

# **DCPL TECHNICAL SPECIFICATIONS and PROCESSING STANDARDS**

November 2021

This document includes specifications for physical processing of materials, item record creation, and bibliographic/cataloging information for the District of Columbia Public Library (DCPL).

It does not include information about classification/call numbers. Please see additional documentation for local classification guidelines and practices.

## **PHYSICAL PROCESSING REQUIREMENTS**

### **DCPL barcode (item ID)**

- Outside backcover, upper left-hand corner, 1/8 inch from top and side edge, applied horizontally.
  - If the publishers UPC is in this location, cover it with a white sticker leaving at least 1/8 inch of the publisher barcode showing.
- No barcode label protector required.

### **Branch Labels**

- Printed in black ink
- If a phone number is not provided, please use: 202-727-0321
- Library web address: [dclibrary.org](http://dclibrary.org)
- Outside backcover, upper right-hand corner, 1/8 inch from top edge & 1/8 inch from spine /gutter.
- If it does not fit next to the barcode (for narrow books), move branch label down as to avoid overlap with the barcode.
- It is OK to cover texts, maps, charts or any pertinent information.
- Audiobooks, DVDs, boardbooks, and large print materials receive a floating collection label rather than a label for a specific Branch

### **Combined DCPL barcode (item ID) and Branch Labels**

- Printed in black ink
- Outside backcover, upper left-hand corner, 1/8 inch from top and side edge, applied horizontally.
  - If the publishers UPC is in this location, cover it with a white sticker leaving at least 1/8 inch of the publisher barcode showing.
- Includes (minimum) the following lines:
  - Branch label code
  - [www.dclibrary.org](http://www.dclibrary.org)
  - machine readable barcode
  - human readable barcode number

### **Spine Labels**

- Printed in black ink, Arial 12 point BOLD font, text aligned to the left, and text centered vertically on the label
- Printed in ALL CAPITAL LETTERS
- Labels contain a maximum of 8 characters per line

- o truncate after the 8<sup>th</sup> character of each word (do NOT hyphenate or continue the word on the next line)
- Omit any diacritics (i.e. Á prints as **A**, Ñ prints as **N**, Ø print as **O**, etc.)
- Apply to the spine of the book ½ inch from the bottom of the spine.
  - o It is OK to cover Volume and Title information.
- If at least 3 positions will not be visible on the spine, place the spine label on the upper left-hand corner of the front cover, ½ inch from top and ½ inch from spine/gutter of the book.
- Cover any exposed spine labels (i.e. not under a plastic dust jacket).

### **Date Stickers**

- Printed in black ink
- Includes the month (abbreviation) and year (YYYY)
- Placed immediately above the spine label
- Applied to the following materials:
  - o Items published in the last year
  - o Items NEW to the DCPL system (e.g. NEW orders only)
  - o ADULT materials
  - o YA materials
  - o Large Print titles
  - o Non-fiction likely to have popular interest
- Do NOT apply to the following materials:
  - o Audiobooks
  - o Graphic novels
  - o JUV materials
  - o Reference books
  - o Forms, how-to guides, cookbooks, self-help, spiritual guides
  - o WASH-COLL
  - o DOC
  - o Books with a date in the call number

### **Dust Jackets**

- Glue the jacket to the books.
- When a map, chart or text is present inside the front or back covers, hinge with clear tape as close to the edge as possible.

### **Boardbooks**

- Boardbooks do not receive spine labels but receive all other standard processing.

- Boardbooks receive a generic Branch Label with BOARD BOOKS as the Branch name and BBFC for the Branch code.

### **Kits**

- Kit items are placed in a bag.
- ONE item in the bag is given the machine readable DCPL Item ID barcode. The other item should have the barcode number (human readable version) applied in the same location the barcode would go.
- Apply a spine label and a Branch label to ALL items in the bag.

## **CATALOGING REQUIREMENTS**

Search the DCPL database through a Z39.50 connection to locate a matching record. If a match is found, new items are to be added to the existing record.

- If a record is found, apply local practices and add a 949 tag for each copy (item) ordered.
- If a record cannot be found in the database, search OCLC or other appropriate database(s).
- *Brief records*: If a brief record is found in the database (a bib record with only author, title and ISBN), please contact DCPL (dcpl.cataloging@dc.gov).

