMEDY	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNCOMEDYBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNDOCUMEN	BESTNEXT	DVDFREE	AVAIL_SOON	DVDFREE	DOCUMENTRY	ADULT
BNDOCUMNBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	DOCUMENTRY	ADULT
BNDRAMA	BESTNEXT	DVDDRAMA	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNDRAMABR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNFOREIGN	BESTNEXT	DVDFOREIGN	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNFORIGNBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNHORROR	BESTNEXT	DVDHORROR	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNHORRORBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNINSTRCBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	INSTRUCTIO	ADULT

BNINSTRUC	BESTNEXT	DVDFREE	AVAIL_SOON	DVDFREE	INSTRUCTIO	ADULT
BNMUSICAL	BESTNEXT	DVDMUSICAL	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNMUSICLBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNMYSTERY	BESTNEXT	DVDMYSSUS	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNMYSTRYBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNPERFORM	BESTNEXT	DVDFREE	AVAIL_SOON	DVDFREE	PERFORMANC	ADULT
BNPERFRMBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	PERFORMANC	ADULT
BNSCIFI	BESTNEXT	DVDSCIFI	AVAIL_SOON	DVDFREE	MOVIE	ADULT
BNSCIFIBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	MOVIE	ADULT
BNTV	BESTNEXT	DVDFREE	AVAIL_SOON	DVDFREE	TVPROGRAM	ADULT
BNTVBR	BESTNEXT	BLURAYFREE	AVAIL_SOON	BLURAYFREE	TVPROGRAM	ADULT

YA FICTION

Refer to [standard account requirements](#)

Collection	Call # 099 \$a 949 \$a	Item cat 1 949 \$x	Processing note 949 \$7
Fiction	FICT.	FICTION	Red Y
African American (if ordered for the AFA dept.)	FICT.	AFAMFICT	Red Y
African American (Not ordered for the AFA DEPT.	FICT.	FICTION	Red Y
Romance	FICT.	FICTION	Red Y
Mystery	FICT.	FICTION	Red Y
Science Fiction	FICT.	FICTION	Red Y
Short Story (single author)	FICT.	FICTION	Red Y

Short Story (multiple authors)	FICT.	FICTION	Red Y
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949 __ \$aFICT.\$wALPHANUM\$i34170067628892\$P\$13.99
 \$tHARDBACK\$kAVAIL_SOON\$I AVAIL_SOON\$mPENNAVE\$xFICTION
 \$zYOUNGADULTS\$2MOM1234567N\$9PNN\$7Red Y\$8001

IF ordered under the AFA department code:

949 __ \$a FICT.\$wALPHANUM\$i34170067628892\$P\$13.99
 \$tHARDBACK\$kAVAIL_SOON\$I AVAIL_SOON\$mAFROAMERIC
 \$xFICTION\$zYOUNGADULTS\$1AF-AM |FICT\$2MOM1234567N
 \$9AFA
 \$7Red Y \$8001

- 86. YA fiction is classed as FICT. in 099 \$a & 949 \$a.
- 87. Spine labels will only be used for books ordered in the AFA (African American) department. Example:

AF-AM FICT.

- 88. We will not indicate the SF, W, M, R, SC, S, AA stickers for young adult fiction. Only the Red Y sticker will be used.
- 89. All YA will have a Red Y indicated in 949 \$7 of the 949 tag.
- 90. Young Adult fiction (except for AFA branch orders) will not have a spine label generated.

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YA Non-Fiction

Refer to [standard account requirements](#)

Collection	Local Call # 050/090	Item Call # 949 \$a	Item cat1 949 \$x	Processing note 949 \$7
Non-fiction	\$aN8217.F28 \$bS64 2003	N8217 .F28 S64 2003	NONFICTION	Red Y

Career	\$aN8217.F28 \$bS64 2003	N8217 .F28 S64 2003	NONFICTION	Red Y/CAREER
Biography	\$aN8217.F28 \$bS64 2003	N8217 .F28 S64 2003	NONFICTION	Red Y/BIO**
Test	\$aN8217.F28 \$bS64 2003	N8217 .F28 S64 2003	NONFICTION	

949 __ \$aN8217 .F28 S64 2003\$wLC\$i34170067628892\$P\$25.99
 \$tHARDBACK\$kAVAIL_SOON\$I AVAIL_SOON\$mNORTHWOOD
 \$xNONFICTION\$zYOUNGADULTS\$1N|8217|.F28|S64|2003
 \$2MOM1234567N\$7Red Y\$9NRT\$8001

91. Follow standard instructions for classification.
92. Red Y sticker will be indicated for young adult nonfiction.
93. CAREER & BIO stickers will also be indicated in \$7 for the following criterial

Career : if a 650 tag contains the words “occupations” or vocational Guidance or if it is a test book.

Bio: if a 650 tag contains the word “biography”

655_7 Biographies

If there is a 600 (personal subject) tag.

** Biographies will indicate BIO in \$7 in records that contains the word “biography” in a 650 tag, a 655_7 Biographies or if there is a 600 (personal subject tag) (***this is for branch material only***)

YA Graphic Novels

Collection	Local Call #	Item Call #	Item cat1	Processing note
	050/099	949 \$a	949 \$x	949 \$7
Fiction	\$aFICT.	FICT.	FICTION	Red Y/GRAPHIC

949 __ \$aFICT.\$wALPHANUMS\$i34170067628892\$P\$25.99
 \$tHARDBACK\$kAVAIL_SOON\$I AVAIL_SOON\$mNORTHWOOD
 \$xFICTION\$zYOUNGADULTS\$2MOM1234567N\$7Red Y/GRAPHIC\$9NRT\$8001

1. Follow standard instructions for classification.
2. Graphic novels (fiction) will not have a spine label (only the Red Y sticker & a GRAPHIC NOVEL sticker will be added to the book, which will be noted in \$7

of the 949 tag. (exception would be a nonfiction title that is cataloged in graphic form, which can be cataloged in the as a regular young adult nonfiction book in the subject LC #).

3. Please question any graphic novel that is ordered as young adult but has an audience level of M (mature audience) in the 521 tag.
4. All YA Graphic fiction material will have Red Y/GRAPHIC in 949 \$7 of the 949 tag.

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YA Graphic Nonfiction

Collection	Local Call # 050/099	Item Call # 949 \$a	Item cat1 949 \$x	Processing note 949 \$7
Non-Fiction	\$a E840.8.L43 \$b A3 2013	E840.8 .L43 A3 2013	NONFICTION	Red Y/GREENGRAPHIC

949 __ \$aE840.8 .L43 A3 2013**\$w**LC**\$i** 34170083300708**\$p**\$14.95
\$tHARDBACK**\$k**AVAIL_SOON**\$l**AVAIL_SOON**\$m**CLIFTON
\$xNONFICTION**\$z**YOUNGADULT**\$2**MOM1234567N**\$7** Red
 Y/GREENGRAPHIC**\$9**CLF**\$8**001

5. Follow standard instructions for classification.
6. YA Graphic nonfiction will have a spine label & a GREENGRAPHIC sticker will be added to the book, which will be noted in \$7 of the 949 tag.
7. Do not indicate a GREENGRAPHIC sticker for instructional books on drawing graphic/manga books.

