

## District of Columbia Public Schools: Library Programs Department Standard Cataloging and Processing Specifications SY22

### Automated Processing Package

(Barcode label, Spine label, MARC records, and Mylar on books w/ dust jackets)

**Barcode is attached on:** Back Cover Top Right Vertical to read from bottom to top.

**Barcode inscription will read Upper Case:** Name of school

**Spine placement:** 1 1/2" measurement from bottom of spine label to bottom of book spine.

### Cataloging Standards:

Subject Heading:	Library of Congress subject headings
Fiction:	FIC with first 3 letters of author's surname
Nonfiction:	Class number with first 3 letters of author's surname Abridged Dewey – No more than 3 digits past the decimal point 921 with first 3 letters of biographee's surname
Individual Biography:	Can be B with first 3 letters of biographee's surname (*only if that's what an elementary school already had on file)
Collective Biography: Easy	920 with first 3 letters of author's surname E with first 3 letters of author's surname
Short Story Collection:	808.8 with first 3 letters of author's surname Can be SC with first 3 letters of author's surname (*only if that's what a school already had on file)
World Language:	3 letter Language code above call number with first 3 letters of author's surname (e.g.: SPA, FRE, CHI, AMH, etc.)
Reference:	Catalog as Nonfiction
Professional:	PRO above call number with first 3 letters of author's surname
Graphic Novels:	GN above FIC with first 3 letters of author's surname If nonfiction, GN above call number with first 3 letters of

	author's surname
CDs:	CD above call number with first 3 letters of author's
DVDs:	DVD above call number with first 3 letters of author's surname
Playaways:	PLAY above FIC with first 3 letters of author's surname. If nonfiction, PLAY above call number and first 3 letters of author's surname.
Board Books	BD above call number with first 3 letters of author's surname

## Process Standards

### Examples of what processing will read:

FICTION TITLE: SEARCH FOR DELICIOUS BY Babbitt, Natalie

FIC  
BAB

NONFICTION TITLE: GRACIE A LOVE STORY BY Burns, George

792.702  
BUR

INDIVIDUAL BIOGRAPHY TITLE: ABRAHAM LINCOLN BY Keneally Thomas

921 (or B *(\*only if that's what an elementary school already had on file\*)*)  
LIN

COLLECTIVE BIOGRAPHY: BIG MAC SAMMY & JUNIOR BY Buckley, James

920  
BUC

EASY FICTION TITLE: ANGEL BABIES BY Knudsen, Michelle

E  
KNU

SHORT STORY COLLECTION TITLE: FINAL LAP BY Rose, Malcolm

808.8 (or SC)  
ROS

FOREIGN LANGUAGE TITLE: ENERGIA BY Jennings, Terry J

SPA  
546.2  
JEN

FOREIGN LANGUAGE TITLE: Los Juegos del Hambre BY Collins, Suzanne

SPA  
FIC  
COL

REFERENCE TITLE: 101 CAREERS A GDE TO... BY Harkavy, Michael David  
**CATALOG AS NONFICTION**

331.7  
HAR

PROFESSIONAL TITLE: BATTLE OF THE BOOKS BY Burress, Lee

PRO  
098  
BUR

FICTION GRAPHIC NOVEL: AFTER SCHOOL NIGHTMARE BY Mizushiro, Setona,  
1971-

GN  
FIC  
MIZ

NONFICTION GRAPHIC NOVEL: ELIZABETH CADY STANTON BY Miller, Connie  
Colwell, 1976-

GN  
921  
STA

FICTION BOARD BOOK: THE SNOWMAN BY Briggs, Raymond

BD  
BRI

**Automation Information:**

Circ. System: Destiny  
Format: US MARC  
Symbology: Code 39 Mod 10  
Barcode length: 14 (*including check digit*) Barcode prefix: set for each school  
Barcode range: set for each school