Key match points include OCLC#, LCCN, ISBN, title, author, copyright date, and ISSN.

Pay special attention that you are selecting the correct format (e.g. a print book).

The copyright date of the work as a whole (not a copyright for just an introduction, for example), must match.

Always prefer a RDA record and modify the record according to RDA and the LC-PCC Policy Statements.

- When only an AACR2r record is available, accept and modify the record according to AACR2r.
- If no record is available, create an original record according to RDA, the PCC Standard Record RDA Metadata Application Profiles (BIBCO for monographs, CONSER for serials), and the LC-PCC Policy Statements.

When available, prefer the PCC or LC record; these records will include a 042 field with “pcc” or “lc” and include a 010 field with the Library of Congress Control Number (LCCN).

Always use English language cataloging records. Please check the 040 field \$b (subfield b) for the language of the bibliographic record. The \$b should say "eng". Alternatively, it may not exist (a missing \$b means the language of the record is English). The language of the book's text does not matter.

Prefer single volume monograph records for almost all materials. Serial or multi-volume monograph records should only be used for duplicate items only if items attached to the record are reference.

### Subject headings:

- Retain all LC Subject Headings (LCSH) (6xx \_0).
- Retain if the 6xx second indicator 7 (ex. 650 \_7 or 655 \_7) has one of these codes in \$2:
  - lcdgt, homoit, gsafd, lcgft, lcmpt, rbmscv, rbgenr, migfg, olacvggt, ngl
- Retain FAST headings (6xx, 2nd indicator 7, \$2FAST).
- Retain non-English headings only when they match the language of the title/work (e.g. keep Spanish headings for Spanish language titles/works)
- Delete non-LCSH subject headings (BISAC, Sears, medical, agricultural, etc.)
- Delete all subject fields with a 2nd indicator of 4 (6xx x4)
- Delete all headings with \$2local
- ADULT and YA materials: delete juvenile subject headings (650 \_1); only retain LCSH Children's on records for JUV materials.

If using an OCLC record, DELETE the following fields:

- 012, 029, 263, 653, 856, 938, 948, 994, 998
- Additional 09x fields (non-DCPL call numbers)

All editions and printings (hardcover, paperback, boardbook, etc.) of the same title should be attached to the same neutral record.

The following (for both FICTION and NON-FICTION) changes always require a new (neutral) record:

- a work is issued in differing number of volumes from the entry already in the catalog will get a new neutral record, but with a physical description to show this difference
- change in title (within the first 5 words) or issued under a new title
- difference in narrator or translator
- new/different copyright date
- new/different edition (2nd ed., new ed., etc.) indicating new or changed content
  - the presence or absence of 1st ed. in the bib record or on the book is not required to consider a match
  - ignore edition statements that only refer to printing (e.g. "paperback" or "hardcover" edition) or publishers (e.g. "HarperCollins ed." or "Scholastic" or "Bloomsbury" edition)
- critical editions (classed in the 800s) or annotated editions
- JUVENILE materials will need a new record for:
  - differences in illustrations (presence or lack of)
  - different illustrators or additional illustrators
  - new or added illustrations

Multiple collections are added to the same neutral bibliographic record, e.g., circulating and reference holdings, juvenile and adult holdings.

New items being added will always receive current call number practice. Each unique call number receives a separate 092 field. ADD as many 092 fields as there are unique call numbers.

Notes from selectors or included during the ordering process regarding processing, classification, or cataloging, will be included in the bib record in 590, 692, and/or 992 fields.

*For all records (both new and add/dups) to the DCPL database provided by vendors, the vendor will add a 690 tag with some standard initialism that includes the vendor's name.*

## **CATALOGING SPECIAL INSTRUCTIONS**

### People's Archive (special collections)

All items ordered for WASH-COLL call number assignment should follow the existing DCPL call number documentation as appropriate.

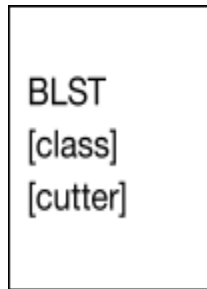
For shelf Location assignment, the WASH-COLL location will always override any other location.