YA Spanish

Refer to [standard account requirements](#)

Collection	Call # 099 \$a 949 \$a	Home Loc \$l	Item cat1 949 \$x	Processing note 949 \$7
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All other branch & dept codes)	FICT.	AVAIL_SOON	FLFICTION	Red Y/SPANISH
Nonfiction	090 \$aN8217.F28 \$bS64 2003	AVAIL_SOON	NONFICTION	Red Y/SPANISH
Graphic (fic)	FICT.	AVAIL_SOON	FLFICTION	Red Y/GRAPHIC/SPANISH
Graphic (nf)	090 \$aN8217.F28 \$bS64 2003	AVAIL_SOON	NONFICTION	Red Y/GRAPHIC/SPANISH

Spanish fiction:

949 __ \$aFICT.\$wALPHANUMSi34170067628892Sp\$13.99
\$tHARDBACK\$kAVAIL_SOON\$lyAFICT\$mpENNAVE
\$xFLFICTION\$zYOUNGADULTS2MOM1234567N\$9PNN\$7Red Y/SPANISH \$8001

Spanish NF:

949 __ \$aN8217 .F28 S64 2019.\$wLCi34170067628892Sp\$13.99
\$tHARDBACK\$kAVAIL_SOON\$IAVAIL_SOON\$mpENNAVE
\$xNONFICTION\$zYOUNGADULTS1 N|8217|.F28|S64
|2019\$2MOM1234567N\$9PNN\$7 Red Y/SPANISH \$8001

Spanish Graphic (fict):

949 __ \$aFICT.\$wALPHANUMSi34170067628892Sp\$13.99
\$tHARDBACK\$kAVAIL_SOON\$IAVAIL-SOON\$mpENNAVE
\$xFLFICTION\$zYOUNGADULTS2MOM1234567N\$9PNN \$7Red
Y/GRAPHIC/SPANISH\$8001

Spanish Graphic (NF)

949 __ \$aN8217 .F28 S64 2019.\$wLCi34170067628892Sp\$13.99
\$tHARDBACK\$kAVAIL_SOON\$IAVAIL_SOON\$mpENNAVE
\$xNONFICTION\$zYOUNGADULTS1 N|8217|.F28|S64
|2019\$2MOM1234567N\$9PNN\$7Red Y/SPANISH \$8001

8. Spanish YA fiction is classed as FICT. in 099 \$a & 949 \$a. No genres are used for young adult material. Indicate a Y/SPANISH sticker in \$7 (\$x will be SPANISH for these branches only (branches (BROOKLYN (BRK), PATTERSON (PTT), SOUTHEAST (SEL))
9. Spanish NF is classed using the LC # & indicate a Y/SPANISH sticker in \$7
10. Spanish graphic (fiction) is classed using FICT. in 099. Indicate a Red Y/GRAPHIC/SPANISH stickers in \$7.

11. All YA will have a Red Y indicated in 949 \$7 of the 949 tag.

Young Adult fiction will not have a spine label generated

YA FOREIGN

Refer to [standard account requirements](#)

Collection	Call # 099 \$a 949 \$a	Home Loc \$l	Item cat 1 949 \$x	Processing note 949 \$7
Fiction	099 \$aFICT.	AVAIL_SOON	FLFICTION	Red Y
Nonfiction	090 \$aN8217.F28 \$bS64 2003	AVAIL_SOON	NONFICTION	Red Y
Graphic (fic)	099 \$aFICT.	AVAIL_SOON	FLFICTION	Red Y/GRAPHIC
Graphic NF	090 \$aN8217.F28 \$bS64 2003	AVAIL_SOON	NONFICTION	Red Y/GRAPHIC

FICTION:

949 __ \$aFICT.\$wALPHANUM\$i34170067628892\$P\$13.99
 \$tHARDBACK\$kAVAIL_SOON\$lAVAIL_SOON\$mPENNAVE
 \$xFLFICTION\$zYOUNGADULTS\$1FICT. |FRENCH\$2MOM1234567N\$9PNN\$7Red
 Y\$8001

Non-Romanized FICTION:

949 __ \$aFICT.\$wALPHANUM\$i34170067628892\$P\$13.99
 \$tHARDBACK\$kAVAIL_SOON\$lAVAIL_SOON\$mPENNAVE
 \$xFLFICTION\$zYOUNGADULTS\$1FICT. |CHINESE
 |XUES\$2MOM1234567N\$9PNN\$7Red Y\$8001

NONFICTION:

949 __ \$aN8217 .F28 S64 2019.\$wLC\$i34170067628892\$P\$13.99
 \$tHARDBACK\$kAVAIL_SOON\$lAVAIL_SOON\$mPENNAVE
 \$xNONFICTION\$zYOUNGADULTS\$1 N|8217 |. F28 |S64 |2019
 |FRENCH\$2MOM1234567N\$9PNN\$7 Red Y\$8001

Graphic fiction

949 __ \$a FICT.\$w ALPHANUM \$i 34170067628892 \$p \$13.99
\$t HARDBACK \$k AVAIL_SOON \$l AVAIL_SOON \$m PENNAVE
\$x FLFICTION \$z YOUNGADULT \$1 FICT. | FRENCH \$2 MOM1234567N \$9 PNN \$7 Red
Y/GRAPHIC \$8001

Graphic (nonfiction)

949 __ \$a N8217 .F28 S64 2019w LC \$i 34170067628892 \$p \$13.99
\$t HARDBACK \$k AVAIL_SOON \$l AVAIL_SOON \$m PENNAVE
\$x NONFICTION \$z YOUNGADULT \$1 N|8217 |. F28 |S64 |2019
| FRENCH \$2 MOM1234567N \$9 PNN \$7 Red Y/GRAPHIC \$8001

1. Foreign language YA fiction is classed as FICT. in 099 \$a & 949 \$a. No genres are used for young adult material. Spine label will use FICT. on the first line & the language on the 2nd line. (\$x) will be FLFICTION. (A Red Y sticker will be indicated in \$7.)
2. Non-Romanized fiction languages for YA fiction is cataloged the same way with the exception that the authors last name will be on the last line of the spine label.
3. Foreign NF is classed using the LC #, the language will be on the last line of the spine label & indicate a Red Y sticker in \$7 (The home location will be \$l will be AVAIL_SOON & cat 1 (\$x will be NONFICTION.
4. Foreign graphic (fiction) will be cataloged the same as foreign language fiction but Red Y/GRAPHIC stickers will be indicated in \$7. (The home location will be \$l will be YAFCT & cat 1 (\$x will be FLFICTION.)
5. Foreign graphic NF is classed using the LC #, the language will be on the last line of the spine label & indicate Red Y/GRAPHIC sticker in \$7 (The home location will be \$l will be AVAIL_SOON & cat 1 (\$x will be NONFICTION).
6. All YA will have a Red Y indicated in 949 \$7 of the 949 tag.

YA Spoken Word

Refer to [standard account requirements](#)

	Local Call #	Item Call #	Item cat 1	Processing Note
Collection	099	949 \$a	949 \$x	949 \$7

Fiction	\$aCOMPACT\$aDISC\$aFICT.	COMPACT DISC FICT.	SPOKEN	
Non-Fiction	\$aCOMPACT\$aDISC \$aHV6423\$a.B87 2005	COMPACT DISC HV6423 .B87 2005	SPOKEN	

Fiction

949 __ **\$a**COMPACT DISC FICT.**\$w**ALPHANUM**\$i**34170067628892
\$j3**\$p**\$19.95**\$t**CD**\$k**AVAIL_SOON**\$l**AVAIL_SOON**\$h**BNYBOCD**\$x**SPOKEN**\$z**YOU
 NGADULT**\$2**MOM1234567N **\$73** DISCS**\$9**BN**\$8001**
990 __
\$aMOM1234567BT**\$b**0014650426**\$c**L41895000000**\$d**BN**\$ea**34170067628892**\$f**COM
 PACT**\$g**DISC**\$h**FICT.**\$i** **\$j** **\$k** **\$l** **\$m**Y**\$n**7 DISCS**\$o** **\$p**

Non-Fiction

949 __ **\$a**COMPACT DISC HV6423 .B87 2005**\$w**LC
\$i34170067628892**\$j**12**\$p**\$19.95**\$t**CD**\$k**AVAIL_SOON**\$l**AVAIL_SOON
\$hHUMYBOCD **\$x**SPOKEN**\$z**YOUNGADULT **\$2**MOM1234567N**\$7**Y**\$9**HUM**\$8001**
990 __
\$aMOM1234567BT**\$b**0014650596**\$c**L41895000000**\$d**HUM**\$ea**34170067628892**\$f**CO
 MPACT**\$g**DISC**\$h**HV**\$i**6423**\$j**.B87**\$k**2005 **\$l** **\$m** **\$n**7 DISCS**\$o** **\$p**

990 tag: a ATS # w/VENDOR \$b product ID \$c account # \$d branch code \$e barcode with a before & b after \$f thru l (spine label) \$mRed Y for young adult fiction only, otherwise blank ; \$n content note (# of DISCS) \$o branch code for all branches except Central branch. (these are Central branch codes (AFA, SSH, BST, FAR, HUM, BN, JBC, YAX, DO),

7. VENDOR will add \$h [sound recording] to the 245 tag for all spoken word materials.
8. Indicate the number of pieces in 949 \$j.
9. All spoken word will receive the prefix of COMPACT DISC in the local call tag, item call number and on the spine label.
10. Follow standard fiction and non-fiction classification. There will be no genres identified for spoken word material. (for nf spoken word follow LC # used for the print edition)
11. Cases only hold up to 36 discs. Anything over will have to be split into 2 parts. (request 2 barcodes) & indicate PT.1 on 1st holding & PT.2 on 2nd holding.

