

SERIAL 05111 RFP LIBRARY MATERIALS AND RELATED SERVICES (Brodart Co.)

DATE OF LAST REVISION: March 18, 2009 CONTRACT END DATE: April 30, 2010

CONTRACT PERIOD THROUGH APRIL 30, 2009 2010

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **LIBRARY MATERIALS AND RELATED SERVICES**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **April 19, 2006**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

DL/mm
Attach

Copy to: Materials Management
John Werbach, Library District
Cindy Kolaczynski, Library District

(Please remove Serial 00085-RFP from your contract notebooks)



CONTRACT PURSUANT TO RFP

SERIAL 05111-RFP

This Contract is entered into this 19th day of April, 2006 by and between Maricopa County Library District (“District”), a political subdivision of the State of Arizona, and Brodart Co. (“Contractor”) for the purchase of library materials and related services.

1.0 TERM

- 1.1 This Contract is for a term of three (3) years and shall remain in effect through the 30th day of April, ~~2009~~ **2010**.
- 1.2 The District may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional terms up to a maximum of six (6) years. The District shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

2.0 PAYMENT

- 2.1 As consideration for performance of the duties described herein, District shall pay Contractor the sum(s) stated in Exhibit “A.”
- 2.2 Payment will be made after the District’s receipt of a properly completed invoice.

3.0 DUTIES

- 3.1 The Contractor shall perform all duties stated in Exhibit “B.”
- 3.2 The Contractor shall perform services at the location(s) and time(s) stated in Exhibit “B,” or as otherwise directed in writing.

4.0 TERMS & CONDITIONS

4.1 INDEMNIFICATION:

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless District, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor’s duty to defend, indemnify and hold harmless District, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of District.

4.2 **PROCUREMENT CARD ORDERING CAPABILITY:**

It is the intent of District to utilize a MasterCard Procurement Card, to place and make payment for orders under the Contract.

4.3 **INTERNET ORDERING CAPABILITY:**

It is the intent of Maricopa District at its option, to utilize the Internet to place orders under this Contract.

4.4 **NOTICES:**

All notices given pursuant to the terms of this Contract shall be addressed to:

For District:

Maricopa County Library District
Attn: Director
17811 N. 32nd Street
Phoenix, Arizona 85032
Telephone: 602-506-5751
Fax: 602-506-4689
E-mail: harrycourtright@mcl.d.maricopa.gov

For Contractor:

Lisa Miosi
Pricing Analyst
500 Arch Street
Williamsport, Pennsylvania 17701
Telephone: 800-233-8467
Facsimile: 570-326-1479
Email: bookbids@brodart.com

4.5 **REQUIREMENTS CONTRACT:**

4.5.1 Contractor signifies its understanding and agreement by signing this document that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made (minimum or maximum). Orders will only be placed when District identifies a need and issues a purchase order or a written notice to proceed.

4.5.2 District reserves the right to cancel purchase orders or notice to proceed within a reasonable period of time after issuance. Should a purchase order or notice to proceed be canceled, the District agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor. The District will not reimburse the Contractor for any avoidable costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order or notice to proceed.

4.5.3 Contractor agrees to accept oral cancellation of purchase orders.

4.6 **PRICE ADJUSTMENTS:**

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be

supported by appropriate documentation. If District agrees to the adjusted price terms, District shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

4.7 TERMINATION FOR CONVENIENCE:

The District reserves the right to terminate the Contract, in whole or in part at any time, when in the best interests of the District without penalty or recourse. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the District. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the District upon demand. The Contractor shall be entitled to receive just and equitable compensation for work in progress, work completed and materials accepted before the effective date of the termination.

4.8 TERMINATION FOR DEFAULT:

4.8.1 In addition to the rights reserved in the Contract, the District may terminate the Contract in whole or in part due to the failure of the Contractor to comply with any term or condition of the Contract, to acquire and maintain all required insurance policies, bonds, licenses and permits, or to make satisfactory progress in performing the Contract. The Procurement Officer shall provide written notice of the termination and the reasons for it to the Contractor.

4.8.2 Upon termination under this paragraph, all goods, materials, documents, data and reports prepared by the Contractor under the Contract shall become the property of and be delivered to the District on demand.

4.8.3 The District may, upon termination of this Contract, procure, on terms and in the manner that it deems appropriate, materials or services to replace those under this Contract. The Contractor shall be liable to the District for any excess costs incurred by the District in procuring materials or services in substitution for those due from the Contractor.

4.8.4 The Contractor shall continue to perform, in accordance with the requirements of the Contract, up to the date of termination, as directed in the termination notice.

4.9 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. §38-511 the District may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the District is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S §38-511 the District may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the District from any other party to the contract arising as the result of the Contract.

4.10 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the District may offset from any money due to the Contractor any amounts Contractor owes to the District for damages resulting from breach or deficiencies in performance under this contract.

4.11 ADDITIONS/DELETIONS OF SERVICE:

The District reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or

products are required from this Contract, prices for such additions will be negotiated between the Contractor and the District.

4.12 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the District, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.13 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.14 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The District, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse District for the services not so adequately supported and documented.

4.15 AUDIT DISALLOWANCES:

If at any time, District determines that a cost for which payment has been made is a disallowed cost, such as overpayment, District shall notify the Contractor in writing of the disallowance. District shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

4.16 ALTERNATIVE DISPUTE RESOLUTION:

4.16.1 After the exhaustion of the administrative remedies provided in the Maricopa County Library District Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:

4.16.1.1 Render a decision;

4.16.1.2 Notify the parties that the exhibits are available for retrieval; and

4.16.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).

4.16.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the

arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.

4.16.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

4.17 SEVERABILITY:

The invalidity, in whole or in part, of any provision of this Contract shall not void or affect the validity of any other provision of this Contract.

4.18 RIGHTS IN DATA:

The District shall own have the use of all data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.19 INTEGRATION:

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

4.20 GOVERNING LAW:

This Contract shall be governed by the laws of the state of Arizona. Venue for any actions or lawsuits involving this Contract will be in Maricopa County Superior Court or in the United States District Court for the District of Arizona, sitting in Phoenix, Arizona

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

Lisa Miosi
AUTHORIZED SIGNATURE

Lisa Miosi Pricing Analyst
PRINTED NAME AND TITLE

500 Arch Street Williamsport PA 17701
ADDRESS

3/20/06
DATE

MARICOPA COUNTY LIBRARY DISTRICT

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: Don Steyler
CHAIRMAN, BOARD OF DIRECTORS

MAY 1 1 2006
DATE

ATTESTED:
[Signature]
CLERK OF THE BOARD

MAY 1 1 2006
DATE

APPROVED AS TO FORM:
[Signature]

5/9/6
DATE

MARICOPA COUNTY LIBRARY DISTRICT ATTORNEY
DEPUTY MARICOPA COUNTY ATTORNEY

**EXHIBIT A
PRICING**

SERIAL 05111-RFP

BIDDER NAME: Brodart Co. By: Nubro Inc., General Partner
 F.I.D./VENDOR #: 23-2248758
 BIDDER ADDRESS: 500 Arch Street, Williamsport, PA 17701
 P.O. ADDRESS: PO Box 3488, Williamsport, PA 17701
 BIDDER PHONE #: (800) 233-8467
 BIDDER FAX #: (800) 999-6799
 COMPANY WEB SITE: www.brodart.com
 COMPANY CONTACT (REP): Lori Gray / Jane Voss
 E-MAIL ADDRESS (REP): Lori.Gray@brodart.com / Jane.Voss@brodart.com
 VENDOR WEB SITE: www.brodart.com

WILLING OR ABLE TO RECEIVE STANDING ORDER SHIPMENTS

FROM THIRD-PARTY COUNTY CONTRACTORS YES NO

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA E-MAIL: YES NO

ACCEPT PROCUREMENT CARD FOR PAYMENT: YES NO

REBATE (cash or credit) FOR USING PROCUREMENT CARD: YES NO 1% excluding leased materials
 (Payment will be made within 48 hours using Procurement Card)

OTHER GOVERNMENT ENTITIES MAY USE THIS CONTRACT: YES NO

INTERNET ORDERING CAPABILITY: YES NO

INDICATE THE PERCENTAGE OF SBE/MBE/WBE PARTICIPATION, IF ANY: NA

- NET 10 DAYS
- NET 15 DAYS
- NET 20 DAYS
- NET 30 DAYS
- NET 45 DAYS
- NET 60 DAYS

NOTE: The percentage of sales/use tax applicable to this Contract will be listed on each individual purchase order and will only be allowed at time of payment.

1.0 PURCHASED PRINT MATERIALS

1.1 Hardcover

(Includes Adult, Young Adult and Juvenile fiction, non-fiction, picturebooks, foreign language, large print, comics, graphic novels, read-a-long multi-part and mixed media kits)

1.1.1	Percentage Discount from Cover Price	Trade	<u>45%</u>
1.1.2	Percentage Discount from Cover Price	Non-Trade	<u>10%</u>
	Percentage Discount from Cover Price	Net	<u>0%</u>

1.2 **Quality Paperback**

(Includes fiction and non-fiction appealing to all ages, foreign language, large print, comics, graphic novels and read-a-long multi-part and mixed media kits)

1.2.1	Percentage Discount from Cover Price	Trade	<u>40%</u>
1.2.2	Percentage Discount from Cover Price	Non-Trade	<u>10%</u>
	Percentage Discount from Cover Price	Net	<u>0%</u>

1.3 **Mass Market Paperback**

(Includes fiction and non-fiction appealing to all ages, foreign language, large print, comics, graphic novels and read-a-long multi-part and mixed media kits)

1.3.1	Percentage Discount from Cover Price	Trade	<u>40%</u>
1.3.2	Percentage Discount from Cover Price	Non-Trade	<u>10%</u>
	Percentage Discount from Cover Price	Net	<u>0%</u>

1.4 **Prebound**

(Includes fiction and non-fiction appealing to all ages, foreign language, large print, comics, graphic novels and read-a-long multi-part and mixed media kits)

1.4.1	Percentage Discount from Cover Price	Trade	<u>20% + \$4.00 Duralam</u>
1.4.2	Percentage Discount from Cover Price	Non-Trade	<u>10% + \$4.00 Duralam</u>
	Percentage Discount from Cover Price	Net	<u>0%</u>

1.5 **Reinforced Editions**

(Includes fiction and non-fiction appealing to all ages, foreign language, large print, comics, graphic novels and read-a-long multi-part and mixed media kits)

1.5.1	Percentage Discount from Cover Price	Trade	<u>20%</u>
1.5.2	Percentage Discount from Cover Price	Non-Trade	<u>10%</u>
	Percentage Discount from Cover Price	Net	<u>0%</u>

1.6 **Series (Continuations)**

Includes titles for reference and circulating collections appealing to Adults, Young Adults and Juveniles.)

1.6.1	Percentage Discount from Cover Price	Trade	<u>45%</u>
1.6.2	Percentage Discount from Cover Price	Non-Trade	<u>10%</u>
	Percentage Discount from Cover Price	Net	<u>0%</u>

2.0 **PURCHASED NON-PRINT MATERIALS**

Sound Cassettes -

2.1 **Music**

2.1.1	Percentage Discount from Cover Price	Trade	<u>10%</u>
2.1.2	Percentage Discount from Cover Price	Non-Trade	<u>10%</u>

2.2 **Sound Cassettes - Spoken Word, Abridged**

2.2.1	Percentage Discount from Cover Price	Trade	<u>37%</u>
2.2.2	Percentage Discount from Cover Price	Non-Trade	<u>37%</u>

2.3 **Sound Cassettes - Spoken Word, Unabridged**

2.3.1	Percentage Discount from Cover Price	Trade	<u>37%</u>
2.3.2	Percentage Discount from Cover Price	Non-Trade	<u>37%</u>

**Compact
Discs -**

2.4 **Music**

2.4.1	Percentage Discount from Cover Price	Trade	<u>10%</u>
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2.4.2	Percentage Discount from Cover Price	Non-Trade	10%
2.5	Compact Discs - Spoken Word, Abridged		
2.5.1	Percentage Discount from Cover Price	Trade	37%
2.5.2	Percentage Discount from Cover Price	Non-Trade	37%
2.6	Compact Discs - Spoken Word, Unabridged		
2.6.1	Percentage Discount from Cover Price	Trade	37%
2.6.2	Percentage Discount from Cover Price	Non-Trade	37%
2.7	Video Cassettes (Feature films, educational, how-to, etc.)		
2.7.1	Percentage Discount from Cover Price	Trade	10%
2.7.2	Percentage Discount from Cover Price	Non-Trade	10%
2.8	Digital Videodiscs (Feature films, educational, how-to, etc.)		
2.8.1	Percentage Discount from Cover Price	Trade	10%
2.8.2	Percentage Discount from Cover Price	Non-Trade	10%
3.0	<u>COMPLETE BOOK SERV</u>		
3.1	Shelf-ready cataloging and processing for print		\$4.75
	Includes jacket and mylar cover attached, barcode application, RFID tag, 3M theft, spine and property label and all other specified labels and processing steps, cataloging and creation of inventory records.		
3.2	Shelf-ready cataloging and processing for media		\$9.99
	Includes case, barcode application, RFID tag, image, 3M theft, spine and property label and all other specified labels and processing steps, cataloging and creation of inventory records.		
	[Authority services are included in Cataloging Processing Fees]		
4.0	<u>COLLECTION DEVELOPMENT SERVICES</u>		
		(Unit of service for pricing is 'each')	
4.1	<u>Selection Lists (forthcoming titles) - (up to 15 profiles)</u>		
		Brodart's TIPS Program	
4.1.1	Bibliographic Information Only		No Charge
4.1.2	Bibliographic Information With Brief Annotations		No Charge
4.1.3	Bibliographic Information With Full-Text Reviews		No Charge
4.2	<u>Selection Lists (forthcoming titles) - (over 15 profiles)</u>		
		(Unit of service for pricing is per profile)	
		Brodart's TIPS Program	
4.2.1	Bibliographic Information Only		\$50.00/MO
4.2.2	Bibliographic Information With Brief Annotations		\$50.00/MO
4.2.3	Bibliographic Information With Full-Text Reviews		\$50.00/MO
4.3	<u>Special Bibliographies</u>		
4.3.1	Bibliographic Information Only	Brodart's Collection Builder	No Charge
4.3.2	Bibliographic Information With Brief Annotations		No Charge
4.3.3	Bibliographic Information With Full-Text Reviews		No Charge

4.4 Spanish Selection Lists

4.4.1	Spanish TIPS (Based on Book Budget exceeding \$350,000 & Spanish Sales exceeding \$8,500)	<u>No Charge</u>
4.4.2	Spanish TIPS (Based on Book Budget less than \$350,000 & Spanish Sales less than \$8,500)	<u>\$720.00 Per Year</u>

5.0 **PRE-BINDING SERVICES** (Unit of service for pricing is 'each')

5.1	KlearKote or Other Equivalent Clear Plastic, Permanently Bonded to the Cover	\$2.00 <u>Dura-Guard</u>
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5.2	Vinabind, DuraLam or Equivalent	<u>\$4.00 Duralam</u>
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6.0	<u>SINGLE CASSETTE / DISC REPLACEMENT</u> See Attachment 6, Brodart Co. Returns and Credit Memo Policies	<u>No Charge</u>
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7.0 **MATERIALS LEASING PROGRAM**

7.1 **McNaughton Subscription Pricing**

Pricing provided below is for McNaughton subscription only. Compleat Book cataloging and processing pricing should be added to the total cost and can be found in Section 8.0, below.

7.1.1 **Book Lease Plan**

The following cost is based on a plan size of 2,870 book allowances per month. The actual number of books MCLD will receive will vary depending on MCLD's individual ordering mix of selections.

McNaughton Book Cost - 2,850 point allowance plan

Book Allowance Outline

New book allowances per month	2,850
New book allowances per year	34,200

Cost Outline

Annual Cost	\$498,978.00
Less 2% annual prepayment discount	\$9,979.56
Total Cost	\$488,998.44
Average cost per book	\$14.30

7.1.2 **AudioBound™ Lease Plan**

The following cost is based on a plan size of 5,950 point allowances per month. The actual number of audio books MCLD will receive will vary depending on MCLD's individual ordering mix of abridged/unabridged selections.

AudioBound™ Cost - 5,950 point allowance plan

Point Allowance Outline

Monthly Point Allowance	5,950
Annual Point Allowance	71,400

Free Introductory Points	5,950
Total Points	77,350

Cost Outline

Annual Cost	\$124,950.00
Less 2% annual prepayment discount	\$2,499.00
Total Cost	\$122,451.00
Average first year cost per audio book	\$19.00
Average cost per audio book	\$20.58

7.1.3 DVD Lease Plan

The following cost is based on a plan size of 5,625 point allowances per month. The actual number of DVD's MCLD will receive will vary depending on MCLD's individual ordering mix of selections.

DVD Cost - 5,625 point allowance plan

Point Allowance Outline

Monthly Point Allowance	5,625
Annual Point Allowance	67,500
Free Introductory Points	5,625
Total Points	73,125

Cost Outline

Annual Cost	\$124,875.00
Less 2% annual prepayment discount	\$2,497.50
Total Cost	\$122,377.50
Average first year cost per DVD	\$20.08
Average cost per DVD	\$21.76

8.0 **OTHER SERVICES / PRODUCTS**

8.1 Must Order Direct Service Charge \$ 4.00
Includes receiving, handling, clerical and outbound freight costs.

8.2 Shelf-ready cataloging and processing for McNaughton Books \$ 3.25
Includes jacket, barcode application, pocket, RFID tag, 3M theft, green insert (spine label and property label), cataloging and creation of inventory records.

8.3 Shelf-ready cataloging and processing for McNaughton DVDs and audio books \$ 7.50
and disc security overlays (DCD 2 overlay) ~~6.50~~
Includes case, barcode application, RFID tag, image, cataloging and creation of inventory records.

8.4 Unlimited access to Brodart's web-based ordering tool - Bibz.com No Charge

9.0 **VENDOR SELECTION**

9.1 Selection service by Title **\$n/a Each**
Selection service by Item – Ongoing **\$0.25 Each**
Selection service by Item – Opening Day collection **\$0.45 Each**

BRODART

EXHIBIT B

SCOPE OF WORK

The Contractor shall provide all formats of purchased and leased print and non-print materials for use in a public library setting. The Contractor shall also provide selection lists and other collection development products and/or services.

Electronic data bases and internet products, CD-ROMs (multi-user and/or networkable), electronic format books (ebooks), and periodicals such as magazines and journals, etc., WILL NOT be purchased or leased/rented under this Contract.

1.0 THIRD-PARTY SUPPLIERS:

Contractor shall receive and accept materials for cataloging, processing and delivery to the Library District from third-party contractors.

2.0 PURCHASE OF PRINT MATERIALS:

2.1 Contractor shall provide print materials processed with bibliographic and/or inventory records according to Maricopa County Library District specifications detailed in Attachments 1 through 5 and Contractor's *Compleat Book-Serv* program.

2.2 Contractor shall also provide selection lists and other collection development products and/or services.

3.0 PURCHASE OF NON-PRINT MATERIALS:

3.1 Contractor shall provide non-print materials processed with bibliographic and/or inventory records according to Maricopa County Library District specifications detailed in Attachments 1 through 5.

3.2 Contractor shall also provide selection lists and other collection development products and/or services.

4.0 LEASE OF PRINT MATERIALS:

4.1 Contractor shall provide a lease program that will allow the Library District's branches to receive specific quantities of leased popular and/or best-selling titles.

4.2 Contractor shall provide leased/rented materials already processed with bibliographic and/or inventory records according to Maricopa County Library District specifications detailed in Attachments 1 through 5 and Contractor's *Compleat Book-Serv* program.

4.3 Contractor shall also provide selection lists and other collection development products and/or services.

5.0 LEASE OF NON-PRINT MATERIALS:

5.1 Contractor shall provide a lease program that will allow the Library District's branches to receive specific quantities of leased popular and/or best-selling titles.

5.2 Contractor shall provide leased/rented materials already processed with bibliographic and/or inventory records according to Maricopa County Library District specifications detailed in Attachments 4 through 8 and Contractor's *Compleat Book-Serv* program.

5.3 Contractor shall also provide selection lists and other collection development products and/or services.

6.0 BINDINGS:

The Library District understands the Contractor can only supply the bindings provided by the publisher/producer. The preferred bindings for United States imprints meet or exceed the requirements established by the American Library Association (ALA) and Library Binding Institute (LBI). The cloth bindings for hardcover publications shall be the publisher's standard binding. Library bindings for hardcover publications shall be reinforced; this includes, but is not limited to, reinforced juvenile publications. Contractor shall provide paperbacks bound using either Duralam or Kapco's Dura-Guard methods when requested by the Library District.

7.0 ACCESS TO CONTRACTOR'S ORDERING AND INVENTORY SYSTEM(S):

Contractor shall provide access to ordering and inventory information through Contractor's *Bibz* program, for all materials at no additional cost to the Library District.

- 7.1 Contractor shall assist in getting the *Bibz* system operational and provide a minimum of eight (8) hours of training on the system at no additional cost to the Library District.
- 7.2 Contractor's inventory access system shall be updated daily.
- 7.3 Contractor shall provide on-going support for *Bibz* and provide notification when new releases and upgrades are available. On-going support shall be available via telephone between 8:00am through 5:00pm EST, Monday through Friday. If at any time, additional on-site training is needed, it will be provided at no additional cost to the Library District. Changes to *Bibz*, including new releases, additional features or upgrades will be posted on the *Bibz.com* home page.
- 7.4 Contractor shall assist with the implementation of all new releases and upgrades and provide training on them at no additional cost to the Library District.
- 7.5 District orders shall be effective and binding upon the Contractor when placed in the mail or electronically transmitted prior to the expiration of the Contract to the Contractor's address or facsimile number. Orders may be submitted in hard copy format, Excel spreadsheet, via email, electronically via *Bibz* or through the Library District's acquisition program.
- 7.6 Minimum Library District orders shall be one (1) item.
- 7.7 Contractor shall place orders with their supplier(s) upon receipt of an order from the Library District and shall not be delayed due to small quantity (ies).
- 7.8 Contractor shall accept orders at any time prior to publication, production, or release. Contractor shall not cancel orders until 90 days after a publication or production date, regardless of date of order.
 - 7.8.1 For leased materials, Contractor's back order period shall be a maximum of 180 days from receipt of order.
- 7.9 Contractor shall furnish the total number of copies of any one individual title in one shipment and shall fill orders for multi-volume sets in one shipment.
- 7.10 Library District shall have the option to indicate whether partial orders are to be shipped as available or held for completion.
- 7.11 If book dust jackets are supplied by the publisher, they shall be supplied on all ordered titles with a protective plastic cover.
- 7.12 Substitutions and/or additions of titles or editions shall not be permitted without written authorization from the Library District. All unauthorized substitutions and/or additions will be returned to the Contractor at the Contractor's expense.