Ex. An item ordered for Black Studies (holding code starts with BLST) that is identified as OVERSIZE will receive OVERSIZE in the call number, but the location will remain 4-EAST. Same for STAX items.

All items for WASH-COLL will receive a Branch property sticker with MLK People's Archive and the Branch code MLKPA.

The following holding codes should always be mapped to branch (949 \$m) WASH-COLL, location (949 \$l) of 4-EAST, and item cat 2 (949 \$z) of BLACK-ST. They will receive a call number prefix of BLST.

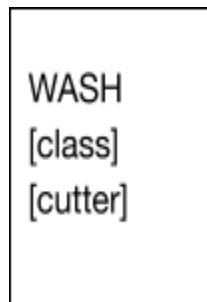
- BLSTAFIC
- BLSTAGN
- BLSTAFNNF
- BLSTANF
- BLSTAPNF
- BLATAREFNF



092 ## \$aBLST [class]\$b[cutter]  
949 \$aBLST [class] [cutter]

The following holding codes should always be mapped to branch (949\$m) WASH-COLL, location (949 \$l) of 4-EAST, and item cat 2 (949 \$z) of WASHINGTON. They will receive a call number prefix of WASH.

- WASHANF
- WASHAREFNF



092 ## \$aWASH [class]\$b[cutter]  
949 \$aWASH [class] [cutter]



OVERSIZE and STAX will be added immediately before the call number. The Branch, location code, and item cat 2 data will not change.

Ex.:

092 ## \$aOVERSIZE BLST [class]\$b[cutter]

949 \$aOVERSIZE BLST [class] [cutter]

OVERSIZE  
BLST  
[class]  
[cutter]

092 ## \$aSTAX WASH [class]\$b[cutter]

949 \$aSTAX WASH [class] [cutter]

STAX  
WASH  
[class]  
[cutter]

## Department of Corrections (DOC)

All materials for the Department of Corrections (DOC) are paperback only. Call numbers follow existing DCPL call number documentation. All DOC materials are always coded as ADULT, including materials that receive a JUV or YA call number.

The following item codes will override any other codes for all DOC materials:

- Branch (\$m): DOC
- Location (\$l [lower case letter L]): DOC
- Item Type (\$t): BOOK
- Item Cat 1 (\$x): BOOK
- Item Cat 2 (\$z): ADULT

## Floating Collections

Audiobooks, DVDs, boardbooks, and large print materials receive a floating collection label rather than a specific Branch label.

- Audiobooks: ABFC
  - Item Type (\$t): AUDIOBOOK; AUDIOBOOKJ; AUDIOBOOKY
  - Item Cat 1 (\$x): AUDIOBOOK
- DVDs: DVDFL
  - Item Type (\$t): DVD; DVD-J
  - Item Cat 1 (\$x): DVD
  - Item Cat 4 (\$1): DVD
- Boardbooks: BBFC
  - Juvenile materials only
  - Item Type (\$t): BOARDBOOK
  - Item Cat 2 (\$z): JUVENILE
  - Item Cat 4 (\$1): BOARDBOOK
- Large print: LPFC
  - Adult materials only
  - Item Type (\$t): LP-FLT
  - Item Cat 2 (\$z): ADULT
  - Item Cat 4 (\$1): LARGEPRINT

## **ITEM RECORD REQUIREMENTS**

A separate 949 field is included for EACH INDIVIDUAL ITEM to be created/added. For example, for 10 copies, the record should include ten 949 fields.

949 \$a \$v \$w \$c MUST BE FIRST THE 4 SUBFIELDS in that specific order. The order of remaining subfields is unimportant.