This is an example for 38 discs:

949 **\$a**COMPACT DISC FICT.**\$v**PT.1**\$w**ALPHANUM

**\$i34170081589575\$j20\$P\$35.00\$TCD\$KAVAIL_SOON\$IAVAIL_SOON\$hBNYBOC
D\$xSPOKEN\$zYOUNGADULT\$2MOM9328808a\$720 DISC\$9BN\$8001**

**949 \$aCOMPACT DISC FICT.\$vPT.2\$wALPHANUM
\$i34170081589575\$j18\$P\$35.00\$TCD\$KAVAIL_SOON\$IAVAIL_SOON\$hBNYBOC
D\$xSPOKEN\$zYOUNGADULT\$2MOM9328808a\$720 DISC\$9BN\$8002**

**990 \$aMOM9328808BT\$b0007647099-01\$cL42690500000\$dBN
\$ea34170081589575b\$fCOMPACT\$gDISC\$hFICT.\$iPT.1\$j \$k \$l \$m Red Y \$n20
DISC\$ \$o \$p**

**990 \$aMOM9328808BT\$b0007647099-02\$cL42690500000\$dBN
\$ea34170081589575b\$fCOMPACT\$gDISC\$hFICT.\$iPT.2\$ \$j \$k \$l \$m Red Y \$n18
DISC\$ \$o \$p**

12. Young adult material will be cataloged like adult, the only difference being the Y sticker in 949 \$7 and the change in item cat 2 will be YOUNGADULT.
13. Spanish books on CD will be cataloged the same as the English books on CD except the last line of the spine label should read [SPANISH]

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YA DVD

Collection	Local Call # 099	Item Call # 949 \$a	Item cat1 949 \$x
Feature film	\$aDVD.	DVD	MOVIE
Documentary	\$aDVD\$aD767.99\$a.I9\$aH47 2005	DVD.D767.99 .I9 H47 2001	DOCUMENTRY
Performance	\$aDVD\$a M1627\$a .B35 2016	DVD M1627 .B35 2016	PERFORMANCE

Documentary:

**949 __ \$aDVD.D767.99 .I9 H47 2001\$wLC\$i34170067628892
\$j3\$P\$19.95\$TNOHOLDDVD\$KAVAIL_SOON\$ILUCKYDAY
\$mCANTON\$xDOCUMENTRY\$zYOUNGADULT
\$2MOE1234567N\$33 DISC\$7LEASE/LUCKYDAY\$9CNT\$8001
990 __ \$aMOE1234567\$b0014650426\$c400044440000\$dCNT
\$ea34170067628892b\$fDVD\$gD \$h767\$i.99 \$j.I 9 \$kH47 \$l2001 \$mRed Y \$n3
DISC\$ \$o \$p**

PERFORMANCE:

949 __ **\$a**DVD M1627 .B35 2016**\$w**LC**\$i**34170067628892
\$p\$19.95**\$t**NOHOLDDVD**\$k**AVAIL_SOON**\$l**LUCKYDAY
\$hCANTON**\$x**PERFORMANCES**\$z**YOUNGADULT
\$2MOE1234567N **\$7**LEASE/LUCKYDAY**\$9**CNT**\$8**001
990 __
\$aMOE1234567**\$b**0014650426**\$c**400044440000**\$d**CNT**\$e**a34170067628892**\$f**DVD**\$g**
M **\$h**1627**\$i**.B35**\$j**2016 **\$k** **\$l**Red **Y** **\$m** **\$n** **\$o** **\$p**

14. These will only be ordered for the lease account
15. VENDOR will determine Movie, Documentary or Performance from the marc record.
16. Feature films will use MOVIE in \$x & use DVD as the 099 tag & 949 \$a.
17. Nonfiction films will use DOCUMENTARY in \$x & use DVD plus the DC \$ in 099 & in 949 \$a. The various elements of the LC # will be in separate \$a's in the 099 tag
(example = 099 \$aDVD\$aD767.99\$a.I9\$bH47\$a2001
18. Live performances, such as concert films will use PERFORMANCE in \$x & use DVD plus the LC \$ in the 099 tag & the call # field (949 \$a.). The various elements of the LC # will be in separate \$a's in the 099 field
19. VENDOR will add the gmd \$h [videorecording] to the 245 tag for all contributed visual media (DVD's & BLU-RAYS) records.
20. If the soundtrack is in another language other than English add a 690 tag <language> works. (Example: 690 \$aSpanish works.) This is not needed for subtitled languages.(Only add if English is not one of the languages listed.
21. If the disc count is more than 1, it will go in 949 \$3 & 990 \$n (example 1 DISC, 2 DISCS, etc.) (DVD cases only hold 4 discs & Blu-Ray only holds 2 discs). If more than that please see senior.
22. The library requires 3 subject headings.

JUVENILE FICTION

Refer to [standard account requirements](#)

	Call #		Processing note
	099 \$a		949 \$7
Collection	949 \$a	Item cat1 949 \$x	

Fiction	J	FICTION	
Fiction series	J	FICTION	SER

949 __ \$aJ\$wALPHANUM\$i34170067628892\$P\$14.99\$tCHILDHARD
 \$kAVAIL_SOON\$I^{AVAIL_SOON}\$mBOOKMOBIL1\$xFICTION
 \$zCHILDREN\$2MOM1234567N\$9BKMS\$8001

23. The library will order all juvenile material with a call # of J. The cataloger will need to determine whether to catalog as juvenile fiction, easy reader, picture book or juvenile nonfiction.
24. Juvenile fiction is classed as J in 099 \$a and 949 \$a.
25. Titles with a series tag will indicate a series sticker (SER) in \$7 for both hardcover & juvenile series. (Series tag will be identified when there is a series tab in 490/800/830.). = also add for all BIG NATE titles
26. Juvenile fiction will not receive a spine label, but will receive a “J” label. J will be indicated in 969 \$a for both Momence and Commerce orders.

Easy Readers

Collection	Call # 099 \$a 949 \$a	Item cat1 949 \$x	Processing Note 949 \$3	Processing Note 949 \$7
Easy Reader	PZ7	EASYREADER	JPZ7	EASY

949 __ \$aPZ7\$wALPHANUM\$i34170067628899\$P\$19.95
 \$tCHILDHARD\$kAVAIL_SOON\$I^{AVAIL_SOON}\$mHAMILTON
 \$xEASYREADER\$zCHILDREN\$2MOM1234567N\$3JPZ7
 \$9HMLS\$8001

27. Juvenile easy readers are classed as PZ7 in 099 \$a and 949 \$a.
28. This collection will not receive a spine label, but will receive a “JPZ7” label indicated in 949 \$3 & also EASY in \$7.
29. An easy reader in graphic form will be cataloged as an EASYREADER w/ \$7EASY. (do not indicate the graphic sticker)
30. A nonfiction easy reader should be cataloged as juvenile non-fiction .

Picture Books

Collection	Call # 099 \$a 949 \$a	Item cat1 949 \$x	Processing Note 949 \$3	Processing note 949 \$7
Picture Books	PZ7	PICTUREBK	JPZ7	**
Concept books	PZ7	PICTUREBK	JPZ7	CNCPT
Holiday	PZ7	PICTUREBK	JPZ7	HOL

949 __ \$aPZ7\$wALPHANUM\$i34170067628892\$P\$19.95
 \$tCHILDHARD\$kAVAIL_SOON\$I_AVAIL_SOON\$mHAMILTON
 \$xPICTUREBK\$zCHILDREN\$2MOM1234567N\$3JPZ7
 \$9HMLS\$8001

31. Picture books are classed as PZ7 or PZ8 in 099 \$a and 949 \$a.
 - a. Retellings of traditional folklore and fairy tales will be classed as PZ8.
 - b. Everything else, including original folklore and fairy tales, will be classed as PZ7.
32. This collection will not receive a spine label, but will receive a “JPZ7” or “JPZ8” label indicated in 949 \$3.
33. Indicate CNCPT in \$7 if a 650 tag contains the word “concepts” or other learning-related words (such as “counting”, “numbers”, “colors”, “shapes”, “time”, or “alphabet”). (Do not include Seasons in this category)
34. Indicate HOL in \$7 for any Major US or Global Holidays.
35. A nonfiction picture book will normally be cataloged as juvenile nonfiction using the LC #.