8.0 CUSTOMER SUPPORT:

Contractor shall provide support personnel who shall provide the following products or services:

- 8.1 Problem resolution, with a guaranteed response time of 24 hours (Monday through Friday) for all phone calls or correspondence received. Account managers will be available from 8:00am through 5:00pm, EST, Monday through Friday by telephone, facsimile or via email. Contractor's Local Sales Representative and the *Compleat Book-Serv* Field Sales Manager will also be available by telephone or email from 8:00am through 5:00pm PST.
- 8.2 Contractor shall provide reports at the request of the Library District, on-line or in print. Contractor shall work in concert with the Library District to develop additional reports as deemed necessary. Examples of information needed:
 - 8.2.1 Order Status Report.
 - 8.2.2 Ordered products no longer in stock or available from the publisher/producer.
 - 8.2.3 Ordered product(s) that are out-of-print.
 - 8.2.4 Products temporarily out of stock. (Contractor shall, where possible, advise the Library District of the anticipated delivery date(s)).
 - 8.2.5 Orders not filled. (Contractor shall advise reason for non-fill(s)).
 - 8.2.6 Partial orders. (Contractor shall make available to the Library District, the anticipated availability date(s) of partial orders within 30 days after receipt of order.)
 - 8.2.7 All unshipped items.
- 8.3 Contractor shall coordinate with relevant Library District POLARIS staff in the development and ongoing management of all required interfaces and new product implementation as it affects supplying of orders, cataloging, processing and authority work requirements.
- 8.4 When requested, assist Library District staff in developing new shelf-ready functionality to reflect changing needs. Either party may accomplish this singly or together in partnership.

9.0 DELIVERY:

Delivery shall be in accordance with instructions given by the Library District at time of account set-up. If there is a discrepancy between the account set-up and what is specified in this Contract, it is the Contractor's obligation to seek clarification from the Library District.

- 9.1 Delivery Times.
 - 9.1.1 Ninety percent (90%) of all on-hand (in-stock) items ordered with cataloging and processing shall be delivered within fifteen (15) days from order receipt date.
 - 9.1.2 On-hand (in-stock) priority items shall be delivered, cataloged and processed, within five (5) days from order receipt date. Contractor shall work with the Library District to establish a "priority" account to be used for patron requests, best-sellers and other high demand titles in order that they can be expedited.
 - 9.1.3 Items back-ordered by Contractor from its supplier shall be delivered, cataloged and processed, within fifteen (15) days of receipt of item(s) from publisher/producer by Contractor.

- 9.2 All shipments shall be delivered FOB Destination, inside the Library District building or branch location. Contractor shall ensure this notation is communicated to the shipping carrier prior to shipment of goods.
- 9.3 Materials ordered pre-publication/production shall be received by the Library District processed and cataloged by publication/production date or street release date whichever comes first, for both purchased and leased materials, unless the Contractor is prevented by the publisher/producer from doing so. The Library District's policies must support the publisher's/producer's street release date and ensure products are not released to the public prior to this date.
- 9.4 For purchased materials, Contractor will automatically cancel all titles ordered but not supplied within ninety (90) days from issuance of order except as stated in Section 7.8 or unless otherwise specifically authorized in writing by the Library District.
- 9.5 For leased materials, Contractor will automatically cancel all titles ordered but not supplied within one hundred eighty (180) days from publication/release date unless specifically authorized in writing by the Library District. In those instances where materials are delayed or postponed, Contractor shall notify Library District through Contractor's *Notes and Comment* section of the on-line and print catalogs. If the material cannot be provided, a cancellation notice will be sent to the Library District and the monthly allowance credited toward another selection.
- 9.6 Orders not filled and partials shall be reported to the Library District. Contractor shall inform Library District in writing of the anticipated availability date of non-filled and partial orders within 30 days after receipt of order.
- 9.7 Deliveries must arrive Monday through Friday during business hours of the specified delivery location, excluding Official County Holidays.
- 9.7.1 Business hours per delivery location will be provided with Ship-To address when accounts are established.
- 9.7.2 Changing Library District needs may result in changes to business hours and acceptable delivery times. The Library District shall notify Contractor in writing of business hour changes as soon as practicable.
- 9.8 All multiple carton shipments shall have cartons clearly labeled so Library District can discern a total shipment (e.g. 1 of 4, 2 of 4, 3 of 4, 4 of 4, etc.). The number of packages in a single shipment must be marked on the outside of each carton. Purchase order numbers, where required by the Library District, shall appear on the outside of each carton delivered.
- 9.9 Items shall be packaged separately according to account number and invoice. Multiple purchase order numbers may be combined in one package if the items included are all for the same account number.
- 9.10 A copy of the packing slip must accompany each shipment to the Library District. Packing slips shall include 'Bill To' and 'Ship To' information, Contract Serial number, title(s), author, Brodart TIN number, ISBN, quantity shipped, Library District purchase order number and list price of each book. This packing document will also show a control number, which will be able to be matched with its corresponding invoice.
- 9.11 The carton containing the packing slip shall be clearly labeled 'packing slip enclosed' or similar wording.
- 9.12 The Library District shall not assume responsibility for losses or damage in transit. This shall fall on the Contractor.
- 9.13 The Library District will notify the Contractor promptly of any damaged goods and will assist the Contractor in arranging for inspection. Upon notification from the Library District and inspection by Contractor, any material received damaged or defective shall be replaced or a credit issued.

10.0 INVOICES:

- 10.1 Invoices shall follow the billing instructions contained in the account set-up. The Library District will establish the account set-up in concert with the Contractor.
- 10.2 Cost centers or branch offices within the Library District require separate invoicing.
- 10.3 Invoices may include multiple purchase order numbers, but only against one account number.
- 10.4 Prompt pay discount information, if applicable, must appear on invoices in the Terms and Conditions section.
- 10.5 In the event of a price disparity between the unit and extended price, the unit price shall prevail unless judged obviously in error by the Library District.
- 10.6 Contractor agrees that the invoice will be sent as separate correspondence, to the attention of the department designated by the Library District, to arrive no later than five (5) days after shipment is sent. Payment terms shall be included with invoice.

11.0 FOB DESTINATION:

Prices shall be Free On Board, Destination, Freight Prepaid (FOB-D F/P), to any delivery location in the Library District specified at time of order.

- 11.1 No shipping charges will be allowed.
- 11.2 The only exceptions when shipping charges may be allowed are:
 - 11.2.1 Rush shipments.
 - 11.2.2 Foreign publications shipped directly to the Library District from an address outside the continent of North America.
 - 11.2.2.1 The Contractor shall prepay foreign shipping costs.
 - 11.2.2.2 Foreign shipping charges shall be added as a separate line item price on the invoice and shall reflect actual shipping charges without mark-up.

12.0 TAXES:

- 12.1 Libraries in the State of Arizona are exempt from any out-of-state tax on the purchase of books, electronic information and audio/visual materials. Tax Exempt numbers are not issued by the County. A copy of the Arizona Law providing this exemption will be provided at the time of account set-up.
- 12.2 An in-state Contractor may only charge the city sales tax for the city within which the Contractor is located. The exception to this is where the Arizona city has also exempted these taxes.
- 12.3 No tax on labor services:

13.0 RETURNS:

- 13.1 Purchased items received in damaged condition shall be returned to the Contractor for replacement or credit at no expense to the Library District. The Library District prefers replacement to credit.
- 13.2 For leased materials, damaged or defective items should be discarded by the Library District, not returned to Contractor. The Library District has the option of requesting a no-charge replacement or receiving allowance credit if the item has been in circulation less than six (6) months.

Contractor will also provide a free Lost/Stolen benefit to cover materials not able to be recovered from circulation. Library District need only report the number of items lost and Contractor shall deduct them, free of charge.

- 13.3 Incorrect or defective purchased items shall be returned to the Contractor for replacement with correct or perfect items at no expense to the Library District. If no correct or perfect replacement exists, a credit shall be issued to the Library District.
 - 13.4 Defective or damaged leased items shall be replaced at no charge with a new item for up to six (6) months, and after six (6) months for an unlimited time with a recycled, reprocessed copy for as long as the book is in the Contractor's inventory.
 - 13.5 For leased audio books and DVD's, Contractor will send a no-charge replacement for the entire set. Contractor will not replace individual cassettes/CD's/videos within a multi-part set. Library District should retain the processed case, and Contractor will supply new unprocessed product to replace the existing defective set. No-charge replacements for audios and DVD's are available for Contractor errors whether it happens during processing or shipping. Damaged or defective materials are also included in this section. Audios and DVD's found to be defective will be replaced for one (1) year.
 - 13.6 Refund checks and credit memoranda shall be executed based on the policies of the Library District.
- 14.0 CANCELLATION OF ORDERS:
- 14.1 For purchased materials, Contractor will automatically cancel orders in part or whole for unavailable materials or for out-of-stock or out-of-print items within ninety (90) days from issuance of order as specified in Section 9.6. Contractor shall not allow orders for not-yet-published items to be cancelled until 90 days after the publication or production date as specified in Section 7.8. Contractor will provide a cancellation report listing all titles that have been cancelled, the purchase order number and the reason for cancellation. Contractor will not ship cancelled materials except on the basis of a new order from the Library District.
 - 14.2 For leased materials, if a title cannot be provided, a cancellation notice will be sent and the monthly allowance credited toward another selection.
 - 14.3 Non-trade special request titles cancel at the point of order and cancellation notice will be issued.
- 15.0 FILL RATE:
- 15.1 Contractor's overall fill rate for all United States imprints and productions, for each year of the contract, shall meet or exceed eighty-five percent (85%) for all items ordered.

(NOTE: The Library District, as part of their ongoing contract administration process, will monitor this fill rate. Failure to provide this percentage may result in termination of this Contract.)
 - 15.2 The Contractor shall maintain the following additional fill rate percentages:
 - 15.2.1 Contractor supplies through their on-hand (in stock) inventory the delivery of seventy-five percent (75%) of each individual order in the first shipment. Line items that are reordered, back-ordered, or partially filled are not considered filled line items when calculating this service level. Pre-publication and out-of-print items shall be excluded from this calculation.
 - 15.2.2 Contractor supplies sixty percent (60%) of all items not delivered in first shipment within thirty (30) days from original order receipt date. Line items that are reordered, back-ordered, or partially filled are not considered filled line items when calculating this

service level. Pre-publication and out-of-print items shall be excluded from this calculation.

- 15.2.3 Contractor supplies ninety percent (90%) of all items not delivered in first shipment within sixty (60) days from original order receipt date. Line items that are reordered, back-ordered, or partially filled are not considered filled line items when calculating this service level. Pre-publication and out-of-print items shall be excluded from this calculation.

16.0 AUTHORITY FILE MAINTENANCE:

- 16.1 Contractor shall provide authority work for new purchases during the cataloging process. Headings will be checked against the Library of Congress (LC) authority file and the Library District's authority records.
- 16.2 Contractor shall accomplish authority work during the cataloging process..
- 16.3 All name, series and subject entries must reflect the latest authoritative version appearing in the online LC authority file.
- 16.4 All authority entries must reflect any formally adopted changes to the above standards throughout the term of this Contract.
- 16.5 Contractor will receive updates to LC authority files weekly via FTP and applied in Contractor's system.
- 16.6 The Library District has in place a sizeable authority file of names, series, and subject entries. Bibliographic information supplied shall be checked against the existing Library District authority file records.
 - 16.6.1 Variant forms shall be corrected to match the established Library District form in accordance with Attachments 1 through 5.
 - 16.6.2 Name authority records shall be updated with death dates.
 - 16.6.3 Changes to author surnames shall be not preformed without written consent of the Library District's Collection Development Coordinator.
 - 16.6.4 LC authority records containing other subfields and free-floaters will be loaded for additional verification, when requested by the Library District.
- 16.7 After modifications are completed to the bibliographic record being prepared for the Library District's catalog, the record is to be verified against the LC Authority File.
 - 16.7.1 Contractor ensures all correct forms of the names, series, and subjects.
 - 16.7.2 If an LC authority record does not exist for a particular field, Contractor shall locate appropriate LC authority records and copy them into the Library District's authority file following instruction supplied by the Library District. Records shall be re-verified to match new authority records and any necessary changes will be made.
 - 16.7.3 Contractor shall verify all fields for name and series entries.
 - 16.7.4 At a minimum, Contractor shall verify subfield "a" for subject entries.

17.0 AUTHORITY WORK:

- 17.1 Contractor shall maintain an error rate of less than 1% semi-annually in authority records. Areas monitored may be, but are not limited to:

- 17.1.1 Correct LC authority record is used.
 - 17.1.1.1 Variant forms are corrected to match the established Library District form.
 - 17.1.1.2 Name authority records are updated with death dates.
 - 17.1.1.3 Author surname changes have been submitted for approval to the Library District.
 - 17.2 Monitoring of areas will be conducted quarterly by the Library District and reported to the Contractor to ensure the percentages are within specifications. Failure of Contractor to keep these percentages may result in a determination for contract termination.
 - 17.3 Contractor shall be required to credit the Library District for the authority record cost of each affected item for all authority record errors at or above 1% of items supplied by Contractor. The Library District and Contractor will mutually establish the sampling techniques. The sampling percentage will be used to project the errors for which the Contractor will credit the Library District. This credit will reimburse the Library District for its efforts in correcting the work of the Contractor.
 - 17.4 Changing Library District needs may result in changes to authority work specifications, to be mutually agreed-upon by the Library District and the Contractor. Changes will be recorded via a contract amendment as provided by this Contract. Agreement to changes must not be unreasonably withheld and must be fully implemented by the Contractor within 30 days of written notification of change. The Contractor shall abide by changes established in this way.
- 18.0 PREFERRED SERVICES:
- 18.1 Contractor shall provide the following as standing order services/programs:
 - 18.1.1 Contractor's *Continuations* program.
 - 18.1.2 Contractor's *FASTips* program.
 - 18.2 Contractor shall accept standing order shipments from third party vendors in the event the items are not available through Contractor supply channels.
 - 18.2.1 Contractor shall catalog and process these items based on the Library District's specifications detailed in Attachments 1 through 5 and Contractor's *Compleat Book-Serv* program.
 - 18.2.2 Direct Order items shall be billed to the Library District and drop-shipped to the Contractor at:
 - Maricopa County Library District
 - C/O Brodart Compleat Book Serv
 - 500 Arch Street
 - Williamsport, PA 17701
 - 18.2.3 Contractor shall forward packing slips from all Direct Order shipments to the Library District.
 - 18.3 Contractor shall provide pre-bind services via their Duralam or Kapco's Dura-Guard methods. Services will be provided only when requested by the Library District.
- 19.0 ADDITIONAL MATERIALS AND/OR SERVICES:

The County reserves the right to add and/or delete materials and/or services required by this Contract. Acceptance subsequent to award, of any or all of the items or associated products for inclusion shall be at

the sole discretion of the Library District. As new types of products, materials and/or services become available Contractor should notify the Library District. Subsequent to award, consideration may be given to the addition of these to this Contract, if such types of products, materials, and/or ancillary services are:

- 19.1 Included in the same type of classification or similar to those already awarded;
- 19.2 Required by the Library District; and
- 19.3 Priced commensurate with other products, materials, or services provided under this Contract.

20.0 AGENCY ACCOUNTING STRINGS:

The Contractor must possess the capability of billing via separate Library, or other agencies based on funding strings. (EXAMPLE: having an account set up for the Library District's Finance and Facilities Department with separate accounts established for subdivisions of the Department. Or, having a separate account for each library cost center or branch office.)

21.0 DEFECTIVE PRODUCTS:

- 21.1 All defective products shall be replaced and/or exchanged by the Contractor. The cost of transportation, re-packing, re-shipping, or other like expenses shall be borne by the Contractor. For materials that are available in the Contractor's inventory, replacement copy of returned materials shall be received within seven (7) days of initial notification.
- 21.2 For backordered materials, time frames will depend on when publisher/producer supplies Contractor.

22.0 WARRANTY:

- 22.1 The Contractor expressly warrants all items to be new, free from defects in design, materials and workmanship, and to be fit and sufficient for their intended purpose.
- 22.2 For purchased print items, unless otherwise specified, materials shall be guaranteed for a minimum period of 120 days against defects in material and workmanship. During this period, if a defect should occur, the Contractor shall replace the item free of charge to the Library District.
- 22.3 For leased print materials, Contractor shall provide new materials for up to six (6) months and after for an unlimited time with a recycled, reprocessed copy for as long as Contractor has the materials in its inventory, at no charge to the Library District.
- 22.4 For purchased non-print materials, Contractor shall replace individual tapes or discs in a multi-part video or audio set that are received in damaged or defective condition free of charge within the first twelve months.
- 22.5 For leased non-print materials, Contractor will replace the entire set (not individual cassettes/CD's/videos within a multi-part set) free of charge. Damaged and defective audios and DVD's shall be replaced for up to one (1) year.
 - 23.5.1 Library District will retain the processed case.
 - 23.5.2 Contractor shall supply new processed product(s) to replace existing defective set(s).
- 22.6 The exception shall be where it is shown that the defect was caused by misuse and not by fault of the manufacturer.
- 22.7 No-charge replacements for materials shall be made available for Contractor's errors.
- 22.8 All warranties shall survive acceptance and payment by the County.

23.0 VENDOR TITLE SELECTION (ADDED)

- 23.1 **Contractor will send professional librarians to District for onsite profiling sessions. The profiling will include system-level discussions of District's selection philosophy, the community overall, the demographics of each library, the service responses deemed most important to District, and any other guiding principles. The profiling will continue with more specifics on adult fiction genres, formats, circulation patterns, binding and publisher preferences, etc. Guidelines will be set for multiple copies. Budgets for each library and category will also be detailed.**
- 23.2 **Contractor staff will also visit each library to get a visual, as well as a verbal picture of the collection, the community and its needs. This will be supplemented by streamlined, branch-specific profile documents.**
- 23.3 **Profile documents will be provided to District prior to the visits, but Contractor will assume full responsibility for completion of the documents. The profile package will be returned to District for review and approval before selection begins. These documents will be jointly reviewed on a regular basis and modified and updated as needed.**
- 23.4 **Contractor will provide five (5) calendar days of onsite assistance in the first year and three (3) days for each contract year thereafter. Conference calls can also be scheduled on a regular basis.**
- 23.5 **Upon completion of the profile documents, Contractor will design processes to identify the titles needed across all fiction genres and material types (hardcover, trade paperbacks, mass market paperbacks, large print). Contractor will use a variety of existing and newly developed programs to assist in the selection process. Contractor's selectors will choose the titles most appropriate for District, assigning quantities and locations. Professional judgment will be applied to each selection decision taking into consideration, profile parameters as well as branch and category budgets.**
- 23.6 **Contractor staff will monitor and respond to District's weekly holds reports for new adult fiction titles. Contractor will also monitor the New York Times Bestseller List to ensure these titles are ordered in sufficient quantities (and place orders for additional copies if needed).**
- 23.7 **Contractor staff will prepare weekly orders using Contractor's website. District will have the ability to change/modify weekly orders using Contractor's website.**

24.0 ATTACHMENTS:

- 24.1 Attachment 1, Media Cataloging
- 24.2 Attachment 2, Media Processing
- 24.3 Attachment 3, Serial Cataloging
- 24.4 Attachment 4, Monograph Cataloging
- 24.5 Attachment 5, Print Processing
- 24.6 Attachment 6, Brodart Co. Returns and Credit Memo Policies

ATTACHMENT 1

Media Cataloging

The information in this document (revised June 2005) is meant to represent the current Maricopa County Library District (MCLD) practices in cataloging media for the District's collection. An attempt has been made to be thorough, but additions, changes, and adjustments may be necessary.

- SECTION 1 – Fixed Fields page 2
- SECTION 2 – Variable Fields - Basic Tags pages 3-8
- SECTION 3 – MCLD Classification (excluding musical sound recordings) pages 9-13
- SECTION 4 – Material Type Specifics:
 - Sound Recordings (spoken word) - page 14
 - Sound Recordings (Musical) - page 15
 - Videorecordings - pages 16-17
 - Software (Electronic Resources) - pages 18-22
 - Kits -- pages 22
- SECTION 5 – MCLD Musical Classification pages 23-25

Maricopa County Library District uses:

Full level MARC records following standards established by:

- AACR2 (latest revision),
- Library of Congress Rule Interpretations (LCRI),
- USMARC as delineated in the MARC Manual (latest edition – 22),
- OCLC Bibliographic Formats and Standards (latest edition)

and recommendations found in

- Olson's Cataloging of Audiovisual Materials and Other Special Materials (latest edition)
- Richard Smiraglia, Describing Music Materials: a Manual for Descriptive Cataloging and Printed and Recorded Music, Music Videos, and Archival Music Collections, for Use with AACR2 and APPM (latest edition),
- Guidelines to Subject Access for Fiction, Drama, etc. (GSAFD),
- Moving Image Materials (MIM)

with the following:

- Unabridged Dewey (latest edition – 22nd)
- Form of Composition Code,
- Library of Congress Subject Headings (latest edition),
- Library of Congress Genre Headings (latest edition),
- Grade level,
- Motion Picture Association of America (MPAA) rating,
- Form Headings as appropriate.

This document addresses only the most critical MARC tags.

SECTION 1 – FIXED FIELDS

Fixed Fields must comply with BIBLIOGRAPHIC FORMATS AND STANDARDS published by OCLC and any formally adopted changes to these standards prior to or during the term of this contract.

Type: g Bib l: m Enc l: I Desc: a Ctry: cau Lang: eng Mod: Srce: d
Run t: 132 Audience: g Accomp m: Gvt: Mat t: v Tech: l
Dat tp: p Dates: 2000 1999 Control:

Maricopa County Library District (MCLD or Library District) uses the following fields:
[We request they be checked and/or modified when applicable. All fields not listed below should carry codes as appropriate to the item in hand.]

Record Types used by MCLD:

- **g** : must be used for videorecordings (video cassette and videodisc)
- **i** : must be used for nonmusical sound recordings (cassette and disc)
- **j** : must be used for musical sound recordings (cassette and disc)
- **m** : must be used for software (multimedia)

Bibliographic Level: MCLD uses only **m** for all monograph records.

Encoding Level: Library District accepts only “**blank**”, **I**, **K**, or **L** levels.

Descriptive Cataloging Form: Library District accepts only form **a**.

Biographies: See Section 3 - “**MCLD Classification**”.

Dates: MCLD requires correlation with variable field **260**, Subfield **c**, and **Dates** in fixed field. Use correct dates for all fields.

SECTION 2 - VARIABLE FIELDS

Variable Fields must comply with BIBLIOGRAPHIC FORMATS AND STANDARDS published by OCLC and any formally adopted changes to these standards prior to or during the term of this contract.

This section details all the basic tags used by MCLD in bibliographic records for all media formats.

