

Polk County Schools list for acceptable prefixes for items that are AV materials, or Books these letters precede the Dewey call number.

With the publications of Anglo-American Cataloging Rule, 2nd ed. (AACR2) in 1998 and Amendments 2001, and certain specified terms were established to identify non-print media. These are called General Material Designator [GMD] and appear, in brackets, immediately following the title in the catalog entry. In Polk County we have used a 2 or 3 letter code in the call number to identify AV items. For the benefit of those who catalog their own materials, here are the codes that should be Standardized in Polk County and that Central Cataloging uses:

<u>TYPE OF MEDIA</u>	<u>CALL NO. CODE</u>	<u>GMD</u>
Biographies	92	Any material
Audio CD-ROM	ACD	[sound recording]
Big Books (with or without extras)	BB	
Cassette tape recordings	CAS	[sound recording]
Equipment (over \$750)	CEQ	[realia]
Classroom Sets	CLS	Any material
Computer programs & CD-ROMS	CF	[electronic resource]
Charts	CHA	[picture]
Easy	E	Any material
Equipment (under \$750)	EQ	[realia]
Computer DVD-ROM	DR	[electronic resource]
Digital Videos (DVD's)	DVD	[videorecording]
Flash cards	FC	[picture]
Fiction	FIC	Any material
Filmstrip (captioned)	FS	[filmstrip]
Games	GAM	[realia]
Game Cartridges	GCT	[realia]
Globes	GLO	[cartographic material]
Guided Reading	GR	
Kit (2 or more items)	KIT	[kit]
Laser video disc	LVD	[videorecording]
Maps	MAP	[cartographic material]
Model	MOD	[realia]
Multi-Cultural Collection	MCC	Any material
Paperback	PB	Any material
Pictures, study prints, posters	PIC	[picture]
Playaways	PLA	[sound recording] (other)
Prevention Kits	PRK	Any material
Professional	PRO	Any material

Realia (actual item)	REA	[realia]
Reference	REF	Any material
Reading Kits	REK	Any material
Story collection	SC	Any material
Sound Filmstrip	SFS	[filmstrip]
Slides	SLI	[picture]
Transparencies	TRA	[picture]
Videocassettes	VDR	[videorecording]
Vertical File	VF	[realia]

(Kits are 2 or more forms of media if another prefix does not apply)

Some of you have received LeapFrog Materials both games and cartridges. We have given them the following prefixes and call numbers hope this helps. The Game Pads are GAM and then the Dewey number for educational games: ex. GAM 371.33 LEA or GAM 371.33 QUA. The books are cataloged as GCT for Game Cartridges: GCT 371.33 ALL the last suffixes are by the title of the item. Items like the GeoSafari, MathSafari, etc. can be cataloged the same way, as Educational Games.

The word **Saint** will be given **St** followed by the first letter of the next word in capitols.

Example: Saint Petersburg – StP – this will help with shelving, filling and other confusing issues.

Please note: If you have not added Chapter 2, Block Grant or Title VI etc. into Categories in your database **DO NOT** throw away your Brown Banded shelf-list cards. Upon discarding or loss of item, mark card and file in dead file.

NOTE: USE THESE PREFIXES FOR VENDORS ALSO. THE NEED FOR UNIFORMITY IS IMPERITIVE.

The following are some codes that you may wish to add to the end of your Call Numbers instead of at the beginning so that they will not be removed.

CC – Children’s Collection

SS – Special Collection or Special Section

AR – For Accelerated Reader Information

YA – Young Adult

BIL – Bilingual

Remember to create and add Categories for these and any other special information that is in a note.