Juvenile Board Books

Collection	Call # 099 \$a 949 \$a	Item cat1 949 \$x	Processing Note 949 \$3
Board book (central branch)	PZ7	PICTUREBK	JPZ7

For Central Branch:

949 __ \$aPZ7\$wALPHANUM\$i34170067628892\$P\$19.95
 \$tCHILDBOARD\$kAVAIL_SOON\$I_AVAIL_SOON\$mCHILDRENS
 \$xPICTUREBK\$zCHILDREN\$1PZ7\$2MOM1234567N\$3JPZ7\$CDX\$8001

36. Board books are classed as PZ7 in 099 \$a and 949 \$a.
37. This collection will not receive a spine label, but will receive a “JPZ7” label indicated in 949 \$3.

Folklore/Fairytale

Collection	Call # 099 \$a 949 \$a	Item cat1 949 \$x	Processing Note 949 \$3
Folk/Fairy	PZ8	FICTION/or PICTUREBK	JPZ8

949 __ \$aPZ8\$wALPHANUM\$i34170067628892 \$p\$14.99
 \$tCHILDPB\$kAVAIL_SOON\$I AVAIL_SOON\$mPATTERSON
 \$xFICTION\$zCHILDREN\$1PZ8\$2MOM1234567N\$3JPZ8 \$9PTT\$8001

38. Folklore and fairy tales are classed as PZ7 or PZ8 in 099 \$a and 949 \$a.
 - a. Retellings of traditional folklore and fairy tales will be classed as PZ8.
 - b. Everything else, including original folklore and fairy tales, will be classed as PZ7.
39. This collection will not receive a spine label, but will receive a “JPZ7” or “JPZ8” label indicated in 949 \$3.

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Juvenile Non-Fiction

Refer to [standard account requirements](#)

Collection	Local Call # 050/090	Item Call # 949 \$a	Item Call # 949 \$x	Processing note 949 \$x
Non-Fiction	\$aN8217.F28 \$bS643 2003	N8217 .F28 S643 2003	NONFICTION	

949 __ \$aN8217 .F28 S643 2003\$wLC\$i34170067628892 \$p\$13.99
 \$tCHILDPB\$kAVAIL_SOON\$I AVAIL_SOON\$mGOVANS\$xNONFICTION
 \$zCHILDREN\$1jN|8217|.F28|S643|2003\$2MOM1234567N \$9GVN\$8001

40. Juvenile material will not receive a letter for either oversize or folio material.

41. Follow standard instructions for classification.
42. A lowercase j prefix will be added to the spine label.
43. Juvenile biographies will be treated just like juvenile non-fiction.
44. Biographies will indicate BIO in \$7 in records that contains the word “biography” in a 650 tag, a 655_7 Biographies or if there is a 600 (personal subject tag) (***this is for branch material only***)

Juvenile Graphic Novels

Collection	Local Call # \$099 \$a	Item Call # 949 \$a	Item cat1 949 \$x	Genre 949 \$7
Graphic Novels	J	J	FICTION	Graphic
Nonfiction graphic novels	LC # from 050 tag or 090 tag	LC #	NONFICTION	GREENGRAPHIC

FICTION:

949 __ \$aJ\$wALPHANUM\$i34170067628892\$P\$13.99
 \$tCHILDPB\$kAVAIL_SOON\$I AVAIL_SOON\$mGOVANS\$xFICTION
 \$zCHILDREN\$2MOM92009835n \$7GRAPHIC\$9GVNS\$8001

NONFICTION:

949 __ \$aE689 .M68 J59 2017\$wLC\$i34170067628892\$P\$13.99
 \$tCHILDPB\$kAVAIL_SOON\$I AVAIL_SOON\$mGOVANS \$xNONFICTION
 \$zCHILDREN\$1 jE|689 |.M68 |J59 |2017\$2MOM92009835n
 \$7GREENGRAPHIC\$9GVNS\$8001

45. Follow standard instructions for classification.
46. Fiction graphic novels will not have a spine label. A J sticker will be generated by the 969 \$aJ. The Graphic Novel sticker will be generated by GRAPHIC in \$7
47. Any nonfiction title in graphic form will be cataloged as juvenile nonfiction. A GREENGRAPHIC sticker will be noted.
48. An easy reader in graphic novel form will be cataloged as EASYREADER & will indicate an EASY sticker & will not be given a graphic sticker.

49. Do not indicate a GREENGRAPHIC sticker for instructional books on drawing graphic/manga books.

Juvenile Reference

Collection	Local Call # 050/090	Item Call # 949 \$a	Item cat 1 949 \$x	Processing Note 949 \$7
Reference	\$a ST23 \$b .A23 2012	ST23 .A23 2012	NONFICTION	REF

949 __ \$aST23 .A23 2012**\$w**LC**\$i**34170067628892**\$p**\$13.99
\$tCHILDPBS**\$k**AVAIL_SOON**\$l**REFERENCE**\$m**GOVANS**\$r**N**\$x**NONFICTION**\$z**CHILDREN**\$1j**XST |23 |.A23 |2012**\$2**MOM1234567N **\$7**REF**\$9**GVN**\$8**001

50. Juvenile Reference will have a lower case jX precede the LC classification number on the spine label only. (j will be indicated on the 1st line of the spine label before the 1st element of the LC #.)
51. VENDOR will indicate reference sticker for processor in 949 \$7.
52. Juvenile material will not receive a letter for either oversize or folio material.

VOX

Collection	Call # 099 \$a 949 \$a	Item cat 1 949 \$x	Processing Note 949 \$3	Processing Note 949 \$7
Easy Reader	READALONG PZ7	EASYREADER		EASY
Fiction	READALONG J	FICTION		
Picturebook	READALONG JPZ7	PICTUREBK		
Fairy/Folk	READALONG PZ8	PICTUREBK		
Juv NF	READALONG N8217.F28S643 2023	NONFICTION		
FOREIGN	READALONGPZ6S	SPANISH		SPANISH

Easy reader
949 __ \$aREADALONG PZ7**\$w**ALPHANUM**\$i**34170067628899**\$p**\$19.95
\$tJREADALONG**\$k**AVAIL_SOON**\$l**JREADALONG

\$mHAMILTON\$xEASYREADER\$zCHILDREN\$1READ|ALONG |JPZ7
\$2MOM1234567N\$9HML\$8001

Fiction

949 __ \$aREADALONG J\$wALPHANUM\$i34170067628899\$P\$19.95
\$tJREADALONG\$kAVAIL_SOON\$IJREADALONG\$mHAMILTON
\$xFICTION\$zCHILDREN\$1READ|ALONG |J2MOM1234567N
\$9HML\$8001

PICTUREBOOK

949 __ \$aREADALONG JPZ7\$wALPHANUM\$i34170067628899\$P\$19.95
\$tJREADALONG\$kAVAIL_SOON\$IJREADALONG\$mHAMILTON
\$xPICTUREBK\$zCHILDREN\$1READ|ALONG |JPZ7\$2MOM1234567N
\$9HML\$8001

NONFICTION

949 __ \$aREADALONG QA40.5 F575 2018
7\$LC\$i34170067628899\$P\$19.95
\$tJREADALONG\$kAVAIL_SOON\$IJREADALONG\$mHAMILTON
\$xNONFICTION\$zCHILDREN\$1READ|ALONG |jQA |40|.5 |.F575
|2018\$2MOM1234567N\$9HML\$8001

FOREIGN

949 __ \$aREADALONG PZ6S\$wALPHANUM\$i34170067628899
\$P\$19.95\$tJREADALONG\$kAVAIL_SOON\$IJREADALONG
\$mHAMILTON \$xSPANISH\$zCHILDREN\$1READ|ALONG |PZ6S\$2MOM1234567N
\$7SPANISH\$9HML\$8001