Any variations pertaining to a certain media format will be detailed in **Section 4 of this document**.

<u>TAGS</u>	<u>DESCRIPTIONS</u>
020 ISBN/PRICE	<p>If present, MCLD includes the International Standard Book Number (ISBN) in Subfield a (DRA does not accept any dashes or spaces). For multi-volume items, be sure to search:</p> <ul style="list-style-type: none"> • any ISBNs for individual volumes, whether or not the ISBN represents the numbered volume in hand; • the set ISBN as available to prevent duplicate records for multi-volume sets. <p>The price of the material must always be included in Subfield c.</p> <p>MCLD uses multiple ISBN's in one record if author, title, producer, date produced, edition (if applicable) match. This is done using a separate 020 tag for each ISBN. DVD's always require separate records when describing different editions/versions (widescreen versus standard screen formats, etc). Spoken word sound recordings require separate records when describing abridged versus unabridged formats.</p>
024 UPC Code	<p>When available, MCLD includes the Universal Product Code taken from the actual item.</p>
028	<p>MCLD uses the 028 tag to match formatted publisher numbers for Publisher Number sound recordings and videorecordings.</p>
082 Classification	<p>For musical cassettes and musical CD's, MCLD uses Subfield a containing a Dewey classification number and Subfield b containing the author/main entry. Details are in Section 5. For all other media types, Subfield a (dewey) and Subfield b (author/main entry) are used for classifying nonfiction titles. Details are in Section 3.</p>
092 Classification	<p>For musical cassettes and musical CD's, MCLD uses Subfield a containing a music genre and Subfield b containing the author/main entry. Details are in Section 5. For all other media types, Subfield a (dewey) and Subfield b (author/main entry) are used for classifying nonfiction titles. Details are in Section 3.</p>
099 Classification	<p>Subfield a is used for classifying fiction titles. Details are in Section 3.</p>
1XX/7XX Main Entry	<p>MCLD checks to ensure the correct form of the main entry matches the latest LC Authority record.</p>
130/240 Uniform Title	<p>MCLD ignores the presence or absence of these tags in determining whether a record matches the item in hand.</p>

SECTION 2 - VARIABLE FIELDS - continued

TAGS

DESCRIPTIONS

245

MCLD places the title from the actual item in the 245 tag. If the title on the case differs, a 246 tag is created using the correct indicators for the case title.

MCLD checks spelling of words against the item (and case) and corrects as needed. Misspellings that appear on the item are left in the title and the misspelled word followed by **(sic)**. The correctly spelled title is traced in the 246 tag.

MCLD uses the first and second indicators in the 245 tag to:

- 1) first indicator determines whether an additional title tracing is generated or indexed.
 - first indicator one (**1**) is used when there is an author main entry (1XX tag).
 - first indicator zero (**0**) is used when the title is the main entry (no 1XX tag).
- 2) second indicator tells the DRA retrieval systems how many spaces to skip before filing (indexing) the title alphabetically when the first word of the title is an article.

Examples:

245 14	The goonies
245 10	Let the good times roll
245 12	A time to live, and a time to let die
245 13	An apple will do it every time
245 13	El libro segundo

If the title begins with a mark of punctuation or a diacritic, DRA ignores it for filing. An exception to this is if the title also begins with an article, the mark of punctuation/diacritic is accounted for in the second indicator.

Examples:

245 15	“The Rose”
245 05	Les ‘Enfants
245 00	“--& co.”

MCLD places the Statement of Responsibility (SOR) in the Subfield **c**, following a Slash (/). The SOR [generally the author (person or body) of the item] should match what appears on the item exactly. Statements of responsibility for different functions are separated by a space semicolon space:

Example:

Universal Pictures and Columbia Pictures present a Jersey Films production ; produced by Danny DeVito, Michael Shamberg, Stacey Sher ; written by Susannah Grant ; directed by Steven Soderbergh.

MCLD uses International Standard Bibliographic Description (ISBD) punctuation for all parts of the title.

Examples:

- 1) Title : \$b subtitle / \$c statement of responsibility.
- 2) Title : \$n number of part of title, \$p name of part of title / \$c statement of responsibility.

SECTION 2 - VARIABLE FIELDS - continued

TAGS

DESCRIPTIONS

246

MCLD creates added titles when the following occurs:

Varying Form

Of Title

1) Title proper begins with a number (numeric or spelled out), or contains a number in the first five words, excluding beginning articles. Create a 246 tag with the number appearing in the opposite form.

Examples:

245 tag: 101 Dalmatians.
246 tag: One hundred and one Dalmatians.

245 tag: The taking of Pelham 1 2 3
246 tag: Taking of Pelham one two three

2) Title proper begins with an abbreviation but a customer might search under the full spelling. Create a 246 tag with the abbreviations spelled out.

Examples:

245 tag: Dr. No
246 tag: Doctor No

Example of when this is NOT needed:

245 tag: Mrs. Doubtfire
246 tag: [NOT NEEDED]

3) When a title contains either an ampersand (&) or the word "and" in the first five words, create a 246 tag with the opposite form.

Example:

245 tag: Tillie & Mack
246 tag: Tillie and Mack

4) Title begins with a person's name in the possessive, create a 246 tag omitting the person's name:

Example:

245 tag: Martha Stewart's Secrets for entertaining
246 tag: Secrets for entertaining

5) Title is a classic that begins, "The story of" or "The adventures of..." Create a 246 tag if, in the cataloger's judgement, a customer might expect to find the title under the more significant words. Always err on the side of creating an added title, particularly for classics and old favorites.

Examples:

245 tag: The Merry adventures of Robin Hood
246 tag: Robin Hood

245 tag: The Adventures of Huckleberry Finn
246 tag: Huckleberry Finn

SECTION 2 - VARIABLE FIELDS - continued

TAGS

DESCRIPTIONS

246

Examples continued

Continued

245 tag: The Story of Ferdinand
246 tag: Ferdinand

MCLD always uses the indicators when creating a 246 tag, and changes the first indicator a "3". The **second** indicator is created in accordance with the item in hand and the following chart:

0-Portion of title	1-Parallel title	2-Distinctive title
3-Other title	4-Cover title	5-Added title page title
6-Caption title	7-Running title	8-Spine title

250

Edition Statement

MCLD always adds an edition statement as appropriate.

Example:

250 tag: Widescreen ed.
250 tag: Collector's ed.
250 tag: Letterbox ed.

Exception: For Spanish or other language VHS tapes, place language statement in 250 tag:

250 tag: Spanish subtitled version.
250 tag: Dubbed in Spanish

260

Publication

MCLD verifies the place of production and producer against information from the item in hand. If there are two producers, only the first is used, but the second is not deleted if it is already present in the record. Any distributor is added using a separate Subfield **a** and Subfield **b** and indicated in ISBD punctuation:

Example 1: Place of producing company : \$b Producer, \$c Date of production, release, etc.

Example 2: Place of producing company : \$b Producer ; \$a Place of distribution company: \$b Distributor, \$c Date of production, release, etc.

When MCLD is choosing between bibliographic records to determine exact match with item in hand, we check that the production or release date in Subfield **c** matches the item exactly.

Example:

260; ; a Place of producing company : \$ b Producer, \$ c **2000**.

300

Description

If a book or other material accompanies a media item and is clearly supplementary material not intended to be cataloged separately, MCLD uses Subfield **e** to record its presence.

All parts **must be** indicated in the 300 tag:

Examples:

Sound Recordings

300; ; a 2 sound cassettes : \$b analog + \$e 1 book (213 p. : ill. ; 20 cm.).

Spoken word cassette:

300; ; a 10 sound cassettes (14 hrs., 45 min.) : \$b analog, 1 7/8 ips.

Spoken word compact disc:

300; ; a 6 sound discs (18 hrs., 22 min.) : \$b digital.

SECTION 2 - VARIABLE FIELDS - continued

TAGS

DESCRIPTIONS

300
continued

Musical cassette:
300; ;a 2 sound cassettes : \$b analog, mono., Dolby processed + \$e 1 booklet (6 p. : ill. ; 12 cm.).

Musical compact disc:
300; ;a 1 sound disc (56 min.) : \$b digital, stereo. ; \$c 4 3/4 in. + \$e 1 folded sheet.

Video cassette:
300; ;a 6 videocassettes (VHS) (538 min.) : \$b sd., col ; \$c 1/2 in.

Software:
300; ; a 1 CD-ROM : \$ b sd., col. ; \$ c 4 3/4 in. + \$ e 1 complete crime stopper's guide + 1 atlas + 1 quick start guide + 1 MPC troubleshooting guide.

Kit:
300; ; a 2 sound cassettes : \$ b analog + \$ e 1 lesson book (96 p. : ill. ; 26 cm.) + 1 picture dictionary (61 p. : ill. ; 26 cm.)

4XX/8XX
Series

MCLD does use a series tag when the item has a series title. The Library District prefers the individual item title in the 245 tag and the series title in the 4XX tag with an 8XX tag used when appropriate for the series.

5XX
Notes

MCLD scans all notes for spelling errors and general accuracy. 5XX tags may indicate editions, added authors, added artists, or added producers and can help determine whether the record truly matches the item in hand.

505 TAG

MCLD retains all contents notes and checks them for accuracy.

546 TAG

MCLD always adds 546 tags for language notes and for closed-captioned materials.
Example:
In English with Spanish subtitles.
Dubbed in Spanish.
Example:
Closed-captioned.

6XX

The Library District does not use the second indicator **1**. For **all** 6XX tags, the

Subjects

second indicator is changed to **zero**. If the material is not for the adult collection, Subfield **v** is **added** containing the appropriate 'free-floating' subdivision designated for the juvenile and young adult collections. The 'free-floating' subdivisions are addressed in Section 4.

MCLD deletes all 6XX tags that have a **3, 4, 5, 6** or **8** in the second indicator. MCLD retains all 6XX tags with a second indicator of **2**.

SECTION 2 - VARIABLE FIELDS - continued

TAGS

DESCRIPTIONS

700/710/711/730
Added Entry

MCLD uses 7XX tags for:
 Second and third authors/artists
 First author or artist/contributor mentioned when there are four or more

MCLD does not add corporate authors/artists/producers that are not already present in the record.

For 700 tags, MCLD always deletes an initial article in a title subfield. The title will not trace correctly if this leading article is not removed.

Examples:

- 700 12 Forster, E.M. \$t Room with a view.
- 700 12 Grahame, Kenneth. \$t Wind in the Willows.
- 700 12 John, Elton. \$t Lion King.

8XX

SERIES TRACED
DIFFERENTLY

MCLD uses in conjunction with the 4XX tag. The 830 tag (Uniform Titles) is used for series added entries if the series tracing differs from the series statement (490 tag) or is in a note.

852
Item Holdings

Polaris automation system uses the 852 tag to indicate holdings information
Subfields are used as specified by Polaris for loading On Order records by FTP.

Section 3- MCLD CLASSIFICATION (excluding musical sound recordings)

It is assumed the Contractor will search in the Library District's database for previous works, works of a similar nature or similar subject when classifying an item in hand. Preference is for new items to carry classifications and prefixes (shelf locations) consistent with items already in the collection. However, the processes/procedures described in this document are current ones. Older items in the database will not conform to MCLD's current standards. Contractor should ask when something is unclear or contradicts current practices.

Contractor should utilize the Dewey Decimal Classification Scheme, 22st ed. (and any formally adopted changes prior to or during the term of this contract) for classification numbers.

A) NONFICTION MATERIALS

The Library District uses the 092 tag Subfield **a** for nonfiction classification numbers.

MCLD's Truncation Rule

Dewey classification numbers **must not exceed 4 numbers past the decimal point**. When truncating class numbers following the decimal point, do so as appropriate under DDC, not simply at the 4th digit. The Classification number following the decimal point **must not end in a zero (0)**. For LC MARC records, MCLD copies the 082 tag classification number to Subfield **a** of the 092 tag, using the MCLD truncation rule.

MCLD uses the following **exceptions** to classification assignments for nonfiction items:

Class all travel material in 91X tag, followed by decimal point, up to 4 digits

Resume, cover letter, job search titles are classed in 650.14

Software with only fictional subject headings are classed in 649.58.

Software games with no educational subject headings are classed in 794.8.

In Subfield **b** of the 092 (main entry), MCLD formats the entry with up to seven (7) characters, including spaces, all in uppercase letters. MCLD does not include any articles preceding the main entry. A blank space is added as appropriate between multi-part author/artist names or words within the title when used as the main entry.

092 Examples:

1) Example consisting of multi-part words and excluding preceding article:

092; ;a 979.132 \$b GRAND C \$

Example is derived from MARC information listed below:

082; 04; a 979.1/32 \$ 2 21 \$

245; 04; a The Grand Canyon \$ h [videorecording] / \$ c producer, Stephen Stept ; writer, Don E. Wintner ; produced by Firstlight Pictures ; A&E Television Network. \$

650; 0; a Natural history. \$

651; 0; a Grand Canyon (Ariz.) \$

2) Class number following the decimal point **must not** end in a zero (0):

092; ;a 796.357 \$b GARAGIO \$

Example is derived from MARC information listed below:

082; 0 ;a 796.357/0/973 \$2 19 \$

100; 10;a Garagiola, Joe. \$

245; 10; a It's anybody's ballgame \$ h [sound recording] / \$ c Joe Garagiola. \$

650; 0;a Baseball \$

3) Class number truncation past decimal point:

092; ;a 641.8609 \$b DELICIO \$

Example is derived from MARC information listed below:

082; 00;a 641.860945 \$2 20 \$

245; 00;a Delicious desserts \$h [videorecording] \$

650; 0;a Cookery. \$

Section 3- MCLD CLASSIFICATION - NONFICTION MATERIALS – continued

EXCEPTION to Subfield b:

Subfield **b** is used for the main entry, unless the package or container printing does not match with the correct form of the artist/author's name in the MARC record. When this happens:

- 1) the main entry is left as it appears on the media label in the 1XX/245 tag of the MARC record
- 2) the package or container version is used in the 092 tag
- 3) the package or container version is used on the call number label
- 4) ensure the package or container version matches the 400 tag of any existing Library District authority record

Example of 092 Subfield **b** exception:

092; ;a 364.1523 \$ b GUR \$

Example is derived from MARC information listed below:

082; 00;a 364.1/523/092 \$2 20 \$

100; 1 ;a Goor, Batya. \$

245; 10;a Jack the Ripper : h [sound recording] / \$ c Batya Gur. \$

B) FICTION MATERIALS

The Library District uses the 099 tag, Subfield **a**, for fiction classification numbers.

In Subfield **a** of the 099 (main entry), MCLD formats the entry with up to seven (7) characters, including spaces, all in uppercase letters. MCLD does not include any articles preceding the main entry. A blank space is added as appropriate between multi-part author/artist names or words within the title when used as the main entry.

Example 1 of Multi-part Name:

099; ;a ONCE UP \$

Example is derived from MARC information listed below:

245; 00;a Once upon a crime : h [sound recording] / \$c edited by Ed Gorman & Martin H. Greenberg.

650; 0;a Detective and mystery stories, American. \$

700; 1 ;a Gorman, Edward. \$

700; 1 ;a Greenberg, Martin Harry. \$

Example 2 of Multi-part Name:

099; ;a VAN DRA \$

Example is derived from MARC information listed below:

100; 1 ;a Van Draanen, Wendelin. \$

245; 10;a Sammy Keyes and the hotel thief \$h [sound recording] / \$c Wendelin Van Draanen. \$

EXCEPTION to Subfield a:

Subfield **a** is used for the main entry, unless the package or container printing does not match with the correct form of the author/artist's name in the MARC record. When this happens:

- 1) the main entry is left as it appears on the media label in the 1XX/245 tag of the MARC record
- 2) the package or container version is used in the 099 tag
- 3) the package or container version is used on the call number label
- 4) ensure the package or container version matches the 400 tag of any existing Library District authority record

Example of when author's name on container differs from MARC main entry:

099; ;a GUR \$

Example is derived from MARC information listed below:

100; 1 ;a Goor, Batya. \$

245; 10;a Literary murder \$h [sound recording] / \$c Batya Gur ; translated from the Hebrew by Dalya Bilu. \$

*Section 3- MCLD CLASSIFICATION - continued***C) INDIVIDUAL BIOGRAPHIES**

MCLD checks the fixed field **'bio'** when making decisions on biographies. If the fixed field is an **'a'** or **'b'**, MCLD classifies the title as an individual biography; checking to ensure the individual's biography is stressed. If the individual's career and biography receive equal emphasis, the item is classified as a biography. When this field contains a **'d'** or if the individual's career/lifework is stressed, MCLD classifies using the appropriate Dewey number for the subject.

The Library District uses the 092 tag Subfield **a** for all biography classification numbers. MCLD always uses the classification number of **92** for individual biographies.

MCLD uses the surname and first name of the biographee in Subfield **b**. Subfield **b** will contain up to seven (7) letters of the surname (all in uppercase), then a space, continuing with up to seven (7) letters of the first name (all in uppercase). The 600 tag is used to determine the correct form of biographee's name.

Example 1:

092; ;a 92 \$b CLOONEY ROSEMAR

Example is derived from the following MARC record information:

100; 1 ;a Clooney, Rosemary. \$

245; 10;a Girl singer \$h [sound recording] / \$c Rosemary Clooney.

600; 10;a Clooney, Rosemary.

Example 2:

092; ; a 92 \$ b ELLIOT JACK

Example is derived from the following MARC record information:

245; 04; a The ballad of Ramblin' Jack \$ h [videorecording] / \$ c Lot 47

Films ; Plantain Films presents in association with Crawford

Communications, Inc. ; directed by Aiyana Elliott; written by

Aiyana Elliott & Dick Dahl ; produced by Aiyana Elliott, Paul Mezey,

Dan Partland ; Ramblin' Films LLC. \$

600; 10; a Elliott, Jack, \$ d 1931- \$

D) COLLECTIVE BIOGRAPHIES

If the fixed field **'bio'** is a **'c'**, MCLD classifies the item as a collective biography. The classification number used in the 092 tag, Subfield **a** is always **920**. In Subfield **b** of the 092 (main entry), MCLD uses up to seven (7) characters, including spaces, all in uppercase letters. MCLD does not include any articles preceding the main entry. A blank space is added as appropriate between multi-part author/artist names or words within the title when used as the main entry.

Example:

092; ;a 920 \$b LEAMER

Example is derived from the following MARC record information:

100; 1 ;a Leamer, Laurence. \$

245; 14;a The Kennedy women \$h [sound recording] : \$b the saga of an
American family / \$c Laurence Leamer.

Section 3- MCLD CLASSIFICATION - continued

E) MATERIAL CONSISTING OF VOLUMES, PARTS

MCLD ensures all pieces and parts are indicated in the 300 tag (examples in Section 2).

Note: If cataloger is not responsible for creating the Inventory (Holdings) Record, information on Volumes & Parts (which carries into the Call Number label) will need to be provided to staff that do.

SETS-Some materials are ordered as a 'set'. This does not always mean that the Library District wants the material to be cataloged and processed as one complete work. The cataloger must make a decision depending on different factors:

- How big is the 'set'? Is there a case to accommodate all parts?
- Can each unit stand-alone? Or does the data need to stay together to make sense?
- What is the best and most logical way to process the material?

Example of a Set: All the volumes are addressed within one MARC record.

- 245; 14;a The United States of poetry \$h [videorecording] / \$c Washington Square Films ; Independent Television Service ; producer/creators, Joshua Blumand, Bob Holman ; director, Mark Pellington ; director of photography, Thomas Krueger.
- 260; ;a [United States?] : \$b KQED Video, \$c c1996. \$
- 300; ;a 3 videocassettes (ca. 120 min.) : \$b sd., col. ; \$c 1/2 in. \$
- 505; 0 ;a **v.1.** The Land and the people – **v.2.** A Day in the life – **v.3.** The American dream. \$

On occasion some sets may be so large they will not be able to be placed in one container. The example below shows one MARC record for 10 volumes. An Inventory (Holdings) Record was created indicating each volume number within the Inventory (Holdings) Record.

Example:

- 092; ;a 796.352 \$ b STORY O \$
- 245; 04; a The story of golf \$ h [videorecording] / \$ c Cramer Productions in association with the Carver Group, Inc. \$
- 260; ;a Boston, MA : \$ b Carver Group, Inc., \$ c c1999. \$
- 300; ;a 10 videocassettes : \$ b sd., col. and b&w ; \$ c 1/2 in. \$

Resulting Inventory (Holdings) Record:

- Call number prefix: VID
- Classification number: 796.352
- Cutter number: STORY O
- Call number suffix:
- Volume: VOL 01

Resulting Call Number label:

- VID
- 796.352
- STORY O
- VOL 01**

STAND-ALONE - the unit is one complete work in itself and does not need additional information from another source to make sense. One MARC record can be created for the one unit. Therefore it can stand-alone and be checked out separately.

Stand-alone Example: One MARC record is created for EACH volume.

- 245; 00;a Anthony Robbins' Powertalk! \$n Volume 14 \$h [sound recording] / \$c Anthony Robbins. \$
- 246; 3 ;a Powertalk! \$
- 260; ;a Irwindale, Calif. : \$b Guthy-Renker Corp., \$c p1993. \$
- 300; ;a 2 sound cassettes : \$b analog + \$e 1 booklet (17 p. ; 17 cm.) in container (18 x 12 cm.). \$

PARTS – MCLD considers it a PART when the information is a continuing chronicle and all items must be used together as a whole and thus processed for customers to check out as a single unit. One MARC record is created with all parts listed in the 300 tag.

VOLUMES – MCLD considers it a VOLUME when they may be processed together as a set or as individual units. Size and content are factored in here. Can all the volumes fit into one case? If the volume can stand-alone, does the content of each volume make more sense for the customer to checkout individually? The MARC record for volumes can be created two different ways, based on processing the material as a set or individually.

**Section 3- MCLD CLASSIFICATION - MATERIAL CONSISTING OF VOLUMES, PARTS -
continued**

CREATING SETS – Some materials that are ordered separately may be put together as a ‘set’. If the materials ordered are the same format (i.e. VHS, DVD, etc.) and are either part of a series or have separate volume numbers, it may be logical to create one MARC record and combine these items into one case.

For instance, a compact disc is ordered with the title “Disney Karaoke-volume 1” for the Aguila Branch their Children’s collection. Volume 2 of the same title is also ordered for the Aguila Branch for their Children’s collection. Rather than create two MARC records and process each item separately, one MARC record can be created describing both volumes and the compact discs can be processed into one case.

