

Date received _____

SPECIFICATIONS FOR CATALOGING AND PROCESSING LIBRARY MEDIA

School _____

Media Specialist _____

Date _____

Classification: Elementary & middle schools will be given Dewey numbers from the latest abridged Dewey Decimal classification tables.

High Schools will be given Dewey numbers from the latest unabridged Dewey Decimal classification tables.

Elementary Schools: All non-fiction materials will be given a Dewey number.

All Biography's will be given a 92 Dewey number.

In the call number, 3 letters of the author's or biographies last name will be used.

Book Processing supplies provided: please check your preferences:

Provide spine labels yes _____ no _____

Provide protectors yes _____ no _____ (must provide protectors)

AV Processing supplies provided: please check your preferences:

Provide spine labels yes _____ no _____

Provide protectors yes _____ no _____ (must provide protectors)

Barcodes:

Would you like us to assign barcodes? yes _____ no _____

(If you do, you must send us a sufficient supply of your barcode labels and protectors)

If a book has a jacket, do you want us to put the barcode on the book itself _____ or on the jacket _____? If you do want us to put a barcode on the jacket, do you want us to put a protector over the barcode? yes _____ no _____ If so you must supply the protectors.

Reminder! All items must have a barcode assignment!

1. Have barcodes and protectors already on the items.
2. Send in a sufficient supply of barcodes and protectors to go in a folder for your schools use.
3. Send in barcodes and protectors with the items being sent in.
4. Write barcode assigned to the item beside the name of the item on the form you send with the item.

Thank you for your cooperation in this!