- 53. 245 should have \$h[read along]
- 54. Genre stickering consistent with regular books. Related stickers that can possibly be used on readalongs include Easy Reader, Concept, Biography, Holiday, Large Print, Graphic Novels, Bilingual, Spanish, and Series. General preference is one picture sticker. Please refer to the stickering guide for sticker hierarchy

Juvenile Foreign Language

Refer to [standard account requirements](#)

Collection	Local Call # 099 or 50 or 90 for NF	Item Call # 949 \$a	Item cat1 949 \$x	Processing note \$7	Processing note \$3
Fiction	\$aPZ6\$aS	PZ6 S	FICTION	SPANISH	

Nonfiction picturebooks or boardbooks	\$aPZ6\$aS	PZ6 S	PICTUREBK	SPANISH	
Nonfiction	\$aN8217.F28 \$bS643 2018	N8217 .F28 S643 2018	NONFICTION	SPANISH	
Fiction (language other than SPANISH)	\$aPZ6\$a(see spreadsheet below for language designator)	PZ6 ?	FICTION	**	
Bilingual	\$aPZ7	PZ7	PICTUREBK	BILINGUAL	JPZ7
Graphic	\$aJ	J	FICTION	SPANISH	

Spanish fiction/picture books/board books

949 __ \$aPZ6 S\$wALPHANUM\$i34170067628892\$P\$14.99

\$tCHILDHARD\$kAVAIL_SOON\$I\$AVAIL_SOON\$mBOOKMOBIL1

\$xPICTUREBK\$zCHILDREN\$1JPZ6 |S\$2MOM1234567N\$7SPANISH \$9BKMS\$8001

Spanish nonfiction (reading equivalent of a chapter book or higher)

949 __ \$aN8217 .F28 S643 2018\$wLC\$i34170067628892\$P\$14.99

\$tCHILDHARD\$kAVAIL_SOON\$I\$AVAIL_SOON\$mBOOKMOBIL1

\$xNONFICTION\$zCHILDREN\$1jN|8217|.F28|S643

|2018\$2MOM1234567N\$7SPANISH\$9BKMS\$8001

SPANISH GRAPHIC

949 __ \$a aJ\$wALPHANUM\$i34170067628892\$P\$14.99

\$tCHILDHARD\$kAVAIL_SOON\$I\$AVAIL_SOON\$mBOOKMOBIL1

\$xFICTION\$zCHILDREN \$2MOM1234567N\$7SPANISH \$9BKMS\$8001

55. Children's foreign language is classed as PZ6 in 099 \$a and 949 \$a. Add a cutter from the spreadsheet listed below of the language, i.e. S for Spanish.

56. All Children's foreign-language fiction receives a PZ6 call number, followed by a language designator, in SIRSI. The physical item should be labeled with a **JPZ6+language designator** sticker. This includes all children's foreign-language fiction (chapter books and board books, as well as picture books). Please see the list below for specific language designators.

57.

LANGUAGE PZ6+LANGUAGE DESIGNATOR

Czech	PZ6C
Croatian	PZ6CR
Danish	PZ6DA
Dutch	PZ6DU
Estonian	PZ6E

French	PZ6F
Finnish	PZ6FI
German	PZ6G
Greek (Modern)	PZ6GR
Hebrew	PZ6HE
Hungarian	PZ6HU
Italian	PZ6I
Japanese	PZ6J
Latin	PZ6L
Latvian	PZ6LA
Lithuanian	PZ6LI
Norwegian	PZ6N
Polish	PZ6P
Portuguese	PZ6PR
Russian	PZ6R
Spanish	PZ6S
Serbian	PZ6SC
Slovak	PZ6SO
Slovenian	PZ6SV
Swedish	PZ6SW
Ukrainian	PZ6U
Vietnamese	PZ6V
Welsh	PZ6W
Yiddish	PZ6Y

58. Bilingual children's fiction receives a PZ7 call number, a JPZ7 sticker, and a bilingual sticker. (do not use PZ8 for folktales or fairy tales on bilingual books)
59. Children's foreign-language **nonfiction** receives a regular LC call number. In addition to an LC call number label, children's Spanish nonfiction receives a Spanish sticker, and children's bilingual nonfiction receives a bilingual sticker.
60. Bilingual titles will not be cataloged as foreign language.
61. Use FICTION in \$x for any language other than Spanish.
62. All juvenile fiction & nonfiction juvenile Spanish picture books, board books will receive the PZ6 S call #.
63. Spanish Juvenile graphic titles will use J as the call # & just SPANISH in \$7. A Graphic sticker is not needed since the libraries prefers just 1 picture sticker.
64. Juvenile nonfiction (with the reading equivalent of a juvenile fiction chapter book) should be classed in the LC w/ a j prefix on the spine label & will receive a SPANISH sticker.

65. A spine label will be created.

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Juvenile Spoken Word

Refer to [standard account requirements](#)

Collection	Local Call # 099	Item Call # 949 \$a	Item cat l 949 \$x
Fiction	\$aCOMPACT\$aDISC\$aJ	COMPACT DISC J	SPOKEN
Non-Fiction	\$aCOMPACT\$aDISC \$aLC216.62\$b.K65 2005	COMPACT DISC LC216.62 .K65 2005	SPOKEN
Easy	\$aCompact\$aDISC\$aPZ7	COMPACT DISC PZ7	SPOKEN

Fiction

\$aCOMPACT DISC J\$wALPHANUM\$i34170067628892\$j2\$P\$19.95
 \$tCHILDCD\$kAVAIL_SOON\$I\$AVAIL_SOON
 \$hCDXJBOCD\$xSPOKEN\$zCHILDREN \$2MOM1234567N\$9CDX\$8001
 990 __
 \$aMOM1234567BT\$b0014650426\$cL41895000000\$dCDX\$ea34170067628892b\$fCO
 MPACT\$gDISC\$hJ.\$i \$j \$k \$l \$m \$n7 DISCS\$o \$p

Easy

aCOMPACT DISC PZ7\$wALPHANUM\$i34170067628892\$j2\$P\$19.95
 \$tCHILDCD\$kAVAIL_SOON\$I\$AVAIL_SOON
 \$hCDXJBOCD\$xSPOKEN\$zCHILDREN \$2MOM1234567N\$9CDX\$8001
 990 __
 \$aMOM1234567BT\$b0014650426\$cL41895000000\$dCDX\$ea34170067628892b\$fCO
 MPACT\$gDISC\$hJPZ7\$i \$j \$k \$l \$m \$n7 DISCS\$o \$p

Non-Fiction

\$aCOMPACT DISC LC216.62 .K65 2005\$wLC\$i34170067628892
 \$j2\$P\$19.95\$tCHILDCD\$kAVAIL_SOON\$I\$AVAIL_SOON
 \$hCDXJBOCD\$xSPOKEN \$zCHILDREN \$2MOM1234567N\$9CDX\$8001
 990 __
 \$aMOM1234567BT\$b0014650596\$cL41895000000\$dCDX\$ea34170067628892b\$fCO
 MPACT\$gDISC\$hjLC\$i216\$j.62\$k.K65 \$l2005 \$m \$n7 DISCS\$o \$p

990 tag: a ATS # w/VENDOR \$b product ID \$c account # \$d branch code \$e barcode with a before & b after \$f thru l (spine label) \$m Y for young adult, otherwise blank ; \$n content note (# of DISCS) \$o branch code for all branches except Central branch.(these are Central branch codes (AFA, SSH, BST, FAR, HUM, BN, CDX, DO),

66. VENDOR will add \$h [sound recording] to the 245 tag for all spoken word materials.
67. Indicate the number of pieces in 949 \$j.
68. All spoken word will receive the prefix of COMPACT DISC in the local call tag, item call number and on the spine label.
69. Follow standard fiction and non-fiction classification. There will be no genres identified for spoken word material. (for nf follow the LC # used for the print edition)
 3. Easy material would be cataloged as \$aCOMPACT \$aDISC\$aPZ7 in the 099 tag & the item call # would be COMPACT DISC PZ7 & the spine label will have COMPACT (1st line) (DISC (2nd line) & JPZ7 on the 3rd line of the label. (this would include any material that we would catalog the print version as PZ7),
70. A lowercase j prefix will be added to the spine label for nonfiction material..
71. Cases only hold up to 36 discs. Anything over will have to be split into 2 parts. (request 2 barcodes) & indicate PT.1 on 1st holding & PT.2 on 2nd holding.