Example:

245; 00; a Disney karaoke / \$ h [sound recording]. \$
 246; 30; a Karaoke \$
 260; ; a Burbank, CA : \$ b Walt Disney Records, \$ c p2000. \$
 300; ; a 2 sound discs : \$ b digital ; \$ c 4 3/4 in. \$
 505; 00;v.1. t Zip-a-dee-doo-dah \$ g (2:14) -- \$ t Hakuna matata \$ g (3:08) -- \$
 t I wan'na be like you \$ t (Monkey song) \$ g (1:54) -- \$ t He's a
 tramp \$ g (1:35) -- \$ t Go the distance \$ g (3:09) -- \$ t Just
 around the riverbend \$ g (2:27) -- \$ t Reflection \$ g (1:53) -- \$ t
 Part of your world \$ g (3:07) -- \$ t Once upon a dream \$ g (2:44) --
 \$ t When you wish upon a star \$ g (2:10) -- \$ g 11-20. \$ t
 Instrumentals. \$
 505; 00 v.2. t Friend like me \$ g (2:25) -- \$ t Under the sea \$ g (3:12) -- \$ t
 Bare necessities \$ g (4:00) -- \$ t Whole new world \$ g (2:38) -- \$ t
 You'll be in my heart \$ g (1:26) -- \$ t Colors of the wind \$ g
 (3:31) -- \$ t Beauty and the beast \$ g (2:40) -- \$ t Dream is a
 wish your heart makes \$ g (2:20) -- \$ t Bella notte \$ g (1:21) -- \$
 t Baby mine \$ g (2:08) -- \$ g 11-20. \$ t Instrumentals. \$

Another example of a title ordered individually that is best combined is ‘Beckett on Film’. There are 4 DVDs with the first arriving with a book that discusses information on all of the DVDs. Instead of creating 4 separate MARC records, our preference is to combine them into one MARC record. All 4 DVDs and the book would be processed in one case to keep the collection together.

The Library District does not use Volumes or Parts as a component of the classification number. That information is entered directly into the Inventory (Holdings) Record and on the Call Number label.

SECTION 4 - MATERIAL TYPE SPECIFICS

SOUND RECORDINGS - SPOKEN WORD (Non-Musical)

Sound recordings include spoken word and musical cassettes and CDs. These materials are included in the adult, young adult, and juvenile collections. Spoken Word sound recordings can be fiction or nonfiction for all collections.

NOTE: Materials are to be classed as Kits if they contain items in multiple formats that are to be used together, especially if the materials have been designed for teaching. The majority of “kits” purchased by Maricopa County Library District are children’s read-along audiocassette and book sets.

Adjustments or Supplemental information to information in Variable Fields (Section 2):

092/099 When the sound recording is a reading of a book, MCLD checks the Library District’s database for the printed version. If the Library District owns the print version, the same classification number is used for the recorded version. When the print version is not owned, Section 3 details formatting and assignment of classification numbers.

245 Subfield **h** contains ‘sound recording’ in brackets:
 Examples:
 245; 14; a The firm \$ h [sound recording] / \$ c by John Grisham.
 245; 10; a Desperation \$h [sound recording] / \$c by Stephen King.

6XX For **juvenile** items, MCLD adds Subfield **v** containing ‘Juvenile literature’ for nonfiction or ‘Juvenile fiction’ for fiction to any 6XX tags.
 For **young adult** items, MCLD adds Subfield **v** containing ‘Young adult literature’ for nonfiction or ‘Young adult fiction’ for fiction to any 6XX tags.

Examples for Juvenile items
 Nonfiction:
 600; 10; a Oakley, Annie, \$ d 1860-1926 \$ v Juvenile literature. \$
 Fiction:
 600; 10;a Hauptmann, Bruno Richard, \$d 1899-1936 \$v Juvenile fiction. \$
 Examples for Young Adult items
 Nonfiction:
 650; 0;a Childcare \$v Young adult literature. \$
 Fiction:
 650; 0;a Childcare \$v Young adult fiction. \$

MCLD always includes a 650 tag, Subfield **a**, with ‘Audiobooks’ in records for all spoken word sound recordings.
 650; 0; a Audiobooks. \$

Prefixes Shelf Location Codes – all MCLD Prefixes are in uppercase.
 Six Prefixes are used for spoken word (nonmusical) sound recordings. They apply for both Fiction and Nonfiction titles:
 CAS BOOK for spoken word titles in cassette format for the adult collection
 JUVCASBK for spoken word titles in cassette format for the juvenile collection
 YACASBK for spoken word titles in cassette format for the young adult collection

 CD BOOK for spoken word titles in CD format for the adult collection
 JUVCDBK for spoken word titles in CD format for the juvenile collection
 YACDBK for spoken word titles in CD format for the young adult collection

SECTION 4 - MATERIAL TYPE SPECIFIC – continued

SOUND RECORDINGS - MUSICAL

Musical sound recordings include cassette and CD formats. These materials are included in the adult, young adult, and juvenile collections. The Library District classifies all musical sound recordings with a genre designation and a Dewey classification in separate tags. See Section 5 of this document for details.

NOTE: Occasionally, musical recordings will come with an accompanying book or other materials. These items will need review for how they should be cataloged. Generally, Cassette/CDs-Plus-Materials are classed as a musical sound recording if the item can be used as a "stand alone" item. Stand-Alone means: accompanying materials enhance the use, but are not required for use or understanding of the content. If the materials must be used together, if the materials have been designed for teaching, or if the accompanying materials are required to understand or use the item – they are cataloged as a Kit. [See also KITS section.]

Example of music with accompanying book, cataloged as Music versus Kit:

Segovia Collection – 4 musical CDs with book discussing the music on all 4 discs

092; ; a CLASSICL \$ b SEGOVIA \$
 100; 1 ; a Segovia, Andrés, \$ d 1893- \$
 245; 10; a Segovia \$ h [sound recording]. \$
 246; 1 ; i Title on container: \$ a Segovia collection \$
 260; ; a Hamburg : \$ b Deutsche Grammophon, \$ c p2002. \$
 300; ; a 4 sound discs : \$ b digital, mono., stereo. ; \$ c 4 3/4 in. + \$ e
 1 booklet (54 p. : ill. ; 12 cm.) \$

Adjustments or Supplemental information to information in Variable Fields (Section 2):

- 082 MCLD uses Subfield **a** of the 082 for the Dewey classification number on musical recordings. See Section 5 for additional information.
 Subfield **b** contains the main entry. This is normally reflective of the Composer, Performer or Group. See Section 3 for formatting.
- 092 MCLD uses Subfield **a** of the 092 for the genre designation on musical recordings. See Section 5 for additional information.
 Subfield **b** contains the main entry. This is normally the reflective of the Composer, Performer or Group. See Section 3 for formatting.
- 245 Subfield **h** contains ‘sound recording’ in brackets:
 Examples:
 245; 10;a Back to Broadway \$h [sound recording] / \$c Barbra Streisand.
 245; 10;a Goodbye yellow brick road \$h [sound recording] / \$c Elton John.
- 6XX For juvenile items, MCLD adds Subfield **v** containing ‘Juvenile sound recordings’ to any 6XX tags.
 Example: 650; 0; a Colors \$ v Juvenile sound recordings. \$
- 650 MCLD always includes a 650 tag, Subfield **a**, with ‘Children’s songs’ in records for all Juvenile musical cassettes.
 Example: 650; 0; a Children's songs. \$

Prefixes

Shelf Location Codes – all MCLD Prefixes are in uppercase.

Six Prefixes are used for musical sound recordings:

- CASMUSIC for music in cassette format for the adult collection
- JUV CAS for music in cassette format for the juvenile collection
- YA CAS for music in cassette format for the young adult collection
- CD MUSIC for music in CD format for the adult collection
- JUVCDMUS for music in CD format for the juvenile collection
- YACDMUS for music in CD format for the young adult collection

SECTION 4 - MATERIAL TYPE SPECIFICS – continued**VIDEORECORDINGS**

Videorecordings include videocassette and DVD formats. These materials are included in the adult, young adult, and juvenile collections. Video-recordings can be fiction or nonfiction for all collections.

NOTE: Occasionally, videorecordings will come with an accompanying book or other materials. These items will need review for how they should be cataloged. Generally, VHS/DVDs-Plus-Materials are classed as videorecordings if the item can be used as a "stand alone" item. Stand-Alone means: accompanying materials enhance the use, but are not required for use or understanding of the content. If materials must be used together, if the materials have been designed for teaching, or if the accompanying materials are required to understand or use the item – they are cataloged as a Kit. [See also KITS section.] Example of DVD with accompanying book – 4 DVDs with book discussing the films on all 4 discs: Beckett on Film.

Adjustments or Supplemental information to information in Variable Fields (Section 2):

- 092 MCLD uses Subfield **a** and **b** of the 092 for nonfiction videorecordings. Subfield **a** contains the Dewey classification number. Use Subfield **b** to record the main entry. Section 3 details formatting & assignment of classification numbers.
- 099 MCLD uses Subfield **a** of the 099 for videorecordings based on works of fiction or depicting fictional stories. MCLD always uses the title, which is taken from the label of the actual videocassette or videodisc. If the recording is fictional and a 1XX tag exists, MCLD converts the tag to the correlating 7XX and drops it with the other 7XX's within the MARC record. Section 3 details formatting & assignment of classification numbers.
- Before:
 100; 1 ; a Disney, Walt, \$ d 1901-1966. \$
 245; 00; a Cinderella \$ h [videorecording] / \$ c Walt Disney Home Video. \$
- After:
 245; 00; a Cinderella \$ h [videorecording] / \$ c Walt Disney Home Video. \$
 700; 1 ; a Disney, Walt, \$ d 1901-1966. \$
- If the videorecording is of a music concert, classify the item in the 780's as appropriate according to the most current edition of Dewey Decimal Classification. Section 3 of this document, details assignment of classification numbers.
- Example:1) Music Concert
 092; ;a 781.642 \$b TWAIN \$
 Example derived from the MARC record information below:
 100; ;a Twain, Shania. \$
 245; 10;a Shania Twain live \$h [videorecording] \$
 260; ;a Universal City, CA : \$b Mercury, \$c c1999. \$
 300; ;a 1 videocassette (ca. 120 min.) : \$b sd., col. ; \$c 1/2 in. \$
- Example 2) Music Concert
 092; ;a 781.642 \$b BROOKS \$
 Example derived from the MARC record information below:
 100; ;a Brooks, Garth. \$
 245; 10;a Garth Brooks live \$h [videorecording] \$
 260; ;a Universal City, CA : \$b Mercury, \$c c1999. \$
 300; ;a 1 videodisc (ca. 120 min.) : \$b sd., col. ; \$c 4 3/4 in. \$
- 245 Subfield **h** must contain 'videorecording' in brackets.
 Example: 245; 00;a Top gun \$h [videorecording] / \$c Paramount Pictures Corp.

SECTION 4 - MATERIAL TYPE SPECIFICS – VIDEORECORDINGS – continued

440 For any read-along videodiscs, MCLD adds a 440 tag with Subfield **a** exactly as shown in the this example: 440; 0;a Read-along DVD

6XX For juvenile videorecordings (nonfiction and fiction), MCLD adds Subfield **v** containing ‘Juvenile films’ to any 6XX tags.

Example of juvenile nonfiction:

650; 0; a Tigers \$ v Juvenile films. \$

Example of juvenile fiction:

650; 0; a Tarzan (Fictitious character) \$ v Juvenile films. \$

For any videorecording with a 521 tag containing “children’s ages 3-Adult” or “5-Adult”, MCLD adds 6XX tags for both juvenile and adult classifications with required ‘free-floaters’. The exception would be when the item has an MPAA rating of ‘R’. In these instances, MCLD does not apply juvenile free-floaters. Other videorecordings may include children and adult (i.e.: 7-Adult, 11-Adult) audiences. If the cataloger believes the videorecording is appropriate for children, the juvenile ‘free-floaters’ are added.

650 MCLD always includes a 650 tag, Subfield **a**, with ‘Feature films’ in records for all videorecordings purchased for the Library District’s adult collection.

MCLD always includes a 650 tag, Subfield **a**, with ‘Children’s films’ in records for all videorecordings purchased for the Library District’s juvenile collection.

Examples:

Adult collection videorecording:

650; 0; a Feature films. \$

Juvenile collection videorecording:

650; 0; a Children’s films. \$

Prefixes

Shelf Location Codes – all MCLD Prefixes are in uppercase

Six Prefixes are used for videorecordings. They apply for both Fiction and Nonfiction titles:

VID for titles in video cassette format for the adult collection

JUV VID for titles in video cassette format for the juvenile collection

YA VID for titles in video cassette format for the young adult collection

DVD for titles in DVD format for the adult collection

JUV DVD for titles in DVD format for the juvenile collection

YA DVD for titles in DVD format for the young adult collection

Continued on next page

SECTION 4 - MATERIAL TYPE SPECIFICS – continued**SOFTWARE (ELECTRONIC RESOURCE)**

The Library District purchases software for the adult, young adult, and juvenile collections.

NOTE: Occasionally, software (CD-ROM) will come with an accompanying book or other materials. These items will need review for how they should be cataloged. Generally, Software-Plus-Materials are classed as software if the item can be used as a "stand alone" item. Stand-Alone means: accompanying materials enhance the use, but are not required for use or understanding of the content [i.e.: accompanying materials are licensing agreements, and other such items]. If materials must be used together, if the materials have been designed for teaching, or if the accompanying materials are required to understand or use the item – they are cataloged as a Kit. [See also KITS section.]

MCLD has initiated the AACR2r 2002 update from computer optical disc to CD-ROM.

MCLD has initiated the GMD update from interactive multimedia to electronic resource.

Adjustments or Supplemental information to information in Variable Fields (Section 2):

092 MCLD catalogs all software as nonfiction. The following steps are followed when forming the classification number for Subfield **a**:

1) Check the subjects in the MARC record

-AND-

2) Check the Library District's database to see where similar items are classified.

On **rare** occasions, the cataloger encounters the following:

- The item is based on juvenile fiction and there are only fictional subject headings – MCLD classifies the item in 649.58
- When the software is a game with no educational subject headings – MCLD classifies the item in 794.8.

NOTE: This is used only when there is **no other choice**, after checking for other similar items in the Library District's database.

MCLD formats Subfield **b** of the 092 tag with the main entry, followed by a "space", then the type of system(s) on which the software operates. Section 3 details formatting.

There are four (4) system types and four (4) electronic game types in which MCLD currently purchases software:

Systems:

- 1) WINDOWS (for all Windows Only software)
- 2) PC (for all software for Personal Computers that DOES NOT require Windows)
- 3) MAC (for Macintosh Only software)
- 4) UNI (for software that combines more than 1 type of software listed).

Electronic games:

- 1) XBOX
- 2) PLAYSTATION
- 3) PLAYSTATION2
- 4) GAMECUBE

SECTION 4 - MATERIAL TYPE SPECIFICS – SOFTWARE (ELECTRONIC RESOURCE) – continued

092
continued

Examples:

1) WINDOWS: 092; ;a 031 \$b 1997 GR **WINDOWS** \$

These items operate on “Windows Only” computer systems. The MARC information is listed below:

245; 04;a The 1997 Grolier multimedia encyclopedia \$h [electronic resource]. \$

246; 30;a Grolier multimedia encyclopedia \$

246; 30;a Multimedia encyclopedia \$

250; ;a Windows version. \$

538; ;a System requirements **for Windows** (minimum): 486 CPU; 8 MB RAM; double-speed CD-ROM; Windows 3.1 and DOS 5.0; or Windows 95; Super VGA, (640x480) 256-color monitor; Soundblaster-compatible sound card. \$

2 - 3) MAC and PC entries match the format of the above Windows example.

4) UNI (any combination of the above three systems in one continued record):

092; ;a 372.24 \$b 3RD GRA **UNI** \$

These items operate on both “Windows” and “Macintosh” computer systems. The MARC information is listed below:

245; 00;a 3rd grade adventures \$h [electronic resource] : \$b builds confidence & problem solving skills for school. \$

246; 3 ;a Clue finders 3rd grade adventures \$

250; ; a Windows and MAC version 1.1

538; ; a System requirements **for Windows:** 486DX/66MHz or better ; 12 MB free, 8 MB RAM (16 MB recommended); Windows 3.1 or higher (including Windows 95 and Windows NT 4.0) ; 256-color SVGA ; quad speed CD-ROM drive ; Windows compatible sound card ; speakers ; mouse. \$

538; ; a System requirements **for Macintosh:** PowerPC 66 MHz or better; 12 MB free, 16 MB RAM ; system 7.1 or better ; 256-color graphics, 13" or larger color monitor; quad-speed CD-ROM drive ; speakers ; mouse.

5) XBOX

092; ;a 794.8 \$b FUZION **XBOX** \$

The MARC information is listed below:

245; 00;a Fuzion frenzy \$h [electronic resource] \$

246; 3 ;a Fusion frenzy \$

260; ;a Redmond, WA : \$b Microsoft, \$c c2001. \$

300; ;a 1 CD-ROM : \$b sd., col. ; \$c 4 3/4 in. + \$e 1 booklet. \$

440; 0;a Xbox \$

538; ;a System requirements: Xbox. \$

6) PLAYSTATION

092; ;a 794.8 \$b BACKYAR **PLAYSTA** \$

The MARC information is listed below:

245; 00;a Backyard soccer \$h [electronic resource]. \$

260; ;a New York : \$b Infogrames, \$c c2001. \$

300; ;a 1 CD-ROM : \$b sd., col. ; \$c 4 3/4 in. \$

440; 0;a PlayStation. \$

538; ;a System requirements: PlayStation. \$

SECTION 4 - MATERIAL TYPE SPECIFICS – SOFTWARE (ELECTRONIC RESOURCE) – continued

092
continued

7) PLAYSTATION2

092; ;a 794.8 \$b AQUA AQ **PLAYSTA2** \$

The MARC information is listed below:

245; 00;a Aqua aqua \$h [electronic resource]. \$

260; ;a New York : \$b Infogrames, \$c c2001. \$

300; ; a 1 CD-ROM : \$ b sd., col. ; \$ c 4 3/4 in. + \$ e 1 instruction booklet. \$

440; 0;a PlayStation 2. \$

538; ;a System requirements: PlayStation 2. \$

8) GAMECUBE

092; ;a 794.8 \$b ALL STA **GAMECUBE** \$

The MARC information is listed below:

245; 00;a All-Star Baseball 2002 \$h [electronic resource]. \$

260; ;a Glen Cove, NY : \$b Acclaim Sports, \$c c2001. \$

300; ; a 1 CD-ROM : \$b sd., col. ; \$c 4 3/4 in. + \$e 1 booklet. \$

440; 0;a GameCube. \$

538; ;a System requirements: GameCube. \$

Subfield **h** contains ‘electronic resource’ in brackets.

Example: 245; 00;a ABC news links \$h [electronic resource]

250

MCLD ensures the correct version is in the 250 tag.

Examples:

1) **Windows** (only): 250; ; a Windows version. \$

2) **Macintosh** (only): 250; ; a MAC version. \$

3) **PC** (only): 250; ; a PC version. \$

4) **UNI (multiple-system)** software:

250; ; a Windows and MAC version. \$

If a version number is listed on the item, MCLD includes it in the 250 tag.

Example: 250; ;a MAC version 1.0 \$

The 250 tag is not used for the electronic games.

MCLD has initiated the AACR2r 2002 update from computer optical disc to CD-ROM.

440

For any electronic games, MCLD adds a 440 tag with Subfield **a** for the appropriate game format exactly as shown in these examples:

440; 0;a GameCube. \$

440; 0;a Xbox. \$

440; 0;a Playstation. \$

440; 0;a Playstation 2. \$

MCLD uses the 538 tag to include detailed and **exact**, “system requirements” either from the instruction guide or from the software box, whichever is most accurate. If the software can operate on **more than one** computer system, MCLD creates a separate 538 tag with the requirements **for each system**.

SECTION 4 - MATERIAL TYPE SPECIFICS – SOFTWARE (ELECTRONIC RESOURCE) – continued

538 continued Examples for Systems:
 538 ; a System requirements **for Macintosh**: Macintosh LC III or greater (Power Macintosh recommended); 5MB RAM (8MB recommended); System 7.1; hard disk with 12MB free space; double-speed CD-ROM drive; 13 in. or larger color display (640x480, 256 colors). \$

538 ; a System requirements **for Windows**: IBM-compatible PC with 486 or higher microprocessor; 4MB RAM (8MB recommended); DOS 5.0 or later; Windows 3.1 or higher; hard disk with 12MB free space; double-speed CD-ROM drive; 256-color SVGA display; mouse; Windows-compatible sound card.

Examples for the various electronic game formats:

- 538; ;a System requirements: GameCube. \$
- 538; ;a System requirements: PlayStation. \$
- 538; ;a System requirements: PlayStation 2. \$
- 538; ;a System requirements: Xbox. \$

6XX MCLD adds Subfield **v** to all 6XX tags as follows:

For Juvenile software – “Juvenile software”

Example: 650; 0; a Critical thinking \$ v Juvenile software. \$

For Young Adult software – “Young adult software”

Example: 650; 0; a Critical thinking \$ v Young adult software. \$

For Adult software – “Software”

Example: 650; 0; a Museums \$ z United States \$ v Software. \$

For any software with a 521 tag containing children’s ages through adult, MCLD adds a 6XX tag Subfield **v** free-floaters for all three juvenile, young adult, and adult classifications. This does include software classed as “3-Adult”, “5-Adult”, etc. with free floaters as appropriate.

650 MCLD **always** includes a 650 tag in software & electronic game records for ‘interactive multimedia’. The first indicator must be blank and the second indicator zero (0) for all software. Add subfield **v** as appropriate to the collection.

- Adult Example: 650 0;a Interactive multimedia \$ v Software. \$
- Young Adult Example: 650 0;a Interactive multimedia \$ v Young adult software.\$
- Juvenile Example: 650 0;a Interactive multimedia \$ v Juvenile software. \$

For electronic games, MCLD also includes 650 or 655 tags for “Computer games”, “Video games”, “Electronic Games”, and the game format.

- Examples: 650; 0;a Computer games. \$
- and 650; 0;a Video games. \$
- and 655; 7;a Electronic games. \$
- and 650; 0;a Xbox computer games \$
- or 650; 0;a GameCube computer games. \$
- or 650; 0;a Playstation computer games. \$
- or 650; 0;a Playstation 2 computer games. \$

SECTION 4 - MATERIAL TYPE SPECIFICS – SOFTWARE (ELECTRONIC RESOURCE) – continued

7XX MCLD always includes a 730 tag with the first and second indicators zero (0). Subfield **a** includes ‘Interactive multimedia’.
 Example: 730; 00;a Interactive multimedia.

For any electronic games, MCLD adds a 753 tag with Subfield **a** appropriate for the game format and exactly as shown in these 4 examples:

753; ;a PlayStation 2. \$ 753; ;a PlayStation. \$
 753; ;a GameCube. \$ 753; ;a Xbox. \$

Prefixes Shelf Location Codes – all MCLD Prefixes are in uppercase
 Three Prefixes are used for software:
 SFTWR for all software purchased for the adult collection
 JUVSFTWR for all software purchased for the juvenile collection
 YASFTWR for all software purchased for the young adult collection

KITS (MULTI-PART and MIXED MEDIA ITEMS)

Kits consist of: Media item(s) accompanied by a book or other information or
 Multiple formats purchased together or separately and assembled into one “unit”

Kits are cataloged and processed as a unit, with all pieces placed together in a box or other single container. A KIT may contain combinations of items such as: puppets, teaching tools, musical instruments, games, software, books, sound recordings, video recordings.