\$a call number [NOTE: limit is 40 characters, including punctuation and spaces]  
\$v volume  
\$w DEWEY (class scheme)  
\$c copy number [NOTE: DO NOT INCLUDE unless specifically instructed]  
\$j # of discs/pieces  
\$i barcode (DCPL item ID)  
\$m branch  
\$d catalog date (mm/dd/yyyy)  
\$l location [lower case letter l]  
\$o staff item note: vendor code (BT ; BRO ; ING ; MWT) [lower case letter o]  
\$p price, include \$ and decimal (ex. \$19.95)  
\$r Y for circulating N for reference  
\$s Y (permanent)  
\$t Item Type  
\$x Item Cat 1  
\$z Item Cat 2  
\$0 Item Cat 3 [number zero]  
\$1 Item Cat 4 [number one]  
\$2 Item Cat 5

ODC collections only

\$o [vendor] ODC [branch code] (ex.: \$oBT ODC CPK)  
\$2 OPENDAYCOL

Branch Chart (\$m Branch name = Branch label code):

- ANACOSTIA = ANA
- BELLEVUE = BLV
- BENNING = BEN
- CAP-VIEW = CAV
- CHEVYCHASE = CCH
- CLEVE-PARK = CPK
- DEANWOOD = DEA
- DOC = DOC
- FR-GREGORY = FRG
- GEORGETOWN = GEO
- LAMD-RIGGS = LAR
- ML-KING = MLK [re-opened Sept. 2020]
- MTPLEASANT = MTP
- NORTHEAST = NOE
- NORTHWEST1 = NW1
- PALISADES = PAL
- PARKLANDS = PKL
- PETWORTH = PET
- ROSEDALE = ROS
- SHEPARK-JT = SPK
- SOUTHEAST = SOE
- SOUTHWEST = SOW
- TAKOMA-PK = TPK
- TENLEY = TEN
- WASH-COLL = MLKPA (formerly BLST or WASH)
- WT-DANIEL = WTD
- WESTEND = WEE
- WOODRIDGE = WOD
- VIRTUAL = Digital Library [online materials]

BRANCHES NO LONGER IN USE:

- LIB-XPRESS = LXP [closed May 2020]

#### Location chart (\$I Location code = Description)

- DOC = Department of Corrections
- CHILDREN = Juvenile Circulating
- CHILD-REF = Juvenile Reference
- EASYREADER = Easy Readers
- GENERAL = Adult General Collection
- OVERSIZE = Adult Print Books 31cm or taller
- GRAPHICNOV = Graphic Novels (Adult, Juvenile, and Young Adult)
- PTC = Parent Teacher Collection
- REFERENCE = Adult Reference Collection
- LABS = Reference Collection for the Labs
- YOUNGADULT = Young Adult
- YA-REF = Young Adult Reference
- 4-EAST = People's Archive at MLK Jr. Memorial Library
- NEWBOOKS = 1st Floor East - New Arrivals [MLK ONLY; Adult materials ONLY]
- BRANCHSPEC = Woodridge Black Studies

#### ITEM TYPE (\$t)

- AUDIOBOOK = Adult
- AUDIOBOOKJ = Juvenile
- AUDIOBOOKY = Young Adult
- BOARDBOOK = Juvenile
- BOOK = Adult
- BOOK-J = Juvenile
- BOOK-YA = Young Adult
- BK-MEDIA-J = Juvenile audio-enabled books
- DVD = Adult
- DVD-J = Juvenile
- EXPRESSBK = Adult
- KIT-J = Juvenile
- LP-FLT = Adult large print floating
- REF-BOOK = Adult
- REF-BOOK-J = Juvenile
- UNKNOWN

#### ITEM TYPEs NO LONGER IN USE:

- PAPERBACK = Adult    Use BOOK
- PBK-J = Juvenile    Use BOOK-J
- PBK-YA = Young Adult    Use BOOK-YA

ITEM CAT 1 (\$x)

- AUDIOBOOK
- BOOK
- DVD
- BOOKMEDIA [audio-enabled books]
- UNKNOWN

ITEM CAT 2 (\$z)

- ADULT
- JUVENILE
- YOUNGADULT
- BLACK-ST
- WASHINGTON
- UNKNOWN

ITEM CAT 3 (\$0)

- FICTION
- NONFICTION
- UNKNOWN

ITEM CAT 4 (\$1) [if applicable]

- BOARDBOOK
- CD
- DVD
- EASYREADER
- GRAPHICNOV
- LARGEPRINT
- PICTUREBK