This is an example for 38 discs:

949 \$aCOMPACT DISC J\$vPT.1\$wALPHANUM
 \$i34170081589575\$j20\$p\$35.00\$tCHILDCD\$kaVAIL_SOON\$aVAIL_SOON\$hCD
 XJBOCD\$xSPOKEN\$zCHILDREN\$2MOM9328808a\$720 DISCSS\$9CDX\$8001

949 \$aCOMPACT DISC J\$vPT.2\$wALPHANUM
 \$i34170081589575\$j18\$p\$35.00\$tCHILDCD\$kaVAIL_SOON\$aVAIL_SOON\$hCD
 XJBOCD\$xSPOKEN\$zCHILDREN\$2MOM9328808a\$720 DISCSS\$9CDX\$8002

990 \$aMOM9328808BT\$b0007647099-01\$cL42690500000\$dCDX
 \$ea34170081589575b\$fCOMPACT\$gDISC\$hJ\$iPT.1\$j \$k \$l \$m \$n20 DISCSS\$o \$p

990 \$aMOM9328808BT\$b0007647099-02\$cL42690500000\$dCDX
 \$ea34170081589575b\$fCOMPACT\$gDISC\$hJ\$iPT.2\$j \$k \$l \$m \$n18 DISCSS\$o \$p

72. Spanish books on CD will be cataloged the same as the English books on CD except the last line of the spine label should read [SPANISH]

Juvenile CD

Refer to [standard account requirements](#)

Collection	Local Call # 099 \$a	Item Call # 949 \$a	Item cat 1 949 \$x
Children	\$aMPCD\$aJUV \$aDISNEY\$aGREATEST	MPCD JUV DISNEY GREATEST	MUSIC

949 __ \$aMPCD JUV DISNEY GREATEST \$wALPHANUM
\$i34170067628892 \$p\$12.99 \$tCHILDCD \$kAVAIL_SOON \$hCDXMCDS \$IAVAIL_SO
ON \$xMUSIC \$zCHILDREN \$2MOM1234567N
\$9CDX \$6JUV \$71 CD

990 __
\$aMOE1234567 \$b0008625836 \$0000142398123 \$dCDX \$e34170067628892 \$fMPCD \$gJ
UV \$hDISNEY \$iGREATEST HITSS \$j1 DISC \$k \$l \$m \$n1 DISC \$o \$p

73. VENDOR will add \$h [sound recording] to the 245 tag if not present.
74. Music will receive a prefix of MPCD and a genre of JUV.
75. Create a cutter from the main entry (full surname of artist or first meaningful word of group's name). The 4th element of the cutter is from the first meaningful word of the title. (retain any punctuation) (do not spell out numerals)
76. Juvenile CD's will use CHILDCD in the item type (\$t) & CHILDREN in \$z,
77. VENDOR will create a bibliographic label instead of a spine label. The label will contain the following information:

1st line: MPCD
2ND line: genre classification
3rd line: Author's name (use main entry)
4th line: Title
5TH line: number of pieces –2 CD's

- a. Indicate the genre in 949 \$6.
- b. Indicate the number of discs in 949 \$7, e.g. 1 CD, 2 CDs, 1 CD/1 DVD, etc.

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Juvenile DVD (BESTNEXT)

Collection	Local Call # 099	Item Call # 949 \$a	Home loc 949 \$l	Item cat1 949 \$x
BNJMOVIE	\$aDVD	DVD	CHILDDVD	MOVIE
BNJMOVIEBR	\$aBLURAY	BLURAY	CHILDBLURAY	MOVIE
BNJTV	\$aDVD	DVD	CHILDDVD	TVPROGRAM
BNTVBR	\$aBLURAY	BLURAY	CHILDBLURAY	TVPROGRAM
BNJINSTRU	\$aDVD\$aM1627\$b.B35 2016	DVD M1627.B35 2016	CHILDDVD	INSTRUCTIO
BNJINSTRCBR	\$aDVD\$aM1627\$a.B35 2016	BLURAY M1627.B35 2016	CHILDBLURAY	INSTRUCTIO

FEATURE FILMS:

949 __ \$aDVD\$wALPHANUM\$i34170067628892
 \$p\$19.95 \$kAVAIL_SOON\$iCHILDDVD
 \$mBESTNEXT\$tCHILDDVDFR\$xMOVIE\$zCHILDREN\$2MOE1234567N
 \$8001\$9BN
 990 __ \$aMOE1234567\$b0014650426\$c400044440000
 \$dBN\$ea34170067628892b\$fDVD\$gCHILDREN\$h \$i \$j \$k \$l \$m \$n \$o \$p

INSTRUCTION

949 __ \$aDVD M1627.B35 2016\$wLC\$i34170067628892
 \$j3 \$p\$19.95 \$kAVAIL_SOON\$iCHILDDVD
 \$mBESTNEXT\$tCHILDDVDFR\$xINSTRUCTIO\$zCHILDREN
 \$2MOE1234567N\$33 DISCS\$9BN\$8001
 990 __ \$aMOE1234567\$b0014650426\$c400044440000\$dBN
 \$ea34170067628892b\$fDVD\$gjM \$h1627.\$i.B35\$j2001 \$k \$lINSTRUCT \$m \$n3
 DISCS\$o \$p

TV PROGRAM:

949 __ \$aDVD\$wALPHANUM\$i34170067628892
 \$p\$19.95 \$kAVAIL_SOON\$iCHILDDVD
 \$mBESTNEXT\$tCHILDDVDFR \$xTVPROGRAM\$zCHILDREN\$2MOE1234567N
 \$9BN\$8001

990 __

\$aMOE1234567\$b0014650426\$c400044440000\$dBN\$ea34170067628892b\$fDVD\$gC
HILDREN\$h \$i \$j \$k \$l \$m \$n \$o \$p

78. For contributed records, VENDOR will add/edit the 049 tag to MDB and update holdings in OCLC.
79. For established records, if the 049 tag contains MDB, VENDOR will not edit the 049 tag.
80. VENDOR will add the gmd \$h [videorecording] to the 245 tag for all contributed visual media (DVD's & BLU-RAYS) records.
81. If the contributed record does not have LC subject headings present, VENDOR will add at least 3 LC subject headings to the record.
82. VENDOR will check to see if there is a 546 tag present in the record. If there is a 546 tag and it contains any other language than English, VENDOR will add one 690 tag to the record with, example: 690 __ \$aFrench works. VENDOR will add one 690 tag per foreign language if there are multiple 546 tags present. (Only add if English is not one of the languages listed.)
83. For multiple Discs, VENDOR will add the content using # DISCS #. **Ex:** 4 DISCS in \$3 Their cases only hold 4 discs for DVD's & 2 discs for blu-ray. If your item's disc count is greater than that see senior.
84. If a DVD/Blu-ray combo is ordered, VENDOR will provide a record just for the blu-ray.
85. VENDOR will add a local call number tag 099 for all AV material. The local call number will be the same as the item record call number in \$a and the spine label.
 - a. Feature Film and Fictional TV programs will use the call number DVD

Example: 099 __ \$aDVD
949 __ \$aDVD

- b. Non-fiction/biographical films will use the prefix DVD and the entire LC Classification number, not replacing \$b from the 050 tag with a space. **Exception:** The LC Classification will not carry the \$b into the item record call number \$a.
 - a. If there is not a publication date at the end of the LC Classification number, VENDOR will add the publication date to the end of the LC Classification number.

Example: 099 __ \$aDVD D767.99.T9\$bH47 2021
949 __ \$aDVD D767.99.T9 H47 2021

86. VENDOR will determine Feature film, TV, or Instructional from the Marc record.
87.
88. Best and Next departments use both DVD and Blu-ray material and will follow the same cataloging practices above for editing the MARC record, but will use different call numbers.