NOTE: Materials are to be classed as Kits if they contain items in multiple formats that are to be used together, especially if the materials have been designed for teaching. If the dominant item can be used as a "stand alone" item, the material is usually classed as that format.

The majority of “kits” purchased by Maricopa County Library District are children’s read-along audiocassette and book sets.

Adjustments or Supplemental information to information in Variable Fields (Section 2):

092/099 MCLD classifies juvenile kits that include a musical cassette and/or musical CD accompanied with a book or other item in 782.42.

If the cassette and/or CD is a reading of a book, see instructions under SOUND RECORDINGS – SPOKEN WORD.

245 Subfield **h** contains ‘kit’ in brackets.
 Example: 245; 10; a Curious George \$ h [kit] / \$ c by H.A. Rey. \$

6XX For juvenile kits which include a musical cassette and/or musical CD, MCLD adds Subfield **v** containing ‘Juvenile sound recordings’ in all 6XX tags.

Example: 650; 0; a Concerts \$ v Juvenile sound recordings. \$

MCLD always includes a 650 tag, Subfield **a**, with ‘Children’s songs’ in all records for Juvenile musical cassettes or CDs.

Example: 650; 0; a Children’s songs. \$

Prefixes Shelf Location Codes – all MCLD Prefixes are in uppercase
 Two Prefixes are used for kits:
 KIT for kits in the adult collection
 JUV KIT for kits in the juvenile collection

SECTION 5 – MCLD MUSICAL CLASSIFICATION

The Library District uses the 082 and the 092 tags for musical sound recordings.

Subfield **a** contains the music genre designation or Dewey Classification number as based on the MCLD **Form of Composition (FOC) List** below. Contents of Subfield **a** must be in uppercase letters. Subfield **b** of the **082 and 092** tags contains the main entry. This field can be up to seven (7) characters, including spaces, which will normally be the Composer, Performer or Group. Any leading articles, when present, are not included in the main entry. The main entry must be in uppercase letters. A blank space is added as appropriate between multi-part artist names or titles from the main entry.

An example of an Inventory (Holdings) Record is:

Call number prefix: CD MUSIC
 Classification number: CLASSICL
 Cutter number: BRAHMS
 Call number suffix:
 Volume:

Additional inventory record information to be verified.

MCLD STEPS FOR ASSIGNING MUSIC GENRE

When cataloging musical sound recordings, MCLD utilizes four steps:

1) **Analyze Form of Composition (FOC) from the MARC record fixed field**

Example of MARC record fixed field with indicated **Composition Code**:

Type: j Bib l: m Enc l: Desc: a Ctry: nyu Lang: eng Mod: Sree: d
Comp: pp Format: n Audience: Form: Accomp m: Lit:
 Dat tp: s Dates: 1992 Control:

2) **Check subject headings provided in the MARC record.**

The genre designation will normally correspond to the **first** subject heading assigned to a work as this heading is usually based on the predominant topic.

As it is not always possible to achieve an exact match, MCLD acknowledges that genre designations can be either less specific or more specific than subject headings. MCLD does not, therefore, take it as an inflexible rule that the first subject heading must match the genre designation.

Normally the first subject heading (650) and the FOC will agree. MCLD takes into consideration not only the 1st (predominant), but 2nd (secondary) subject headings, respectively.

3) **Examine the piece in hand.**

MCLD checks contents, Performer(s), Group(s), or Composer(s) and type of music.

4) **MCLD uses all information gathered from the above steps before making the final Dewey assignment** (use **FOC** chart 2nd page below).

Contents of the piece should be in general agreement with the Dewey selected.

5) MCLD uses the **MCLD's Dewey to Genre Conversion Chart** (immediately below) to convert the assignment to the corresponding genre.

MCLD's Dewey to Genre Conversion Chart

GENRE	092 Subfield a	TYPE	FOC CODE	Dewey
Children	CHILDREN	Children's Songs	sg	782.42
Classical	CLASSICL	Sonatas, Suites, Concertos, Overtures, Preludes, Symphonies, Symphonic poems	sn/su/co/ov/pr/sp/sy	784.183 & 784.184 & 784.185 & 784.186 & 784.189
Classical	CLASSICL	Ballet, Dance Music, Dance Forms, Waltzes, Mazurkas, Minuets, Polonaises	bt/df/mz/mi/po/wz	781.55 & 784.188
Classical	CLASSICL	Orchestral Music/Variations and Orchestral Music with Vocal Parts (excluding Operas)/Variations	vr or compare 650 sub headings	784.2 & 784.22
Country	COUNTRY	Country, Bluegrass	bg/cy	781.642
Folk	FOLK	Folk	fm	781.62
Holiday	HOLIDAY	Christmas Music, Carols - also used for any other form of holiday music	cr or compare 650 sub headings	781.723
Inspirational	INSPRTNL	Church Music, Gospel, Hymns, Chant (any religion)	cc/cb/gm/hy	781.71
Inspirational	INSPRTNL	Masses, Requiems, Choruses (sacred), Cantatas, Oratorios, Chorale Preludes, Chorales, Motets	ct/cl/ch/ms/mo/or/rq	782.3
Instrumental	INSTRUML	New Age, Electronic Music	zz or compare 650 sub headings	786.74
Jazz	JAZZ	Jazz, Swing (Big Band)	jz	781.65
Latino	LATINO	Music is of Hispanic origin or sung in Spanish -- some discretion may be necessary	various	Various - see note in TYPE column
Motion Picture	MTIONPIC	Sound Tracks, Moving Picture Music	mp	781.54
Music	MUSIC	Musicals, Revues, Comedies, Marches, Marching Bands, and when none of the other Dewey numbers apply	mc / mr	782.14 & 784.83 & other Dewey numbers not listed in this chart
Opera	OPERA	Operas	op	782.1
Pop/Rock	POP/ROCK	Pop, Reggae, Ragtime, Popular Music	pp/rg	781.64
Pop/Rock	POP/ROCK	Rock	rc*	781.66
Rap	RAP	Rap	zz/rc*	781.66
R&B	R&B	Blues. R&B, Soul	bl	781.643

*rc – This code is used for both 'RAP' and 'ROCK'. When cataloger encounters this code further review may be necessary to appropriately choose the genre designation. Cataloger should use best judgment and place item where seems most appropriate.

MCLD'S FOC LIST of MOST-FREQUENTLY USED ASSIGNMENTS

Consult full code list and/or compare 650's for all forms not listed.

CLASS #	TYPE	FOC CODE
781.54	Sound Tracks, Moving Picture Music	mp
781.55	Ballet	bt
781.62	Folk	fm
781.64	Pop, Reggae, Ragtime, Popular Music	pp/rg
781.642	Country, Bluegrass	bg/cy
781.643	Blues, R&B, Soul	bl
781.65	Jazz, Swing (Big Band)	Jz
781.66	Rock, Rap	rc
781.71	Church Music, Gospel, Hymns, Chant (any religion)	cc/cb/gm/hy
781.723	Christmas Music, Carols	cr
782.1	Operas	op
782.14	Musicals, Revues, Comedies	mc
782.3	Masses, Requiems, Choruses (sacred), Cantatas, Oratorios, Chorale Preludes, Chorales, Motets	ct/cl/ch/ms/mo/or/rq
782.42	Children's Songs	
784.183	Sonatas	sn
784.184	Symphonies, Symphonic poems	sp/sy
784.185	Suites	su
784.186	Concertos	
784.188	Dance Music, Dance Forms, Waltzes, Mazurkas, Minuets, Polonaises	df/mz/mi/po/wz
784.189	Overtures, Preludes	ov/pr
784.2	Orchestral Music/Variations	vr
784.22	Orchestral Music with Vocal Parts (excluding Operas)/Variations	vr or compare 650 class list
784.83	Marches, Marching Bands	mr
786.74	New Age, Electronic Music	zz or compare 650 sub headings

ATTACHMENT 2

Media Processing

The information in this Document (revised June 2005) is meant to represent current Maricopa County Library District requirements for the physical processing of media materials for the District's collection. An attempt has been made to be thorough, but additions, changes, and adjustments may be necessary.

- 1) General Processing Requirements, pages 1-4
- 2) Specific Format Requirements (in addition to General Requirements)
 - Kits (Mixed Media sets) page 5
 - Musical Sound Recordings on Single Cassette, page 5
 - *Audio Books on CD – none*
 - *Video Cassettes - none*
 - *Musical Sound Recordings on CD - none*
 - *Software and Electronic Games (CD-ROMs) - none*
 - *Audio Books on Cassette – none*
 - *DVDs – none*
- 3) 'Maricopa RFID Tag Codes', page 6
- 4) Media Materials-Labels and Supplies, pages 7-8
- 5) Cases for Media Materials, pages 9-10

GENERAL PROCESSING REQUIREMENTS:

CASES

- ❖ Original packaging (cases) is to be replaced when:
 - Original case is a hard brittle plastic (commonly called jewel case)
 - Original case is not appropriate for the heavy use of a public library
 - Original case does not securely contain the material
- ❖ Original packaging (cases) is used when appropriate to strength needed to withstand heavy use in a public library setting.
- ❖ For all media formats (except single music cassette tapes), all processing is done on the GRAPHIC (cover).
- ❖ **Video Multi-cassette Sets:** Place multiple videocassette sets in multi-cassette cases whenever possible. If the number of videocassettes exceeds current highest capacity cases available (all videocassettes will not fit in one case), please contact Library District to discuss options.
- ❖ Kits:
 - a. Kit cases should not exceed 10 inches by 12 inches (outside dimensions) OR can be shelved on standard library shelving set for 12 inch height – further clarification can be discussed.
 - b. Discs and/or cassettes in a kit are not left in jewel boxes. They should be transferred in soft plastic or other appropriate case that can be placed in an opening inside the kit case.
 - c. Photocopies may be necessary to form covers for inside cases – further clarification can be discussed.
 - d. When possible, the original box/package should be used, as it usually accommodates all pieces best. If not appropriate (original package is only paperboard or cardboard, does not securely contain all parts, etc.) the materials are transferred into a case that will accommodate the type and quantity of contents, and has the outside sleeve to accommodate graphics.
 - e. When the original container is replaced, the original container graphics are cut to form the cover, back and spine; processed per requirements; and placed in the outside sleeve of the selected case.
- ❖ See sections 4 and 5 of this document for information on case requirements and labels.

GENERAL PROCESSING REQUIREMENTS:**COVERS (GRAPHIC)**

- If the original case is not used, remove the cover graphic, title sheet, paperboard cover, or other container information. Retain this material for use as the graphic or for transfer into the new case.
- These materials (graphics) are used for the physical processing. It may be necessary to cut the original packaging to form front cover, spine, and back cover. At times it may be necessary to photocopy graphics to form the covers.
 - The printed material with musical sound recordings is frequently multi-paged and intended to be removed and read with these materials. This material (liner notes) is used as the front cover (graphic) for musical sound recordings on CD.
- Once completely processed, the “graphic” is placed in the case sleeve to form the cover (front, spine, and back).
- The EXCEPTION to this is single music cassette tapes where processing is always applied to the case. See Specific Format Requirements section for these materials.

The Library District places the following on all items:

Additional details needed for specific formats are found in the Specific Format Requirements section.

Single music cassettes are addressed ONLY in the Specific Format section.

OUTSIDE FRONT of GRAPHIC [cover] (print side)**Barcode**

- Approximately 1 inch from top and centered from side-to-side
- On larger [oversized] items (i.e.: some oversized kits), barcode should not be placed more than 2 inches from the right edge

“Maricopa County Library District” label (with the appropriate branch indicator)

- In the lower left corner – snug, do not float

INSIDE BACK of GRAPHIC [cover] (non-print side)

RFID tag – applied and encoded for all of MCLD’s facilities

RFID Codes for use with Polaris Automation System include:

- 30 character Library name - use “Maricopa County Library Dist” with the code of the number “1”
- 30 character branch name and collection codes (3 to 4 characters)

See ‘*Maricopa RFID Tag Codes*’ section which lists specific coding for all facilities

RFID Placement:

- Tags are placed ¼ inch to ½ inch from spine. The ¼ inch is to ensure tag is not bent around the spine. The ½ inch is the maximum to ensure that a handheld “wand” (Library Digital Assistant) can read the tag’s signal.
- Tags are staggered up and down as much as possible given the limits of each format’s graphics and case (first item place at bottom, second item place one+ tag height up, third item place two+ tag heights up, forth item place at bottom, continue cycle). The engineers at 3M have stated that the staggering is “best practice” but only absolutely necessary on thin items (i.e.: single DVDs, CDs, etc.).
- It is of the utmost importance that the tags always be placed on the same side of each piece to prevent the tags interfering with each other.

SPINE of GRAPHIC [cover] (print side)

Call Number label – applied on spine for all formats EXCEPT musical sound recordings on CD or cassette

See next page for placement on specific formats

Labels specified to be placed “Vertically” means

- Placed so printing is read vertically (top to bottom) when item is on shelf
- Placed so lower edge of label is ¾ inch above the bottom-edge of cover

Labels specified to be placed “Horizontally” means

- Placed so printing is read horizontally (left to right) when item is on shelf
- Placed so top of label is 1½ inches from bottom of cover

GENERAL PROCESSING REQUIREMENTS:**The Library District places the following on all items – continued**

Age Level label (only for juvenile and young adult collections)

When needed,

- With vertically placed Call Number labels, place the Age Level label just below the lower edge of the Call Number label
- With horizontally placed Call Number labels, place Age Level label so lower edge of label is ¼ inch from the bottom edge of the cover (ensuring call number is not covered)
 - “J” label for any Juvenile collection item
 - “Y” label for any Young Adult collection item

Call Number Label Placement for all formats:**Audio Compact Discs (Audio Book on Single- and Multi-CD Sets):**

Place label horizontally unless should be turned vertically for readability

Audio Cassettes (Audio Book on Single- and Multi-Cassette Sets):

Place label horizontally unless should be turned vertically for readability

DVDs (Single and Multi-Disc Sets):

Place vertically

NOTE: Some multi-disc sets or sets with accompanying material may have spines wide enough for the Call Number label to be placed horizontally

Musical Sound Recordings (Single- and Multi-CD Sets):

Place horizontally in upper left corner on front of cover – snug, do not float

Software (CD-ROMs) and Electronic Games

Place vertically

NOTE: Some multi-disc sets or sets with accompanying material may have spines wide enough for the Call Number label to be placed horizontally

Kits (Mixed Media)

Place label horizontally unless should be turned vertically for readability

Video Cassettes (Single and Multi-Cassette Sets):

Place label horizontally unless has to be turned vertically for readability

Musical Sound Recording (Single-Cassettes):

See requirements in the Specific Format section

SPINE of GRAPHIC [cover] (print side) - continued

Espanol Label - when needed,

Place “Espanol” 1/8 inch above top of Call Number label ONLY when:

- Recorded in Spanish only
- Recorded in Spanish and English
- Is a Spanish language instruction product

Note: Espanol label is NOT applied to musical sound recordings

SPINE of GRAPHIC [cover] (non-print side)

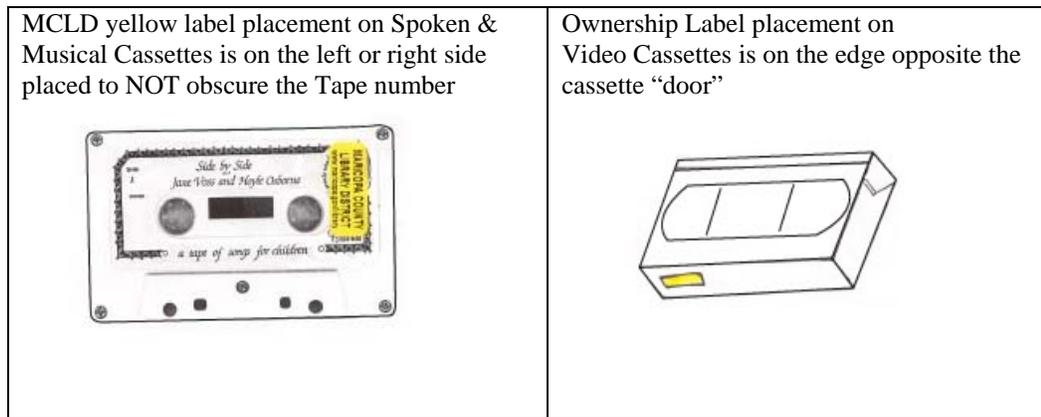
Anti-Theft device centered in spine area of all formats **EXCEPT** all stand-alone discs [CDs, CD-ROMs, DVDs]
 Exception: If disc is *double-sided*, use same anti-theft device as all other non-disc formats and placed in spine area of cover as stated

GENERAL PROCESSING REQUIREMENTS:

The Library District places the following on all items – continued

On the ITEM –

1. “Maricopa County Library District” label (with the appropriate branch indicator) on all items **EXCEPT** discs
 - o Cassettes [music, spoken word, and video] – per diagram below
 - o Accompanying book, booklets, other printed materials – placed on lower left corner of back
2. “Maricopa County Library District” silver donut label
 - o On **ALL** Discs [CDs, CD-ROMs and DVDs]
3. DCD-2 Security Overlay (after MCLD silver donut label has been applied)
 - o Apply to *single-sided* CDs, CD-ROMs, and/or DVDs. If more than one disc in a container, apply DCD-2 overlay to **FIRST** disc in case only
 - o If disc is *double-sided*, do **NOT** apply DCD-2 overlay. Instead, use same anti-theft device as all other non-disc formats and placed in spine area of cover as stated



SUPPLEMENTAL PROCESSING FOR MULTI-CASSETTE, MULTI-DISC, AND/OR MULTI-PART ITEMS:

FRONT of GRAPHIC [cover] (print side)

“Check Contents” label placed above “Maricopa County Library District” label and at left edge. Fill in all appropriate blanks on “Check Contents” label.

UNUSED DISC SLEEVES and CASSETTE or KIT SLOTS

“Intentionally Blank” label is used as wrap closure for any unused disc sleeves. Center an “Intentionally Blank” label in any unused cassette or kit case slots.

EVERY DISC or ITEM in the set does receive

- “Maricopa County Library District” label (donut or rectangular as appropriate)

**SPECIFIC FORMAT REQUIREMENTS:
(in addition to General Requirements):**

Kits (Mixed Media)

The majority of “kits” purchased by Maricopa County Library District are children’s read-along audiocassette or CD and book sets. *Kits should not be placed in cases with an outside dimension greater than 10 inches by 12 inches.*

FRONT of GRAPHIC [cover] (print side)

Place Kit Designator (¼ inch red dot) label directly on far, right side of Maricopa County Library District label

FOR EACH ITEM IN THE KIT:

Apply appropriate “Maricopa County Library District” label (rectangular or donut-style) for the type of item:

- Cassettes (audio or video): rectangular label per diagram on page 4
- Discs (compact discs, CD-ROMs, DVDs): donut-style label
- Books: rectangular label on back cover lower left corner

Place Kit Designator (¼ inch red dot) label on upper right corner of rectangular “Maricopa County Library District” labels and on right side of donut-style labels

Discs & cassettes in a kit are placed in soft plastic or other appropriate case that will fit within the kit case.

Photocopies may be necessary to form covers for inside cases – further clarification can be discussed.

Note: Apply anti-theft device as per General Processing Requirements section. Do not apply DCD-2 security overlays to any discs within the kit.

Musical Sound Recordings on Single Cassette

Due to the small size of the case processing is somewhat different from all other formats.

- Because the printed material with this format is often multi-paneled and intended to be removed and read with these materials, the processing is applied to the case. If original case is not used, ensure print materials are transferred to new case.
- Sequence of placing labels onto case is important due to the small size and overlap of some labels.

BACK of CASE (outside)

Place Barcode label approximately 1 inch from top and centered from side-to-side

Place RFID tag in lower right corner, ¼"- ½ " from spine (staggering is not possible due to limited space)

“Maricopa County Library District” label (with the appropriate branch indicator) at bottom edge of case – centered on case (is applied on top of RFID tag)

FRONT of CASE (outside)

Place Call Number label horizontally in lower left corner on front of cover – snug, do not float

Age Level label (only for juvenile and young adult collections)

When needed, apply as described with vertical Call Number label placement

Place one label protector covering the Age Level label and the Call Number label horizontally – will partially cover the RFID tag and the “Maricopa County Library District” label

SPINE of CASE (inside)

Anti-Theft device centered in spine area

On the CASSETTE

“Maricopa County Library District” label (with the appropriate branch indicator) should be placed per diagram on page 4.

PRINTED BOOKLET/MATERIAL (Cover or Liner Notes information)

Place “Maricopa County Library District” label (with the appropriate branch indicator) in lower left corner of back.

Maricopa RFID Tag Codes

<i>MCLD Branch/Collection</i>	Code
Aguila Adult	801
Aguila Juv	818
Aguila YA	839
George L Campbell Adult	501
George L Campbell Juv	518
George L Campbell YA	539
El Mirage Adult	1001
El Mirage Juv	1018
El Mirage YA	1039
Fountain Hills Adult	1101
Fountain Hills Juv	1118
Fountain Hills YA	1139
Gila Bend Adult	1201
Gila Bend Juv	1218
Gila Bend YA	1239
Guadalupe Adult	1301
Guadalupe Juv	1318
Guadalupe YA	1339
Hollyhock Adult	1401
Hollyhock Juv	1418
Hollyhock YA	1439
Litchfield Pk Adult	1601
Litchfield Pk Juv	1618
Litchfield Pk YA	1639
No Valley Regional Adult	901
No Valley Regional Juv	918
No Valley Regional YA	939
Northwst Regional Adult	601
Northwst Regional Juv	618
Northwst Regional YA	639
Outreach Service Adult	1701
Outreach Service Juv	1718
Outreach Service YA	1739
Queen Creek Adult	1801
Queen Creek Juv	1818
Queen Creek YA	1839
Southeast Regional Adult	701
Southeast Regional Juv	718
Southeast Regional YA	739
Ed Robson Adult	1901
Ed Robson Juvenile	1918
Ed Robson YA	1939

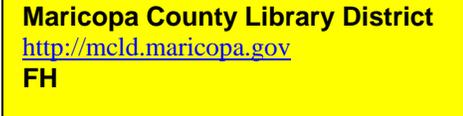
Maricopa County Library District

Media Materials Labels and Supplies

Sample	Product Name	Vendor & Product Number
<p style="font-size: 2em; text-align: center;">J</p>	Age Level Label – Juvenile	Brodart
	<p style="text-align: center;">½ inch High x ¾ inch Wide White</p>	55-037-010
	Sheet of 42	
<p style="font-size: 2em; text-align: center;">Y</p>	Age Level Label – Young Adult	Brodart
	<p style="text-align: center;">½ inch High x ¾ inch Wide White</p>	55-037-024
	Sheet of 42	
	Barcode	Maricopa County Library District
<p>CHECK CONTENTS:</p> <p>___ Books/Booklets</p> <p>___ Cassettes</p> <p>___ Discs</p> <p>___ Graphics</p> <p>___ Video</p> <p>___ Other</p>	<p>Check Contents Label</p> <p style="text-align: center;">1 ½ inches High x 1 ½ inches Wide Self Adhesive Black lettering on White label</p> <p style="text-align: right;">Roll of 500</p>	Custom Printing
	Español Label	Highsmith
	Roll of 500	L41-53692
	Package of 216	L41-20203
<p style="color: red; font-weight: bold; text-align: center;">INTENTIONALLY BLANK</p>	<p>Intentionally Blank Label</p> <p style="text-align: center;">½ inch High x 2 inches Wide Self Adhesive Red Lettering on White Label All Capitol Letters Font Size 9 Font Style Arial or equivalent</p>	Custom Printing Must match existing labels
	Kit Part Indicator	Brodart
	¼ inch Dot	
	Roll of 1000	55-380-104 -- Red
	Label Protector	Brodart
	<p style="text-align: center;">C-Vue protectors 1¼ inch high X 3 1/8 inch wide 4-mil, matte finish</p>	
	Roll of 1000	55-279-101
	Roll of 500	55-279-001

Maricopa County Library District

Media Materials Labels and Supplies

Sample	Product Name	Vendor & Product Number
 <p>Maricopa County Library District http://mcl.d.maricopa.gov FH</p>	Maricopa County Library District Label 2-Letter Branch Designation in lower left corner	Custom Printing
	2 1/2 inches wide by 5/8 inches high yellow	Exactly as shown IF size must be adjusted from that stated, adjust to smaller size
	DCD2 Security Overlay for Discs	3-M
	Ownership Label for Discs (CD, DVD, CD-Rom)	Specialty Store Services
	Custom DVD & CD Security Void Labels 1 inch w/ 1/2 inch opening	9505 Silver label with Red ink with name and website address
	Roll of 500	
	Roll of 1,000	
	RFID Tags (D1) Plain White tags	3-M
Digital pic currently not available	Security Strips (3-M Tattle Tape) One version may be used versus buying a version for every media type. Must be confirmed with 3-M.	
	Spine Label 1 5/8 inch High X 7/8 inch Wide Self Adhesive / Rounded Corners Black Lettering on White Label Font Size 9 / Arial Font or equivalent	Gaylord 1000 labels 30521

Cases for Media Materials

Cases specified below are to provide examples of sizes, styles, structure, and strength. Some modifications or adjustments may be necessary. Vendor may use these exact cases or their equivalent.

Product Name	Vendor & Product Number		
DVD Dark Gray or Black -- w/ outside graphics sleeve Clear would be preferred IF available in this style	Brodart Actual cases have not been examined but appear to be equivalent	Showcase	
1 Disc	85 501 101	ZDVD1	
2 Discs	85 501 102	ZDVD2	
3 Discs	85 501 103	ZDVD3	
4 Discs	85 501 104	ZDVD4	
5 Discs	85 501 105	ZDVD5	
6 Discs		ZDVD6	
7 Discs		ZDVD7	
Audio Book CD White -- w/ outside graphics sleeve and ring binder pages to hold discs (disc sleeves) Clear would be preferred IF available in this style	Brodart Actual cases have not been examined but appear to be equivalent	Showcase	DEMCO
Up to 12 CDs	83 594 001 to 83 594 006		P153-6986
Up to 14 CDs		ZCDR12 – White	
13 to 20 CDs			P153-6988
14 to 24 CDs	83594 007 to 83 594 024		
Up to 24 CDs		ZCDR24 – White	
25 to 30 CDs			P153-0361
Pages for 1 Disc Pages for 2 Discs	83 582 001	ZCDSP ZCDDP	P153-1405 P153-6989
Audio Book Cassette White -- w/ outside graphics sleeve Clear would be preferred IF available in this style	Brodart Actual cases have not been examined but appear to be equivalent	Showcase	DEMCO
1 Cassette	84 001 001	D3B1 or A201	P153-6528 or P800152
2 Cassettes	84 002 001	D3B2 or A202	P153-0610 or P800151
3 Cassettes	83 003 001	D3B3 or B221	P153-0611
4 Cassettes	84 004 001	D322 or B222	P153-0613 or P802484
5 Cassettes	84 850 002	D332	P153-6805
6 Cassettes	84 825 002	D333	P153-0614
8 Cassettes		H12B8	P153-0615
9 Cassettes		H12B9	
10 Cassettes		H1210	
12 Cassettes		H1212	P153-0616
14 Cassettes		i1214 or J1614	
16 Cassettes		i1216 or J1616	
18 Cassettes		i1218 or K2418B	
22 Cassettes		ii1222	
24 Cassettes		ii1224 or K2424	
30 Cassettes		L3630	
36 Cassettes		L3636	
48 Cassettes		P4848	

Cases for Media Materials

Cases specified below are to provide examples of sizes, styles, structure, and strength.
Vendor may use these exact cases or their equivalent.

Product Name	Vendor & Product Number		
Music CD Black -- w/ outside graphics sleeve Clear would be preferred IF available in this style	Brodart Actual cases have not been examined but appear to be equivalent	Showcase	
1 CD	85 625 001 or 84 870 001	ZBCDPS1 – Black	
2 CDs	85 625 002 or 84 873 001	ZBCDPS2 – Black	
3 to 14 CDs		ZCDR12 – Black	
3 to 24 CDs		ZCDR24 – Black	
1 CD pages		ZCDSP for use with ZCDR products	
2 CD Pages		ZCDDP for use with ZCDR products	
Music Cassette Clear – no graphics sleeve	Brodart Actual cases have not been examined but appear to be equivalent		DEMCO
1 Cassette	84 822 001		P153-1440 – Clear
2 Cassettes			P153-1304 – Clear
Video Clear -- w/ outside graphics sleeve	Brodart	Showcase	DEMCO
1 Cassette	Possible choices for closer review: 84 156 003 or 84 155 003 or 84 149 101	VFS1	P153-1313
2 Cassettes		VPFS2	P153-6696
4 Cassettes		VV4	P153-0005 or W/ Literature pocket P153-7017
6 Cassettes		VV6	P153-6835
If more than 6 Video Cassettes	Notify Collection Development		
Software & Electronic Games White -- w/ outside graphics sleeve Clear would be preferred IF available in this style	As appropriate to contents and meets general specifications of other cases in terms of construction, use in public library setting, outside sleeve for graphics		
	Cases as specified for Audio CDs are usually appropriate for Software		
Kit White -- w/ outside graphics sleeve Clear would be preferred IF available in appropriate styles and sizes	Not to exceed outside dimensions of 10 inches X 12 inches OR not to exceed size that can be shelved on standard library shelving set for 12-inch book height. As appropriate to contents of the KIT and meets general specifications of other cases in terms of construction, use in public library setting, outside sleeve for graphics.		
	Brodart 2002 Catalog pages 245 (DVD Case w/ Lit Well), 250 (CD/DVD Albums), 251 (Storage & Shipping Albums), 263 Video-cassette Albums w/ Lit Well), 266 (Audiocassette Albums), 268 (Multimedia Storage Cases)	Showcase Multimedia Albums and albums that can be customized with adhesive backed trays	DEMCO 2003 Catalog pages 279 (Multimedia Envelope), 281 (Multimedia Albums), 282 (Custom Multimedia Albums), 290 (Videocassette Albums), 292 (Video/Book Security Album), 294 & 295 & 298 (Audiocassette Albums)

ATTACHMENT 3

Serial Cataloging Specifications

The information in this Attachment is meant to represent the current requirements of the Library District in relation to cataloging serial publications. Though an attempt to be thorough has been made, it is not meant to be all-inclusive. Additions, changes, and adjustments may be necessary.

This Attachment pertains to serial records only and is comprised of three sections:

- 2) Fixed Fields, page 1
- 2) Variable Fields, pages 2-7
- 3) Serial Classification Numbers, pages 8-9

These instructions address only the most critical fields that need to be checked closely and modified when applicable.

For monograph cataloging specifications, refer to **ATTACHMENT E – Monograph Cataloging Specifications**.

1) *FIXED FIELDS*

Fixed Fields must comply with BIBLIOGRAPHIC FORMATS AND STANDARDS published by OCLC and any formally adopted changes to these standards prior to or during the term of this contract.

Type: a Bib l: s Enc l: Desc: a Ctry: nyu Lang: eng Mod: Srce: Freq: a
 Reg: r ISDS: Ser t: Orig f: Form: Entire c: Cont: bc Gvt:
 Cnf: 0 Alpha: a S/L: 0 Pub s: c Dates: 1948 9999 Control:

The following fields need to be checked and/or modified when applicable. All fields not listed below should be carry codes as appropriate to the item in hand.

Record Types:	a must be used for all printed serial publications
Bibliographic Level:	Must be s for all serial records
Encoding Level:	Library District accepts only “blank”, I , K , or L levels
Descriptive Cataloging Form:	Library District accepts only form a
Frequency:	Must reflect the current frequency and should agree with Regularity code
Regularity:	Must reflect the current regularity and should agree with Frequency code
Publication Status:	Must be c for current. Records with a status of d should not be used. Instead use the related succeeding MARC record. See also “ 780/785 Linking Entries ” section; page 7.

2) **VARIABLE FIELDS**

Variable Fields must comply with BIBLIOGRAPHIC FORMATS AND STANDARDS published by OCLC and any formally adopted changes to these standards prior to or during the term of this contract.

The following fields need to be checked and/or modified when applicable.

<u>FIELDS</u>	<u>DESCRIPTIONS</u>
022 ISSN	<p>International standard serial number, stated in subfield a (ISSN), must match the item in hand. Incorrect or cancelled ISSN should be placed in subfield y or z of the 022 field, respectively.</p> <p>Example: 022; 0 ;a 0068-0214 \$</p>
037 Source of Acquisition	<p>The price of the book must be in subfield c with a dollar sign (\$) preceding the price:</p> <p>Note: When working with multi-volume sets priced per set not per volume, divide the retail price for the set by the number of volumes in the set. The resulting price per volume is entered in 037 field, subfield c.</p> <p>Example: 037; ;c \$58.34 \$</p>
049 Local Shelf in Location Circulating [J].	<p>District currently uses four (4) shelf location codes with serial records. They are Adult Reference [REF], Adult Reference written Spanish [REF SPAN], Juvenile Reference [JUV REF], Juvenile</p> <p>Adult circulating books do not carry a shelf location code. Brackets [] are placed around each code with the code appearing in uppercase letters, e.g.:</p> <p>[REF] [REF SPAN] [JUV REF] [JUV]</p>
092 Classification	<p>Subfield a and subfield b are used for classifying non-fiction materials. For details see “Serial Classification Numbers” section; pages 8-9.</p>
1XX	<p>Ensure the correct form of the main entry matches the latest LC Main Entry Authority record.</p>

FIELDS**DESCRIPTIONS**

110/111/130
Continued

If the Corporate Body or Conference chosen as the main entry changes in any of these fields, the existing record must be closed (Publication Status changed to **d**). A new serial record must be used for the new main entry. See also **“780/785 Linking Entries”** section; page 7.

222/240
Additional Titles

Delete from MARC record.

245
Title/Main Entry

The title, subtitle/other title information must match the title page or chief source exactly.

Check spelling of words and correct as needed. Misspellings that appear on the book should be left in the title and the misspelled word followed by (**sic**) in the record. Then trace the correctly spelled title in a 246 field.

Indicators in the 245 field serve two purposes. The first indicator determines whether an additional title tracing is generated or indexed.

Make the first indicator one (1) when the author is the main entry (1XX).
Make the first indicator zero (0) when the title is the main entry (no 1XX field).

The second indicator tells our computerized retrieval systems how many spaces to skip before filing (indexing) the title alphabetically. For example, if the first word of the title is an article, the indicator will tell the system how many letters and spaces to skip before the first significant word of the title.

Examples:

245 04 The San Diego union-tribune
245 00 Scholarships, fellowships, and loans
245 02 A Guide book of United States coins
245 03 An American time
245 03 El diccionario del español chicano

NOTE: If a change occurs within the first five words of the title, excluding leading articles of the title proper, the existing record must be closed (Publication Status changed to d). A

FIELDS**DESCRIPTIONS**

245
Continued

**new serial record must be used for the new title. See also
“780/785 Linking Entries” section; page 7.**

247
Varying Form
Of Title

Create added titles when the following occurs:

1) Title proper begins with a number (numeric or spelled out), or contains a number in the **first five** words (excluding any articles at beginning of title proper). Create a 246 field with the number appearing opposite form.

Example:

245 field: The top 10 of everything.
246 field: Top ten of everything.

245 field: Two hundred expandable home plans
246 field: 200 Expandable home plans.

245 field: The taking of Pelham 1 2 3
246 field: Taking of Pelham one two three

2) Title proper begins with an abbreviation that a patron might search under the full spelling. Create a 246 field with the abbreviations spelled out.

Example:

245 field: Dr. Faustus
246 field: Doctor Faustus

Example of when this is NOT needed:

245 field: Mrs. Dalloway
246 field: [NOT NEEDED]

3) When a title contains either an ampersand (&) or the word “and” in the first five words, do **NOT** create a 246 field with the opposite form. If a 246 exists with the opposite form, **delete** it.

Example:

245 field: Dun & Bradstreet guide to your investments
246 field: ~~Dun and Bradstreet guide to your investments~~
[DELETE THE 246 FIELD]

FIELDS

246
Continued

DESCRIPTIONS

4) Title begins with a person's name in the possessive:

Example:

245 field: Rick Steves' France, Belgium & the Netherlands
246 field: France, Belgium & the Netherlands

5) Always use the indicators when creating a 246 field, making the first indicator a "3". Create the **second** indicator in accordance with the book in hand using the following chart:

0-Portion of title	1-Parallel title	2-Distinctive title
3-Other title	4-Cover title	5-Added title page title
6-Caption title	7-Running title	8-Spine title

260
Publication

Verify place of publication and publisher against information for the serial in hand. If there are two publishers, only the first is needed, but do not delete the second if it is already present in the record. Add any distributor in separate **\$a** and **\$b** fields using International Standard Bibliographic Description (ISBD) punctuation.

Example 1: Place of publication : \$b Publisher, \$c Starting date of publication.

Example 2: Place of publication : \$b Publisher, ; \$a Place of distribution: \$b Distributor, \$c Starting date of publication.

First publisher should be considered a match when the publisher's name has changed but at least one significant word indicates that it is the same entity, or if the publisher in either the item or on the record is clearly a subsidiary. The following would be considered matches:

RECORD: Henry Holt
BOOK: Holt, Rinehard & Winston

RECORD: Harper & Row
BOOK: Harper Junior Books

Example of 260 field, subfield **c**, indicating the starting date only:

New York : \$b R. R. Bowker, \$c 1948-\$

FIELDS**DESCRIPTIONS**

260
Continued

Example of 260 field, subfield **c**, indicating a starting and closing date:

New York : \$b R. R. Bowker, \$c 1948-2000.\$

For additional requirements, see “**780/785 Linking Entries**” section; page 7.

300
Description

Physical description must agree with the serial in hand. ISBD punctuation must be used.

Example: v. ; \$ c 28 cm.

Subfield **a** should indicate the number of issues published for completed serials:

Example: 52 v. ; \$c 28 cm. \$

For additional requirements, see “**780/785 Linking Entries**” section; page 7.

5XX
Notes

Review all 5XX fields for spelling errors and general accuracy.

6XX

Ensure the correct form of the subject field matches the latest LC Authority record.

Delete all 650 fields that have a **3**, **4**, **5**, **6** or **8** in the second indicator. Retain all 650 fields with a second indicator of **2**. All other 650 fields must be **modified** to a blank in the first indicator and the second indicator must be **modified** to zero (0).

Examples:

1) **Before** (second indicator ‘1’):

650; 1;a Cat breeds \$v Pictorial works \$ v Periodicals. \$

Modified (second indicator ‘0’):

650; 0;a Cat breeds \$v Pictorial works \$ v Periodicals. \$

2) **Before** (second indicator ‘7’):

650; 7;a Ants \$ 2 slem. \$

Modified (Delete subfield 2):

650; 0;a Ants. \$

FIELDS**DESCRIPTIONS**

780/785

Linking Entries

A 780 field is necessary for preceding titles, due to title change. Subfield **t** and **x** are required. The first and second indicators are required and should be zero for all title changes.

Example:

780; 00;t Moody's American handbook of common stocks \$x 190-728X \$

A 785 field is necessary for succeeding titles. Subfield **t** and **x** are required. The first and second indicators are required and should be zero for all title changes.

Example:

785; 00;t Moody's handbook of widely held common stocks \$x 0190-728X \$

NOTE: When Title or Main Entry changes occur, or when a publication ceases, the existing records must be closed out with the following steps:

- Update record with a publication status of **d**.
- Fixed date field should indicate closing publication date.
- The imprint field (260 field) subfield **c** should indicate closing publication date.
- The physical description field (300 field) subfield **a** should indicate the number of issues published for completed serials.
- Volume/Issue designation field (362 field) should indicate closing description.
Example: 362 0 \$1950-1957.
- Succeeding entry (785 field) should be present when the publication continues under another title or main entry.

3) ***SERIAL CLASSIFICATION NUMBERS***

The Library District uses the 092 field for non-fiction classification numbers. Subfield **a** should utilize the Dewey Decimal Classification Scheme, 22nd ed. (and any formally adopted changes prior to or during the term of this contract) for the classification number. For LC MARC records, transcribe the call number in the 082 field to the 092 field, subfield **a**, **then delete the 082 field**. Dewey classification numbers **must not exceed 4 numbers past the decimal point**. When truncating class numbers following the decimal point, do so as appropriate under DDC, not simply at the 4th digit. Classification number following the decimal point **must not end in a zero (0)**.

Subfield **b** of the 092 contains the author/main entry. This subfield can be up to seven (7) characters, including spaces, all in uppercase letters. Do not include any articles preceding the main entry. Add a blank space as appropriate between multi-part author names or words within the title when used as the main entry.

Examples:

- 1) Class number truncation past decimal point:
092; a 321.535 \$ b MONEY M

Example 1 is derived from MARC information listed below:

082; 0 ;a 321.535/1973 \$2 19 \$
245; 04;a The Money magazine. \$
650; 0;a Money \$

- 2) Class number following the decimal point **must not** end in a zero (0):
092; a 321.535 \$ b MONEY M

Example 2 is derived from MARC information listed below:

082; 0 ;a 321.5350/973 \$2 19 \$
245; 04;a The Money magazine. \$
650; 0;a Money \$

MATERIAL CONSISTING OF VOLUMES, YEAR(S), OR PARTS

The Library District does not use individual volume numbers or years, as a component of the classification number (092 field). That information is entered directly into the inventory (holdings) record and on the call number label.

This requires the cataloger to provide this information to staff creating inventory (holdings) records and call number labels to ensure Volumes, Years, and Parts appear as specified.

If the volume number, year and/or part number is **NOT** stated on the piece, use the **publication date** on the material in hand for inventory (holdings) record and call number label information. As a result, the material can be distinguished from future issues.

Example of volume number stated on piece:

Resulting Inventory (Holdings) Record:	Resulting Call Number label:
Call number prefix:	
Classification number: 321.535	796.352
Cutter number: MONEY M	MONEY M
Call number suffix:	VOL 1
Volume: VOL 1	

Example of adult reference title with year stated on title page or cover:

Resulting Inventory (Holdings) Record:	Resulting Call Number label:
Call number prefix: REF	REF
Classification number: 321.535	321.535
Cutter number: MONEY M	MONEY M
Call number suffix: 2000	2000
Volume:	

Example of volume number, year and/or part number stated on piece:

Resulting Inventory (Holdings) Record:

Call number prefix:

Classification number: 321.535

Cutter number: MONEY M

Call number suffix: **1999-00**

Volume: **VOL 2, PART 3**

Resulting Call Number label:

321.535

MONEY M

1999-00

VOL 2

PART 3

Additional information is given in ATTACHMENT E – Item Record Data

ATTACHMENT 4

Monograph Cataloging

The information in this document is meant to represent the current requirements of the Library District in relation to cataloging media. Though an attempt to be thorough has been made, it is not meant to be all-inclusive. Additions, changes, and adjustments may be necessary.

This document pertains to monograph records only and is comprised of seven sections:

- 1) Fixed Fields, page 2
- 2) Variable Fields-Basic Tags, pages 3-7
- 3) Monograph Classification Numbers (excluding music), pages 8-15
- 4) Books in Languages other than English, pages 16-18
- 5) Additional Material Types:
 - Sound Records (Spoken Word), pages 19-20
 - Sound Recordings (Musical), pages 21-22
 - Videorecordings, pages 23-25
 - Software (multimedia), pages 26-29
 - Kits, page 30
- 6) Musical Classification, pages 31-33
- 7) Item Record Data – 852 Tag, page 34

These instructions address only the most critical fields. Contractor shall ensure the fields are accurate and modified according to the Library District's requirements.

1) **FIXED FIELDS**

Fixed Fields must comply with BIBLIOGRAPHIC FORMATS AND STANDARDS published by OCLC and any formally adopted changes to these standards prior to or during the term of this contract.

Type: g Bib l: m Enc l: I Desc: a Ctry: cau Lang: eng Mod: Srce: d
 Run t: 132 Audience: g Accom m: Gvt: Mat t: v Tech: l
 Dat tp: p Dates: 2000 1999 Control:

The following fields need to be checked and/or modified when applicable. All fields not listed below should carry codes as appropriate to the item in hand.

Record Types:

- g** : must be used for videorecordings (video cassette and videodisc)
- i** : must be used for nonmusical sound recordings (cassette and disc)
- j** : must be used for musical sound recordings (cassette and disc)
- m** : must be used for software (multimedia)

Bibliographic Level:	Must be m for all monograph records.
Encoding Level:	Library District accepts only "blank", I , K , or L levels.
Descriptive Cataloging Form:	Library District accepts only form a .
Biographies:	See " Monograph Classification Numbers " section.
Dates:	Must correlate with variable field 260 , subfield c , and Dates in fixed field. Use correct dates for all fields.

2) **VARIABLE FIELDS-BASIC TAGS**

Variable Fields must comply with BIBLIOGRAPHIC FORMATS AND STANDARDS published by OCLC and any formally adopted changes to these standards prior to or during the term of this contract.

Cataloging specifications in this section detail all the basic tags used in the bibliographic record for all media formats currently purchased by the Library District.