89. Best and Next departments will use a local call number tag 099.

- a. For fiction/feature films, VENDOR will use either DVD or BLURAY dependent on the formatting type.
- b. For non-fiction films, VENDOR will use either DVD or BLURAY dependent on the formatting type, and the entire LC Classification number, not replacing \$b from the 050 tag with a space. **Exception:** The LC Classification will not carry the \$b into the item record call number \$a.
- a. If there is not a publication date at the end of the LC Classification number, VENDOR will add the publication date to the end of the LC Classification number.

90. Best and Next department will use the following fiction TV/feature film genres in the spine label only:

A. CHILDREN

Example: 099 __ \$aBLURAY

949 __ \$aBLURAY

SPINE:
BLURAY
CHILDREN

Example: 099 __ \$aDVD

949 __ \$aDVD

SPINE:
DVD
CHILDREN

91. Best and Next department will use the following for non-fiction material in their spine label only:

- a. Prefix of DVD or BLURAY – dependent on formatting
b. LC Call Number
c. Followed by:

a. INSTRUCT. – instructional program

Example: 099 __ \$aBLURAY TA710\$b.E27 2019

949__ \$aBLURAY TA710 .E27 2019
SPINE
 BLURAY
 jTA
 710
 .E27
 2019
 INSTRUCT.

Example: 099 __ \$aDVD TA710\$b.E27 2019

949__ \$aDVD TA710 .E27 2019
SPINE
 BLURAY
 jTA
 710
 .E27
 2019
 INSTRUCT.

92. The chart below shows the holding codes mapped to the 949 item record. VENDOR will use the charts to enter the correct codes as ordered by holding code.

**949 \$m [LIBRARY] \$t [ITEM TYPE] \$x [ITEM CAT1] \$z [ITEM CAT2] \$l(L)
 [HOME LOC] \$k [CURRENT LOC]**

HOLDINGCODE	m[LIBRARY]	l[HOME LOCATION]	kCURRENT LOCATION]	t[ITEMTYPE]	x[CAT1]	z[CAT2]
BNJINSTRBR	BESTNEXT	CHILDBLRAY	AVAIL_SOON	CHILDBLRAY	INSTRUCTIO	CHILDREN
BNJINSTRU	BESTNEXT	CHILDDVD	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
BNJMOVIE	BESTNEXT	CHILDDVD	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
BNJMOVIEBR	BESTNEXT	CHILDBLRAY	AVAIL_SOON	CHILDBLRAY	MOVIE	CHILDREN
BNJTV	BESTNEXT	CHILDDVD	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
BNJTVBR	BESTNEXT	CHILDBLRAY	AVAIL_SOON	CHILDBLRAY	TVPROGRAM	CHILDREN

93. The library requires 3 subject headings.

Juvenile DVD (Branches)

Collection	Local Call # 099	Item Call # 949 \$a	Home loc 949 \$l	Item cat1 949 \$x
**JMOVIE	\$aDVD	DVD	DVDFREE	MOVIE
**JTV	\$aDVD	DVD	DVDFREE	TVPROGRAM
**JINSTRU	\$aDVD\$a jM1627\$a.B35 2016	DVD jM1627.B35 2016	DVDFREE	INSTRUCTIO

FEATURE FILMS:

949 __ \$aDVD\$wALPHANUM\$i34170067628892
\$p\$19.95 \$kAVAIL_SOON\$IDVDFREE
\$mGOVANS\$tCHILDDVDFR\$xMOVIE\$zCHILDREN\$2MOE1234567N
\$9GVN\$8001
990 __ \$aMOE1234567\$b0014650426\$c400044440000
\$dGVN\$ea34170067628892b\$fDVD\$gCHILDREN\$h.\$i \$j \$k \$l \$m \$n1 DISC\$so \$p

INSTRUCTION

949 __ \$aDVD M1627 .B35 2016\$wLC\$i34170067628892
\$j3\$p\$19.95\$kAVAIL_SOON\$IDVDFREE
\$mGOVANS\$IINSTRUCTION\$tCHILDDVDFR\$zCHILDREN
\$2MOE1234567N\$32 DISC\$9GVN\$8001
990 __ \$aMOE1234567\$b0014650426\$c400044440000\$dGVN
\$ea34170067628892b\$fDVD\$gjM \$h1627.\$i.B35\$j2016 \$k \$lINSTRUCT. \$m \$n3
DISC\$so \$p

TV PROGRAM:

949 __ \$aDVD\$wLC\$i34170067628892
\$p\$19.95 \$kAVAIL_SOON\$IDVDFREE
\$mGOVANS\$tCHILDDVDFR \$xTVPROGRAM\$zCHILDREN\$2MOE1234567N
\$31 DISC\$9GVN\$8001
990 __
\$aMOE1234567\$b0014650426\$c400044440000\$dGVN\$ea34170067628892b\$fDVD\$g
CHILDREN\$h \$i.\$j \$k \$l \$m \$n \$o \$p

94. For contributed records, VENDOR will add/edit the 049 tag to MDB and update holdings in OCLC.
95. For established records, if the 049 tag contains MDB, VENDOR will not edit the 049 tag.

96. VENDOR will add the gmd \$h [videorecording] to the 245 tag for all contributed visual media (DVD's & BLU-RAYS) records.
97. If the contributed record does not have LC subject headings present, VENDOR will add at least 3 LC subject headings to the record.
98. VENDOR will check to see if there is a 546 tag present in the record. If there is a 546 tag and it contains any other language than English, VENDOR will add one 690 tag to the record with, example: 690 __ \$aFrench works. VENDOR will add one 690 tag per foreign language if there are multiple 546 tags present.(only add if English is not one of the languages listed.)
99. Feature films will use MOVIE in \$x & use DVD as the 099 tag & 949 \$a.
100. The library requires 3 subject headings.
101. For multiple Discs, VENDOR will add the content using # DISCS #. **Ex:** 4 DISCS in \$3 & \$n of the 990 tag Cases only hold 4 discs for DVD's & 2 discs for Blu-ray. (if your disc count is greater, see senior.)
102. If you do receive a DVD/BLU-RAY combo pack, only provide the DVD record.
103. VENDOR will add a local call number tag 099 for all AV material. The local call number will be the same as the item record call number in \$a and the spine label.
 - a. Feature Film and Fictional TV programs will use the call number DVD

Example: 099 __ \$aDVD
949 __ \$aDVD

- b. Non-fiction/biographical films will use the prefix DVD and the entire LC Classification number, not replacing \$b from the 050 tag with a space. **Exception:** The LC Classification will not carry the \$b into the item record call number \$a.
 - a. If there is not a publication date at the end of the LC Classification number, VENDOR will add the publication date to the end of the LC Classification number.

Example: 099 __ \$aDVD D767.99.T9\$bH47 2021
949 __ \$aDVD D767.99.T9 H47 2021

104. The chart below shows the holding codes mapped to the 949 item record. VENDOR will use the charts to enter the correct codes as ordered by holding

code.

105. VENDOR will determine using TV, MOVIE, or INSTRUCTION from the marc record.

**949 \$m [LIBRARY] \$t [ITEM TYPE] \$x [ITEM CAT1] \$z [ITEM CAT2] \$l(L)
[HOME LOC] \$k [CURRENT LOC]**

HOLDINGCODE	m[LIBRARY]	[HOME LOCATION]	kCURRENT LOCATION]	t[ITEMTYPE]	x[CAT1]	z[CAT2]
BK2JINSTRU	BOOKMOBIL2	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
BK2JMOVIE	BOOKMOBIL2	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
BK2JTV	BOOKMOBIL2	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
BKMJINSTRU	BOOKMOBIL1	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
BKMJMOVIE	BOOKMOBIL1	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
BKMJTV	BOOKMOBIL1	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
BRKJINSTRU	BROOKLYN	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
BRKJMOVIE	BROOKLYN	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
BRKJTV	BROOKLYN	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
CHRJINSTRU	CHERRYHILL	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
CHRJMOVIE	CHERRYHILL	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
CNTJINSTRU	CANTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
CNTJMOVIE	CANTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
CNTJTV	CANTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN

EDMJINSTRU	EDMONDSON	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
EDMJMOVIE	EDMONDSON	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
EDMJTV	EDMONDSON	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
FRSJINSTRU	FORESTPARK	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
FRSJMOVIE	FORESTPARK	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
FRSJTV	FORESTPARK	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
GVNJINSTRU	GOVANS	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
GVNJMOVIE	GOVANS	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
GVNJTV	GOVANS	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
HMLJINSTRU	HAMILTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
HMLJMOVIE	HAMILTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
HMLJTV	HAMILTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
HMPJINSTRU	HAMPDEN	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
HMPJMOVIE	HAMPDEN	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
HMPJTV	HAMPDEN	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
HRRJINSTRU	HERRINGRUN	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
HRRJMOVIE	HERRINGRUN	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
HRRJTV	HERRINGRUN	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN

JHNJINSTRU	JOHNSTONSQ	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
JHNJMOVIE	JOHNSTONSQ	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
JHNJTV	JOHNSTONSQ	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
LGHJINSTRU	LIGHTST	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
LGHJMOVIE	LIGHTST	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
LGHJTV	LIGHTST	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
NRTJINSTRU	NORTHWOOD	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
NRTJMOVIE	NORTHWOOD	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
NRTJTV	NORTHWOOD	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
ORLJINSTRU	ORLEANS	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
ORLJMOVIE	ORLEANS	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
ORLJTV	ORLEANS	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
PNNJINSTRU	PENNAVE	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
PNNJMOVIE	PENNAVE	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
PNNJTV	PENNAVE	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
PTTJINSTRU	PATTERSON	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
PTTJMOVIE	PATTERSON	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
PTTJTV	PATTERSON	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN

RLNJINSTRU	ROLANDPARK	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
RLNJMOVIE	ROLANDPARK	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
RLNJTV	ROLANDPARK	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
RSTJINSTRU	REISTERSTO	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
RSTJMOVIE	REISTERSTO	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
RSTJTV	REISTERSTO	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
SELJINSTRU	SOUTHEAST	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
SELJMOVIE	SOUTHEAST	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
SELJTV	SOUTHEAST	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
WSHJINSTRU	WASHINGTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
WSHJMOVIE	WASHINGTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
WSHJTV	WASHINGTON	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN
WVRJINSTRU	WAVERLY	DVDFREE	AVAIL_SOON	CHILDDVDFR	INSTRUCTIO	CHILDREN
WVRJMOVIE	WAVERLY	DVDFREE	AVAIL_SOON	CHILDDVDFR	MOVIE	CHILDREN
WVRJTV	WAVERLY	DVDFREE	AVAIL_SOON	CHILDDVDFR	TVPROGRAM	CHILDREN

949 FORMAT

949 tag item information (books & spoken word)

\$a call number
 \$v volume number
 \$w LC for non-fiction ; ALPHANUM for fiction, pz7's, pz8's, pz6's
 \$i barcode
 \$j parts (# of discs or pieces per item, do not use for just 1 item)
 \$p price
 \$t item type
 \$k current location
 \$l location code
 \$m branch
 \$r (used for reference titles only) (N)
 \$x item cat 1
 \$z item cat 2 (ADULT, YOUNGADULT, or CHILDREN)
 \$1 Spine Label
 \$2 ATS
 \$3 Processing note (JPZ8, JPZ7)
 \$7 Processing note
 \$9 branch
 \$8 001

949 tag item information (music)

\$a call number
 \$v volume number
 \$w LC for non-fiction ; ALPHANUM for fiction, pz7's, pz8's, pz6's
 \$i barcode
 \$j parts (# of discs or pieces per item, do not use for just 1 item)
 \$p price
 \$t item type
 \$k current location
 \$l location code
 \$h holding code
 \$x item cat 1
 \$z item cat 2 (ADULT, YOUNGADULT, or CHILDREN)
 \$1 Spine Label
 \$2 ATS
 \$6 Music genre
 \$7 Number of discs

990 Format (Music)

\$a ATS
 \$b Product ID #
 \$c Acct #.
 \$d Branch
 \$e Barcode
 \$f MPCD
 \$g GENRE

\$h artist
 \$i Title
 \$j #CD's
 \$k Blank
 \$l Blank
 \$m Blank
 \$n Content
 \$o branch code (except Central branch)
 \$p Blank

990 Format (spoken word)

\$a ATS
 \$b Product ID #
 \$c Acct #.
 \$d Branch
 \$e Barcode
 \$f SPOKEN
 \$g WORD
 \$h label
 \$i label
 \$j label
 \$k label
 \$l label
 \$m Y(for YA)
 \$n Content
 \$o branch code (except central branch)
 \$p Blank

Cataloging Codes

Location Code \$k & \$L

ALL books (except reference & adult Spanish orders)	AVAIL_SOON
REFERENCE	\$kAVAIL_SOON\$IREFERENCE

ITEM CAT 1 \$x

Adult

FICTION
MYSTERY

ROMANCE
SCIFI
FANTASY
SHORTSTORY
AFAMFICT
NONFICTION
AFAMNONFIC
URBANFIC

YoungAdult

FICTION
NONFICTION

Juvenile

FICTION
NONFICTION
PICTUREBK
EASYREADER

Spoken Word

SPOKEN
INSTRUCTIO

ITEM TYPE 1 \$t

Adult

HARDBACK
 PAPERBACK
 LARGEPRINT

Young Adult

HARDBACK
 PAPERBACK

Juvenile

CHILDHARD
 CHILDPB
 CHILDBOARD

ITEM CAT 2 \$z

ADULT
 YOUNGADULT
 CHILDREN

DEPT vs Branch codes

Department codes

\$9 \$m
 AFA AFROAMERC
 BN BESTNEXT
 BST BUSSCITECH
 CDX CHILDRENS
 FAR FINEARTS
 FIC FICTION
 GRC GRANTSCOLL
 HUM HUMANITIES
 JBC JOBCENTER
 MDX MARYLAND
 SSH SOCSCIHIST
 YAX YOUNGADULT

Branch codes

\$9 \$m
 BK2 BOOKMOBILE2
 BKM BOOKMOBILE1
 BRK BROOKLYN
 CHR CHERRYHILL
 CNT CANTON
 EDM EDMONSON
 FRS FORESTPARK
 GVN GOVANS
 HML HAMILTON
 HMP HAMPDEN
 HRR HERRINGRUN
 JHN JOHNSTONSQ
 LGH LIGHTST
 NRT NORTHWOOD
 ORL ORLEANS
 PNN PENNAVE
 PTT PATTERSON
 RST REISTERTO
 RLN ROLANDPARK
 SEL SOUTHEAST
 WLB WALBROOK
 WSH WASHINGTON
 WVR WAVERLY

CENTRAL LIBRARY CALL NUMBER GUIDE

CALL NUMBER	LOCATION
A's (except AC, AM)	SSH
AC	FIC & HUM
AM	FAR

CALL NUMBER	LOCATION
G-GT	SSH
GV	BST
H	SSH

CALL NUMBER	LOCATION
(j)PZ6- (j)PZ8	CDX
PZAF-PZY	FIC & HUM
Q, R, S,	BST

B-BD	FIC & HUM
BF	BST
BJ-BX	FIC & HUM
C, D, E, F	SSH
F176-F190	MD
FICT.	FIC & HUM

HA-HJ	BST
HM-HX	SSH
j	CDX
J, K, L	SSH
M, N	FAR
P-PT	FIC & HUM

T's (except TR, TT)	BST
TR, TT	FAR
U, V	BST
Z1-Z39, Z286+	HUM
Z40-Z285, ZA	BST

AFAM = African American

BN = Best &
Next

BST = Business, Science &
Technology

CDX = Children's Department

FAR = Fine Arts &
Recreation

FIC&HUM = Fiction &
Humanities

GRC = Grants Collection
(part of BST)

JBC = Job Center (part of
BST)

MD = Maryland Department

PER =
Periodicals

SSH = Social Science &
History

YA = Young
Adult

Contact / OCLC / System / Info

CONTACT INFO

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VENDOR will post completed files of MARC records on an ftp site. Send 2 files "a" [added copy] & "n" [contributed].

CONNECTIVITY INFO

Database name: Unicorn
IP address: 192.188.199.50
Port: 2200
Login: None
Tcp port: 6300
Teleserv Promp: ITSD38

OCLC

Authorization number: 100-062-478
Password: books
Holdings code = MDBE