Any changes pertaining to a certain media format will be referenced in “Additional Material Types” section; pages 18-33 within this Attachment.

FIELDS

DESCRIPTIONS

020

ISBN/PRICE

If present, the International Standard Book Number (ISBN) must appear in subfield **a** without any dashes or spaces. For multi-volume items, be sure to search any ISBNs for individual volumes, **whether or not the ISBN represents the numbered volume in hand**. Also search the set ISBN as available. This will prevent duplicate records for multi-volume sets.

Multiple ISBN’s may be used in one record if **author, title, producer, date produced, edition (if applicable)** match. Use a separate 020 field for each ISBN.

Note on Sets: When working with multi-volume sets priced per set not per volume, divide the retail price for the set by the number of volumes in the set. The resulting price per volume is entered in the 037 field subfield **c**.

Note on Kits: When working with kits priced not as a unit, add the retail price of each item included to determine a total price for the kit.

024

UPC Code

Field 024 is the Universal Product Code. When available, this field must match the UPC code on the actual item.

028

Use field 028 to match formatted publisher numbers for sound
Publisher Number recordings and videorecordings.

092

Classification

Subfield **a** and subfield **b** are used for classifying non-fiction titles. For details, see “**Monograph Classification Numbers**” section; pages 12-16 within this document.

099

Classification

Subfield **a** is used for classifying fiction titles. For details, see “**Monograph Classification Numbers**” section.

1XX/7XX
Author

Ensure the correct form of the main entry matches the latest
LC Authority record.

FIELDS

DESCRIPTIONS

130/240
Uniform
Title

Ignore the presence or absence of these fields in determining whether a record matches the item in hand.

245

Ensure the title on the actual item is in the 245 field. If the title on the case differs, create a 246 field using the correct indicators for the case title.

Check spelling of words against the item (and case) and correct as needed. Misspellings that appear on the item should be left in the title and the misspelled word followed by (sic). Trace the correctly spelled title in the 246 field.

Indicators in the 245 field serve two purposes:

- 1) The first indicator determines whether an additional title tracing is generated or indexed.

Make the first indicator one (1) when there is an author main entry (1XX).
Make the first indicator zero (0) when the title is the main entry (no 1XX field).

The second indicator tells computerized retrieval systems how many spaces to skip before filing (indexing) the title alphabetically. For example, if the first word of the title is an article, the indicator will tell the system how many letters and spaces to skip before the first significant word of the title.

Examples:

245 14	The goonies
245 10	Let the good times roll
245 12	A time to live, and a time to let die
245 13	An apple will do it every time
245 13	El libro segundo

If the title begins with a mark of punctuation or a diacritic, ignore

it for filing. An exception to this is if the title also begins with an article, the mark of punctuation/diacritic is accounted for in the second indicator.

FIELDS

DESCRIPTIONS

245
Continued

Examples:

245 15	“The Rose”
245 05	Les ‘Enfants
245 00	“--& co.”

A Statement of Responsibility (SOR) appears in the \$c subfield, following a Slash (/). The SOR is generally the author (person or body) of the item and should match what appears on the item exactly. Statements of responsibility for different functions are separated by a space semicolon space:

Example:

Universal Pictures and Columbia Pictures present a Jersey Films production ; produced by Danny DeVito, Michael Shamberg, Stacey Sher ; written by Susannah Grant ; directed by Steven Soderbergh.

Use International Standard Bibliographic Description (ISBD) punctuation for all parts of the title. This generally consists of spaces around prescribed punctuation right before the subfield delimiter.

Examples:

- 1) Title : \$b subtitle / \$c statement of responsibility.
- 2) Title : \$n number of part of title, \$p name of part of title / \$c statement of responsibility.

248

Create added titles when the following occurs:

Varying Form

Of Title

- 1) Title proper begins with a number (numeric or spelled out), or contains a number in the first five words, excluding beginning articles. Create a 246 field with the number appearing in the opposite form.

Examples:

- 245 field: 101 Dalmatians.
 246 field: One hundred and one Dalmatians.
- 245 field: The taking of Pelham 1 2 3
 246 field: Taking of Pelham one two three

FIELDS

DESCRIPTIONS

246

Continued

- 2) Title proper begins with an abbreviation that a customer might search under the full spelling. Create a 246 field with the abbreviations spelled out.

Examples:

- 245 field: Dr. No
 246 field: Doctor No

Example of when this is NOT needed:

- 245 field: Mrs. Doubtfire
 246 field: [NOT NEEDED]

- 3) When a title contains either an ampersand (&) or the word “and” in the first five words, create a 246 field with the opposite form.

Example:

- 245 field: Tillie & Mack
 246 field: Tillie and Mack

- 4) Title begins with a person’s name in the possessive, create a 246 field omitting the person’s name:

Example:

- 245 field: Martha Stewart’s Secrets for entertaining
 246 field: Secrets for entertaining

Title is a classic that begins, “The story of” or “The adventures of...” Create a 246 field if, in the cataloger’s judgement, a customer might expect to find the title under the more significant words. Always err on the side of creating an added title, particularly for classics and old favorites.

Examples:

- 245 field: The Merry adventures of Robin Hood
- 246 field: Robin Hood

- 245 field: The Adventures of Huckleberry Finn
- 246 field: Huckleberry Finn

- 245 field: The Story of Ferdinand
- 246 field: Ferdinand

Always use the indicators when creating a 246 field, making the first indicator a “3”. Create the **second** indicator in accordance with the item in hand using the following chart:

title	0-Portion of title	1-Parallel title	2-Distinctive title	3-Other
	4-Cover title	5-Added title page title		
	6-Caption title	7-Running title	8-Spine title	

FIELDS

DESCRIPTIONS

250-Edition Statement

Always add an edition statement as appropriate.

Example:

- 250 field: Widescreen ed.
- 250 field: Collector's ed.
- 250 field: Letterbox ed.

260 Publication

Verify place of production and producer against information for the item in hand. If there are two producers, only the first is needed, but do not delete the second if it is already present in the record. Add any distributor in separate \$a and \$b fields and indicated in ISBD punctuation:

Example 1: Place of producing company : \$b Producer, \$c Date of production, release, etc.

Example 2: Place of producing company : \$b Producer ; \$a Place of distribution company: \$b Distributor, \$c Date of production, release, etc.

When choosing between bibliographic records to determine exact match with item in hand, the production or release date in subfield **c** must match the item exactly.

Example:

260; ; a Place of producing company : \$ b Producer, \$ c **2000**.

FIELDS

DESCRIPTIONS

300 Description

See individual format examples in “ADDITIONAL MATERIAL TYPES”

If a book or other material accompanies a media item and is clearly supplementary material not intended to be cataloged separately, be sure to use subfield **e** to record its presence.

All parts **must be** indicated in the 300 field:

Examples:

Sound Recordings

300; ;a 2 sound cassettes : \$b analog + \$e 1 book (213 p. : ill. ; 20 cm.).

Spoken word cassette:

300; ;a 10 sound cassettes (14 hrs., 45 min.) : \$b analog, 1 7/8 ips.

Spoken word compact disc:

300; ;a 6 sound discs (18 hrs., 22 min.) : \$b digital.

Musical cassette:

300; ;a 2 sound cassettes : \$b analog, mono., Dolby processed + \$e 1 booklet (6 p. : ill. ; 12 cm.).

Musical compact disc:

300; ;a 1 sound disc (56 min.) : \$b digital, stereo. ; \$c 4 3/4 in. + \$e 1 folded sheet.

Video cassette:

300; ;a 6 videocassettes (VHS) (538 min.) : \$b sd., col ; \$c 1/2 in.

Software:

300; ;a 1 CD-ROM : \$ b sd., col. ; \$ c 4 3/4 in. + \$ e 1 complete crime stopper's guide + 1 atlas + 1 quick start guide + 1 MPC troubleshooting guide.

Kit:

300; ;a 2 sound cassettes : \$ b analog + \$ e 1 lesson book (96 p. : ill. ; 26 cm.) + 1 picture dictionary (61 p. : ill. ; 26 cm.)

4XX/8XX

Series

A series field is used when the item has a series title. The Library District prefers the individual item title in the 245 field and the series title in the 4XX field with an 8XX field used when appropriate for the series.

5XX

Notes

Scan all notes for spelling errors and general accuracy. 5XX fields may indicate editions, added authors, added artists, or added producers and can help determine whether the record truly matches the item in hand.

505 FIELD

Retain all contents notes and check for accuracy.

FIELDS

DESCRIPTIONS

546 FIELD

If there is more than one 546 tag within a MARC record and one of the tags describes the language of the material, the language 546 tag needs to appear first. This is because the first 546 is the only one that shows on the web catalog at this time.

Always add a 546 field for language notes.

Example:

In English with Spanish subtitles.

Dubbed in Spanish.

Always add a 546 field for closed-captioned materials.

Example:
Closed-captioned.

6XX The Library District does not use the second indicator **1**. For **all** 6XX fields, change the second indicator to **zero**. If the material is not for the adult collection, **add** subfield **v** containing the appropriate 'free-floating' subdivision designated for the juvenile and young adult collections. The 'free-floating' subdivisions are addressed further in the 'Additional Material Types' section of this Attachment.

Delete all 6XX fields that have a **3, 4, 5, 6** or **8** in the second indicator.
Retain all 6XX fields with a second indicator of **2**.

700/710/711/730
Added Author

7XX fields should always appear for:
Second and third authors/artists
First author or artist/contributor mentioned when there are four or more
Editors
Illustrators

Do not add corporate authors/artists/producers that are not already present in the record.

For 700 fields, always delete an initial article in a title subfield. There are no provisions in MARC for filing characters, so the title will not trace correctly if this leading article is not removed.

Examples:

700 12	Forster, E.M. \$t Room with a view.
700 12	Grahame, Kenneth. \$t Wind in the Willows.
700 12	John, Elton. \$t Lion King.

8XX

SERIES TRACED
DIFFERENTLY

Use in conjunction with the 4XX field. Use field 830 for uniform titles used as series added entries. Use if the series tracing differs from the series statement (field 490) or is in a note.

852
Item Holdings

Polaris automation system uses the 852 tag to indicate holdings information
Subfields are used as specified by Polaris for loading On Order records by FTP.

3) *MONOGRAPH CLASSIFICATION NUMBERS (EXCLUDING MUSIC)*

It is assumed the Contractor will search in the Library District's database for previous works and works of a similar nature or subject to the item in hand. This allows new items to carry classifications and shelf locations consistent with items already in the collection.

Please be aware that processes/procedures described in this document are current procedures. Older items in the database may not conform to the Library District's current standards. Please ask when something is unclear.

NON-FICTION MATERIALS

The Library District uses the 092 field for non-fiction classification numbers. Subfield **a** should utilize the Dewey Decimal Classification Scheme, 22nd ed. (and any formally adopted changes prior to or during the term of this contract) for the classification number.

Library District's Truncation Rule

Dewey classification numbers **must not exceed 4 numbers past the decimal point**. When truncating class numbers following the decimal point, do so as appropriate under DDC, not simply at the 4th digit. The Classification number following the decimal point **must not end in a zero (0)**. For LC MARC records, copy the 082 field classification number to subfield **a** of the 092 field, using the Library District's truncation rule.

Some **exceptions** to classification assignments:

Class all travel material in 91X field, followed by decimal point, up to 4 digits

Resume, cover letter, job search titles are classed in 650.14

Software with only fictional subject headings are classed in 649.58.

Software games with no educational subject headings are classed in 794.8.

Subfield **b** of the 092 consists of the main entry. This subfield can be up to seven (7) characters, including spaces, all in uppercase letters.

Do not include any articles preceding the main entry. Add a blank space as appropriate between multi-part author/artist names or words within the title when used as the main entry.

Examples:

1) Example consisting of multi-part words and excluding preceding article:

092; ;a 979.132 \$b GRAND C \$

Example is derived from MARC information listed below:

082; 04; a 979.1/32 \$ 2 21 \$

245; 04; a The Grand Canyon \$ h [videorecording] / \$ c producer, Stephen Stept ; writer, Don E. Wintner ; produced by Firstlight Pictures ;

A&E Television Network. \$

650; 0; a Natural history. \$

651; 0; a Grand Canyon (Ariz.) \$

2) Class number following the decimal point **must not** end in a zero (0):

092; ;a 796.357 \$b GARAGIO \$

Example 1 is derived from MARC information listed below:

082; 0 ;a 796.357/0/973 \$2 19 \$

100; 10;a Garagiola, Joe. \$

245; 10; a It's anybody's ballgame \$ h [sound recording] / \$ c Joe Garagiola. \$

650; 0;a Baseball \$

3) Class number truncation past decimal point:

092; ;a 641.8609 \$b DELICIO \$

Example 2 is derived from MARC information listed below:

082; 00;a 641.860945 \$2 20 \$

245; 00;a Delicious desserts \$h [videorecording] \$

650; 0;a Cookery. \$

EXCEPTION to Subfield **b**: Use subfield **b** for the main entry, unless the spine printing does not match with the correct form of the artist/author's name in the MARC record. When this happens:

leave the main entry as it appears on the media label in the 1XX/245 field of the MARC record

use the spine version in the 092 field

use the spine version on the call number label
 ensure the spine version matches the 400 field of any existing Library District authority record

Example of this type exception:

092; ;a 364.1523 \$ b GUR \$

Example is derived from MARC information listed below:

082; 00;a 364.1/523/092 \$2 20 \$
 100; 1 ;a Goor, Batya. \$
 245; 10;a Jack the Ripper : h [sound recording] / \$ c Batya Gur. \$

MONOGRAPH CLASSIFICATION NUMBERS

FICTION MATERIALS

The Library District uses the 099 field, subfield **a**, for fiction classification numbers. This field consists of the main entry and can be up to seven (7) characters, including spaces, all in uppercase letters. Do not include any articles preceding the main entry. Add a blank space as appropriate between multi-part author/artist names or words within the title when used as the main entry.

Example 1 of Multi-part Name:

099; ;a ONCE UP \$

Example 1 is derived from MARC information listed below:

245; 00;a Once upon a crime : h [sound recording] / \$c edited by Ed Gorman & Martin H. Greenberg.
 650; 0;a Detective and mystery stories, American. \$
 700; 1 ;a Gorman, Edward. \$
 700; 1 ;a Greenberg, Martin Harry. \$

Example 2 of Multi-part Name:

099; ;a VAN DRA \$

Example 2 is derived from MARC information listed below:

100; 1 ;a Van Draanen, Wendelin. \$
 245; 10;a Sammy Keyes and the hotel thief \$h [sound recording] / \$c
 Wendelin Van Draanen. \$

EXCEPTION to Subfield **a**: Use subfield **a** for the main entry, unless the spine printing does not match with the correct form of the author/artist's name in the MARC record. When this happens:

- leave the main entry as it appears on the media label in the 1XX/245 field of the MARC record
- use the spine version in the 099 field
- use the spine version on the call number label
- ensure the spine version matches the 400 field of any existing Library District authority record

Example of this type exception:

099; ;a GUR \$

Example is derived from MARC information listed below:

100; 1 ;a Goor, Batya. \$
 245; 10;a Literary murder \$h [sound recording] / \$c Batya Gur ; translated
 from the Hebrew by Dalya Bilu. \$

MONOGRAPH CLASSIFICATION NUMBERS**INDIVIDUAL BIOGRAPHIES**

Check the fixed field **'bio'** when making decisions on biographies. If the fixed field is an **'a'** or **'b'**, classify the title as an individual biography; making sure the individual's biography is stressed. If the individual's career and biography receive equal emphasis, classify as a biography. If this field contains a **'d'** or if the individual's career/lifework is stressed, classify using the appropriate Dewey number for the subject.

The Library District uses the 092 field for all biographies. The classification number used in subfield **a** of the 092 is always **92** for individual biographies.

The surname and first name of the biographee is used in subfield **b**, which is comprised of up to seven (7) letters of the surname, all in uppercase, then a space, continuing with up to seven (7) letters of the first name, all in uppercase. Use the 600 field to determine the correct form of biographee's name.

Example 1:

092; ;a 92 \$b CLOONEY ROSEMAR

Example 1 is derived from the following MARC record information:

100; 1 ;a Clooney, Rosemary. \$

245; 10;a Girl singer \$h [sound recording] / \$c Rosemary Clooney.

600; 10;a Clooney, Rosemary.

Example 2:

092; ; a 92 \$ b ELLIOT JACK

Example 2 is derived from the following MARC record information:

245; 04; a The ballad of Ramblin' Jack \$ h [videorecording] / \$ c Lot 47

Films ; Plantain Films presents in association with Crawford

Communications, Inc. ; directed by Aiyana Elliott; written by

Aiyana Elliott & Dick Dahl ; produced by Aiyana Elliott, Paul Mezey,

Dan Partland ; Ramblin' Films LLC. \$

600; 10; a Elliott, Jack, \$ d 1931- \$

COLLECTIVE BIOGRAPHIES

If the fixed field **'bio'** is a **'c'**, classify the item as a collective biography. The classification number used in the 092 field, subfield **a** is always **920**. Subfield **b** of the 092 consists of the main entry. This field can be up to seven (7) characters, including spaces, all in uppercase letters. Add a blank space as appropriate between multi-part author/artist names or titles from the main entry.

Example:

092; ;a 920 \$b LEAMER

This example is derived from the following MARC record information:

100; 1 ;a Leamer, Laurence. \$

245; 14;a The Kennedy women \$h [sound recording] : \$b the saga of an American family / \$c Laurence Leamer.

MONOGRAPH CLASSIFICATION NUMBERS**MATERIAL CONSISTING OF VOLUMES, PARTS**

(The cataloger must ensure all pieces and parts are indicated in the 300 field. See examples provided in the 'Variable Fields-Basic Tags' section of this document.)

SETS-Some materials are ordered as a 'set'. This does not always mean that the Library District wants the material to be cataloged and processed as one complete work. The cataloger must make a decision depending on different factors:

How big is the 'set'? Is there a case to accommodate all parts?

Can each unit stand-alone? Or does the data need to stay together to make sense?

What is the best and most logical way to process the material?

STAND-ALONE - the unit is one complete work in itself and does not need additional information from another source to make sense. One MARC record can be created for the one unit. Therefore it can stand-alone and be checked out separately.

PARTS - the information is a continuing chronicle and all items must be used together as a whole and thus processed for customers to check out as a single unit. One MARC record is created with all parts listed in the 300 field.

VOLUMES - Volumes may be processed together as a set or individual units. Size and content are factored in here. Can all the volumes fit into one case? If the volume can stand-alone, does the content of each volume make more sense for the customer to checkout individually? The MARC record for volumes can be created two different ways, based on processing the material as a set or individually.

Set:

All the volumes are addressed within one MARC record.

Example:

245; 14;a The United States of poetry \$h [videorecording] / \$c Washington Square Films ; Independent Television Service ; producer/creators, Joshua Blumand, Bob Holman ; director, Mark Pellington ; director of photography, Thomas Krueger.
 260; ; a [United States?] : \$b KQED Video, \$c c1996. \$
 300; ; a 3 videocassettes (ca. 120 min.) : \$b sd., col. ; \$c 1/2 in. \$
 505; 0 ; a **v.1.** The Land and the people – **v.2.** A Day in the life – **v.3.** The American dream.
 \$

On occasion some sets may be so large they will not be able to be placed in one container. The example below shows one MARC record for 10 volumes. An Inventory (Holdings) Record was created indicating each volume number within the Inventory (Holdings) Record.

Example:

092; ; a 796.352 \$ b STORY O \$
 245; 04; a The story of golf \$ h [videorecording] / \$ c Cramer Productions
 in association with the Carver Group, Inc. \$
 260; ; a Boston, MA : \$ b Carver Group, Inc., \$ c c1999. \$
 300; ; a 10 videocassettes : \$ b sd., col. and b&w ; \$ c 1/2 in. \$

Resulting Inventory (Holdings) Record:

Call number prefix: VID
 Classification number: 796.352
 Cutter number: STORY O
 Call number suffix:
 Volume: VOL 1

Resulting Call Number label:

VID
 796.352
 STORY O
VOL 1

Note: If the cataloger is not responsible for creating the Inventory (Holdings) Record, they will have to provide information on Volumes and Parts to staff creating Inventory (Holdings) Records and Call Number labels to ensure these appear as specified.

Stand-alone:

One MARC record is created for EACH volume.

Example:

245; 00;a Anthony Robbins' Powertalk! \$n Volume 14 \$h [sound recording] / \$c Anthony Robbins. \$
 246; 3 ;a Powertalk! \$
 260; ; a Irwindale, Calif. : \$b Guthy-Renker Corp., \$c p1993. \$

300; ;a 2 sound cassettes : \$b analog + \$e 1 booklet (17 p. ; 17 cm.) in container (18 x 12 cm.). \$

CREATING SETS – Some materials that are ordered separately can be put together as a ‘set’. If the materials ordered are the same format (i.e. VHS, DVD, etc.) and are either part of a series or have separate volume numbers, it may be logical to create one MARC record and combine these items into one case.

For instance, a compact disc is ordered with the title “Disney Karaoke-volume 1” for North Central Branch for the Children’s collection. Volume 2 of the same title is also ordered for North Central Branch for the Children’s collection. Rather than create two MARC records and process each item separately, one MARC record can be created describing both volumes and the compact discs can be processed into one case.

Example:

245; 00; a Disney karaoke / \$ h [sound recording]. \$

246; 30; a Karaoke \$

260; ; a Burbank, CA : \$ b Walt Disney Records, \$ c p2000. \$

300; ; a 2 sound discs : \$ b digital ; \$ c 4 3/4 in. \$

505; 00;v.1. t Zip-a-dee-doo-dah \$ g (2:14) -- \$ t Hakuna matata \$ g (3:08) -- \$

t I wan'na be like you \$ t (Monkey song) \$ g (1:54) -- \$ t He's a

tramp \$ g (1:35) -- \$ t Go the distance \$ g (3:09) -- \$ t Just

around the riverbend \$ g (2:27) -- \$ t Reflection \$ g (1:53) -- \$ t

Part of your world \$ g (3:07) -- \$ t Once upon a dream \$ g (2:44) --

\$ t When you wish upon a star \$ g (2:10) -- \$ g 11-20. \$ t

Instrumentals. \$

505; 00 v.2. t Friend like me \$ g (2:25) -- \$ t Under the sea \$ g (3:12) -- \$ t

Bare necessities \$ g (4:00) -- \$ t Whole new world \$ g (2:38) -- \$ t

You'll be in my heart \$ g (1:26) -- \$ t Colors of the wind \$ g

(3:31) -- \$ t Beauty and the beast \$ g (2:40) -- \$ t Dream is a

wish your heart makes \$ g (2:20) -- \$ t Bella notte \$ g (1:21) -- \$

t Baby mine \$ g (2:08) -- \$ g 11-20. \$ t Instrumentals. \$

Another example of a title ordered individually that is best combined is ‘Beckett on Film’. There are 4 DVDs with the first arriving with a book that discusses information on all of the DVDs. Instead of creating 4 separate MARC records, our preference is to combine them into one MARC record. All 4 DVDs and the book would be processed in one case to keep the collection together.

The Library District does not use Volumes or Parts as a component of the classification number. That information is entered directly into the Inventory (Holdings) Record and on the Call Number label.

4) BOOKS WRITTEN IN LANGUAGES OTHER THAN ENGLISH

The adult, young adult and juvenile collections (fiction and non-fiction) contain books written in a variety of languages.

Follow Maricopa County Library District’s standard cataloging specifications sections:

“Variable Fields” / “Fixed Fields” / “Monograph Classification Numbers” with the following:

Adaptations/Adjustments:

FIXED FIELD

LANG As standard, include this field to specify the language of the material according to the current edition of OCLC’s ‘Bibliographic Formats and Standards’ manual.

VARIABLE FIELDS

FIELDS

DESCRIPTIONS

049 The Library District uses **four** Prefixes (shelf location codes) for materials written in Spanish:
 SPAN for adult titles (fiction or non-fiction)
 JUV SPAN for juvenile titles (fiction and non-fiction)
 SPANEASY for picture/easy titles
 YA SPAN for young adult titles (fiction or non-fiction)

049 The Library District uses **four** Prefixes (shelf location codes) for materials written in languages other than English and Spanish:
 LNG for adult titles (fiction or non-fiction)
 JUV LNG for juvenile titles (fiction and non-fiction)
 EASY LNG for picture/easy titles
 YA LNG for young adult titles (fiction or non-fiction)

Note-Language titles in a reference collection use the standard Maricopa county Library District REF and JUV REF Prefixes.

092/099 Refer to MCLD specification section “**Monograph Classification Numbers**”, pages 12-18.

240 MCLD uses this field per the standards in the current edition of OCLC’s ‘Bibliographic Formats and Standards’ manual.

245 As in English, when the first word of the title is an article, regardless of the language, make sure it is accounted for in the second indicator.

Spanish example:
 245 13 El libro Segundo

Adaptations/Adjustments for Spanish Language Materials - continued

VARIABLE FIELDS

FIELDS

DESCRIPTIONS

505 When describing the contents within a work, add all the titles using the language of the material.

520 Preference, when available, is two 520’s. One in English, matched with one in the language of the material.

546 Use as appropriate to the language according to the current edition of OCLC’s ‘Bibliographic Formats and Standards’ manual.

Spanish example:
546 Ed. en espanol.

6XX In addition to English language subject headings; add subject headings in the language of the material. These should be taken from Bilindex for Spanish, or other authoritative source for other languages that follow LC form. Follow all other MCLD specifications listed previously for the 6XX fields in the “**Variable Fields**” section.

Include two 650’s as shown below. One in English, matched with one in the language of the material.

Spanish example:
650; 0;a Spanish language materials. \$
650; 7;a Materiales en español. \$2 bidex \$

Note-Language materials for Juvenile and Young Adult Collections:

In addition to including English subject headings with corresponding free-floaters addressed in MCLD specifications “**Variable Fields**” section, add the matching subject headings in the language of the material using an authoritative source (ex. Bilindex for Spanish materials) or other source that follows LC form and include the free-floaters.

6XX Examples below are for Spanish materials:
Continued

- 1) Add subfield **v** with ‘Literatura juvenil’ (for juvenile non-fiction), and ‘Novela juvenil’ (for juvenile fiction) in all remaining **6XX** fields for materials purchased for the juvenile collection.
- 2) Add subfield **v** with ‘Literatura joven’ (for young adult non-fiction), and ‘Novela joven’ (for young adult fiction) in all remaining **6XX** fields for materials purchased for the young adult collection.

Adaptations/Adjustments for Spanish Language Materials - continued

VARIABLE FIELDS

FIELDS DESCRIPTIONS

- 3) Subfield **x** is acceptable with the modifications listed above if it is already present in the record.
- 4) Specific attention to this specification is required in the 600, 650, and 651 fields.

Examples for Young Adult material written in Spanish

Spanish non-fiction:

600; 10; a Oakley, Annie, \$ d 1860-1926 \$ v Young adult literature. \$
600; 10; a Oakley, Annie, \$ d 1860-1926 \$ v Literatura joven \$2 bidex \$

Spanish fiction:

600; 10;a Hauptmann, Bruno Richard, \$d 1899-1936 \$v Young adult fiction. \$
600; 10;a Hauptmann, Bruno Richard, \$d 1899-1936 \$v Novela joven \$2 bidex \$

Examples for Juvenile material written in Spanish

Spanish non-fiction:

650; 0;a Bats \$v Juvenile literature. \$
650; 7;a Murciélagos \$v Literatura juvenil \$2 bidex

Spanish fiction:

650; 0;a Mice \$v Juvenile fiction. \$
 650; 7;a Ratones \$v Novela juvenil. \$2 bidex \$

Note-Languages other than English and Spanish should follow the same criteria as above. Any exceptions encountered should be discussed with MCLD.

5) ADDITIONAL MATERIAL TYPES
SOUND RECORDINGS – SPOKEN WORD (NONMUSICAL)

Sound recordings include audio and musical cassettes, and audio and musical compact disc (CD) formats. These materials are included in the adult, young adult, and juvenile collections. Spoken Word sound recordings can be fiction or non-fiction for all collections.

[Spoken Word sound recordings with additional or supplementary materials are addressed in the “**KITS**” section pages 30-31 of this document.]

Follow all specifications listed previously in “**Variable Fields-Basic Tags**”, “**Fixed Fields**”, and “**Monograph Classification Numbers**” sections with the following adjustments:

092/099 If the sound recording is a reading of a book, check the Library District’s database for the printed version. If the Library District owns the print version, use the same classification number assigned to it. For all other spoken word recordings, refer to the “**Monograph Classification Numbers**” section.

8) Subfield **h** must have ‘sound recording’ in brackets:
 Examples:

245; 14; a The firm \$ h [sound recording] / \$ c by John Grisham.
 245; 10; a Desperation \$h [sound recording] / \$c by Stephen King.

300 All parts of the material **must be** indicated in the 300 field:
 Examples:

Spoken word cassette:
 300; ;a 10 sound cassettes (14 hrs., 45 min.) : \$b analog, 1 7/8 ips.

Spoken word compact disc:
 300; ;a 6 sound discs (18 hrs., 22 min.) : \$b digital.

6XX For juvenile items, add subfield **v** containing ‘Juvenile literature’ for non-fiction or ‘Juvenile fiction’ for fiction to any 6XX fields.

For young adult items, add subfield **v** containing ‘Young adult literature’ for non-fiction or ‘Young adult fiction’ for fiction to any 6XX fields.

Examples for Juvenile items
 Non-fiction:

600; 10; a Oakley, Annie, \$ d 1860-1926 \$ v Juvenile literature. \$

Fiction:

600; 10;a Hauptmann, Bruno Richard, \$d 1899-1936 \$v Juvenile fiction. \$

Examples for Young Adult items

Non-fiction:

650; 0;a Childcare \$v Young adult literature. \$

Fiction:

650; 0;a Childcare \$v Young adult fiction. \$

All spoken word sound recordings must include a 650 field, subfield **a**, for ‘Audiobooks’.
650; 0; a Audiobooks. \$

Make all other modifications to the 6XX fields as specified in “**Variable Fields-Basic Tags**” section, pages 3-11 of this document.

Prefixes Shelf Location Codes – all MCLD Prefixes are in uppercase.

The Library District uses six shelf location codes for spoken word (nonmusical) sound recordings. They apply for both fiction and nonfiction titles::

[CAS BOOK] for spoken word titles in the cassette format (fiction and non-fiction) purchased for the adult collection

[JUVCASBK] for spoken word titles in the cassette format (fiction and non-fiction) purchased for the juvenile collection

[YACASBK] for spoken word titles in the cassette format (fiction and non-fiction) purchased for the young adult collection

[CD BOOK] for spoken word titles in the compact disc (CD) format (fiction and non-fiction) purchased for the adult collection

[JUVCDBK] for spoken word titles in the compact disc (CD) format (fiction and non-fiction) purchased for the juvenile collection

[YACDBK] for spoken word titles in the compact disc (CD) format (fiction and non-fiction) purchased for the young adult collection

Sound recordings include cassette and compact disc (CD) formats. These materials are included in the adult, young adult, and juvenile collections.

The Library District classifies all musical sound recordings as **non-fiction**.

The Library District uses specific classification numbers for all musical recordings. Please refer to section “**Musical Classification Numbers**” section, pages 32-34 of this document for the classification numbers that are to be applied to any musical recording.

[Sound recordings with additional or supplementary materials are addressed in the “**KITS**” section of this document.]

Follow all specifications listed previously in “**Variable Fields-Basic Tags**”, “**Fixed Fields**”, and “**Monograph Classification Numbers**” sections with the following adjustments:

092 Subfield **a** of the 092 contains the classification number. Check the data in “Form of Composition” (**COMP**), of the fixed field and subject headings within the MARC record. The “**Musical Classification Numbers**” section, pages 32-34 of this document must then be consulted to establish the classification number.

Subfield **b** consists of the first seven letters of the main entry, including spaces, all in uppercase letters. The main entry is normally the Composer, Performer or Group. Exclude any leading articles in the main entry for data in subfield **b**.

245 Subfield **h** must have ‘sound recording’ in brackets:

Examples:

245; 10;a Back to Broadway \$h [sound recording] / \$c Barbra Streisand.

245; 10;a Goodbye yellow brick road \$h [sound recording] / \$c Elton John.

300 All parts of the material **must be** indicated in the 300 field.

Examples;

Musical cassette:

300; ;a 2 sound cassettes : \$b analog, mono., Dolby processed + \$e 1 booklet (6 p. : ill. ; 12 cm.).

Musical compact disc:

300; ;a 1 sound disc (56 min.) : \$b digital, stereo. ; \$c 4 3/4 in. + \$e 1 folded sheet.

6XX For juvenile items, add subfield **v** containing ‘Juvenile sound recordings’ to any 6XX fields.

Example:

650; 0; a Colors \$ v Juvenile sound recordings. \$

All Juvenile musical cassettes must include a 650 field, subfield **a**, for ‘Children’s songs’.

Example:

650; 0; a Children's songs. \$

Make all other modifications to the 6XX fields as specified in “**Variable Fields-Basic Tags**” section, pages 3-11 of this document.

7XX Modify all 7XX fields as specified in “**Variable Fields-Basic Tags**” section, pages 3-11 of this document.

Prefixes Shelf Location Codes – all MCLD Prefixes are in uppercase.

The Library District uses six shelf location codes for musical sound recordings:

[CASMUSIC] for music in the cassette format purchased for the adult collection

[JUV CAS] for music in the cassette format purchased for the juvenile collection

[YA CAS] for music in the cassette format purchased for the young adult collection

[CD MUSIC] for music in the compact disc (CD) format purchased for the adult collection

[JUVCDMUS] for music in the compact disc (CD) format purchased for the juvenile collection

[YA CDMUS] for music in the compact disc (CD) format purchased for the young adult collection

ADDITIONAL MATERIAL TYPES

VIDEORECORDINGS

Videorecordings include videocassette and digital videodisc (DVD) formats. These materials are included in the adult, young adult, and juvenile collections. Video-recordings can be fiction or non-fiction for all collections.

[Videorecordings with additional or supplementary materials are addressed in the “**KITS**” section of this document.]

Follow all specifications listed previously in “**Variable Fields-Basic Tags**”, “**Fixed Fields**”, and “**Monograph Classification Numbers**” sections of this document with the following adjustments:

092 Subfield **b** of the 092 is for non-fiction videorecordings and always contains the main entry. For additional information, see “**Monograph Classification Numbers**” section.

099 Subfield **a** of the 099 is for videorecordings based on works of fiction or depicting fictional stories. It always contains the title, which is taken from the label of the actual videocassette or videodisc. If the recording is fictional and a 1XX field exists, convert the field to

the correlating 7XX and drop it with the other 7XX's within the MARC record. See also "Monograph Classification Numbers" section.

Before:

100; 1 ; a Disney, Walt, \$ d 1901-1966. \$
 245; 00; a Cinderella \$ h [videorecording] / \$ c Walt
 Disney Home Video. \$

After:

245; 00; a Cinderella \$ h [videorecording] / \$ c Walt
 Disney Home Video. \$
 700; 1 ; a Disney, Walt, \$ d 1901-1966. \$

If the videorecording is a music concert, the Library District uses a specific list of classification numbers for subfield **a** of the 092 field. The "Musical Classification Numbers" section, pages 32-34 of this document, must be referred to in establishing the music classification.

Example:1) Music Concert

092; ;a 781.642 \$b TWAIN \$

Example 1 derived from the MARC record information below:

100; ;a Twain, Shania. \$
 245; 10;a Shania Twain live \$h [videorecording] \$
 260; ;a Universal City, CA : \$b Mercury, \$c c1999. \$
 300; ;a 1 videocassette (ca. 120 min.) : \$b sd., col. ; \$c 1/2 in. \$

Example 2) Music Concert

092; ;a 781.642 \$b BROOKS \$

Example 2 derived from the MARC record information below:

100; ;a Brooks, Garth. \$
 245; 10;a Garth Brooks live \$h [videorecording] \$
 260; ;a Universal City, CA : \$b Mercury, \$c c1999. \$
 300; ;a 1 videodisc (ca. 120 min.) : \$b sd., col. ; \$c 4 3/4 in. \$

245 Subfield **h** must contain 'videorecording' in brackets.

Example:

245; 00;a Top gun \$h [videorecording] / \$c Paramount Pictures Corp.

300 All parts of the material **must be** indicated in the 300 field.

Example:

300; ;a 6 videocassettes (VHS) (538 min.) : \$b sd., col ; \$c 1/2 in.

440 For any read-along videodiscs, add a 440 tag with subfield 'a' exactly as shown in the example.

Example:

440; 0;a Read-along DVD

6XX For nonfiction juvenile videorecordings, add subfield **v** containing 'Juvenile films' to any 6XX fields. For fiction juvenile videorecordings, add subfield **v** containing 'Juvenile fiction' to any 6XX fields.

Example of juvenile nonfiction:

650; 0; a Tigers \$ v Juvenile films. \$

Example of juvenile fiction:

650; 0; a Tarzan (Fictitious character) \$ v Juvenile fiction. \$

For any videorecordings that include children's ages 3-Adult or 5-Adult (in the 521 field), add 6XX fields for both juvenile and adult classifications with required 'free-floaters'. The exception would be when the item has an MPAA rating of 'R'. In these instances, do not apply juvenile free-floaters. Other videorecordings may include children and adult (7-Adult, 11-Adult) audiences. If the cataloger believes the videorecording is appropriate for children, they may add the juvenile 'free-floaters'.

Make all other modifications to the 6XX fields as specified in "**Variable Fields-Basic Tags**" section of this document.

All videorecordings purchased for the adult collection must include a 650 field, subfield **a**, for 'Feature films'.

All videorecordings purchased for the juvenile collection must include a 650 field, subfield **a**, for 'Children's films'.

Examples:

Adult collection videorecording:

650; 0; a Feature films. \$

Juvenile collection videorecording:

650; 0; a Children's films. \$

7XX Modify all 7XX fields as specified in "**Variable Fields-Basic Tags**" section of this document.

Any existing 1XX fields in the MARC record for fictional recordings are to be transferred to into the corresponding 7XX field. See "**Videorecordings**" section of this document for Before and After examples.

Prefixes Shelf Location Codes – all MCLD Prefixes are in uppercase.

Six Prefixes are used for videorecordings. They apply for both Fiction and Nonfiction titles:

The Library District uses six shelf location codes for videorecordings:

[VID] for titles in video cassette format purchased for the adult collection

[JUV VID] for titles in video cassette format purchased for the juvenile collection

[YA VID] for titles in video cassette format purchased for the young adult collection

[DVD] for titles in digital videodisc (DVD) format purchased for the adult collection

[JUV DVD] for titles in digital videodisc (DVD) format purchased for the juvenile collection

[YA DVD] for titles in digital videodisc (DVD) format purchased for the young adult collection

ADDITIONAL MATERIAL TYPES

SOFTWARE (ELECTRONIC RESOURCE)

The Library District purchases software for the adult, young adult, and juvenile collections.

[Software with additional or supplementary materials are addressed in the "**KITS**" section of this document.]

Follow all other specifications listed previously in "**Variable Fields-Basic Tags**", "**Fixed Fields**", and "**Monograph Classification Numbers**" sections with the following adjustments:

092

All software is cataloged as non-fiction. The following steps are to be followed when forming the classification number for subfield **a**:

- 1) Check the subjects in the MARC record
- AND-**
- 2) Check the Library District's database to see where similar items are classified.

On **rare** occasions, the cataloger might encounter the following:

The item is based on juvenile fiction and there are only fictional subject headings -- class the item in 649.58

If the software is a game with no educational subject headings -- class the item in 794.8.

NOTE: This should be used only when there is **no other choice**, after checking for other similar items in the Library District's database.

Subfield **b** of the 092 field contains the first 7 letters, including spaces, of the main entry, followed by a "space", then the type of system(s) on which the software operates.

Use uppercase letters and exclude all leading articles for the main entry.

There are four (4) system types for which the Library District currently purchases software:

- 1) **WINDOWS** (for all Windows Only software)
- PC** (for all software for Personal Computers that DOES NOT require Windows)
- MAC** (for Macintosh Only software)
- UNI** (for software that combines more than 1 type of software listed).

Examples:

1) WINDOWS:

092; ;a 031 \$b 1997 GR **WINDOWS** \$

These items operate on "Windows Only" computer systems. The MARC information is listed below:

245; 04;a The 1997 Grolier multimedia encyclopedia \$h [electronic resource]. \$
 246; 30;a Grolier multimedia encyclopedia \$
 246; 30;a Multimedia encyclopedia \$
250; ;a Windows version. \$
 538; ;a System requirements **for Windows** (minimum): 486 CPU; 8 MB RAM; double-speed CD-ROM; Windows 3.1 and DOS 5.0; or Windows 95; Super VGA, (640x480) 256-color monitor; Soundblaster-compatible sound card. \$

MAC and PC entries match the format of the above Windows example.

2) UNI (any combination of the above three systems in one record):

092; ;a 372.24 \$b 3RD GRA **UNI** \$

These items operate on both "Windows" and "Macintosh" computer systems. The MARC information is listed below:

245; 00;a 3rd grade adventures \$h [electronic resource] : \$b builds confidence & problem solving skills for school. \$
 246; 3 ;a Clue finders 3rd grade adventures \$
250; ; a Windows and MAC version 1.1
 538; ; a System requirements **for Windows**: 486DX/66MHz or better ; 12 MB free, 8 MB RAM (16 MB recommended); Windows 3.1 or higher (including Windows 95 and Windows NT 4.0) ; 256-color SVGA ; quad speed CD-ROM drive ; Windows compatible sound card ; speakers ; mouse. \$

538; ; a System requirements **for Macintosh**: PowerPC 66 MHz or better; 12 MB free, 16 MB RAM ; system 7.1 or better ; 256-color graphics, 13" or larger color monitor; quad-speed CD-ROM drive ; speakers ; mouse.

245 Subfield **h** must have 'electronic resource' in brackets.

Example:

245; 00;a ABC news links \$h [electronic resource]

250 Ensure the correct version is in the 250 field.

Examples:

1) **Windows** (only):

250; ; a Windows version. \$

2) **Macintosh** (only):

250; ; a MAC version. \$

3) **PC** (only):

250; ; a PC version. \$

4) **UNI (multiple-system)** software:

250; ; a Windows and MAC version. \$

If a version number is listed on the item, it should be included in the 250 field.

Example:

250; ;a MAC version 1.0 \$

300 All parts of the material **must be** indicated in the 300 field.

Example:

300; ; a 1 CD-ROM : \$ b sd., col. ; \$ c 4 3/4 in. + \$ e 1 complete crime stopper's guide + 1 atlas + 1 quick start guide + 1 MPC troubleshooting guide.

538 The 538 field must include detailed and **exact**, "system requirements" either from the instruction guide or from the software box, whichever is most accurate. If the software can operate on **more than one** computer system, create a separate 538 field with the requirements **for each system**.

Example:

538 ; a System requirements **for Macintosh**: Macintosh LC III or greater (Power Macintosh recommended); 5MB RAM (8MB recommended); System 7.1; hard disk with 12MB free space; double-speed CD-ROM drive; 13 in. or larger color display (640x480, 256 colors). \$

538 ; a System requirements **for Windows**: IBM-compatible PC with 486 or higher microprocessor; 4MB RAM (8MB recommended); DOS 5.0 or later; Windows 3.1 or higher; hard disk with 12MB free space; double-speed CD-ROM drive; 256-color SVGA display; mouse; Windows-compatible sound card.

6XX Add subfield **v** 'Juvenile software' to all 6XX fields for Juvenile software. Add subfield **v** 'Software' to all 6XX fields for Adult software.

Adult example:

650; 0; a Museums \$ z United States \$ v Software. \$

Juvenile example:

650; 0; a Critical thinking \$ v Juvenile software. \$

For any software that includes children's ages through adult (in the 521 field), add field 6XX subfield **v** free-floaters for both juvenile and adult classifications. This does include software classed as 3-Adult, 5-Adult, etc.

Make all other modifications to the 6XX fields as specified in “**Variable Fields-Basic Tags**” section, pages 3-11 of this document.

650 All software must include a 650 field with the first indicator blank and the second indicator zero (0). Subfield **a** must include ‘Interactive multimedia’. Juvenile software will also include Subfield **v** containing ‘Juvenile software’.

Example for Adult:

650 0;a Interactive multimedia \$ v Software. \$

Example for Juvenile:

650 0;a Interactive multimedia \$ v Juvenile software. \$

7XX Modify all 7XX fields as specified in “**Variable Fields-Basic Tags**” section, pages 3-11 of this document.

A 730 field must be present with the first and second indicators zero (0). Subfield **a** must include ‘Interactive multimedia’.

Example:

730; 00;a Interactive multimedia.

Prefixes Shelf Location Codes – all MCLD Prefixes are in uppercase.

The Library District uses three shelf location codes for software:

[SFTWR] for all software purchased for the adult collection

[JUVSFTWR] for all software purchased for the juvenile collection

[YA SFTWR] for all software purchased for the young adult collection

ADDITIONAL MATERIAL TYPES

KITS (MULTI-PART and MIXED MEDIA ITEMS)

Kits are cataloged and processed as a unit, with all pieces placed in a box or other appropriate container. They may contain items such as puppets, teaching tools, musical instruments, games, etc., in addition to books, sound recordings, and videorecordings. They are classified as fiction or non-fiction as appropriate to the contents. Most will be for the juvenile collection, but the adult collection also contains kits.

Kits consist of:

media item(s) accompanied by a book or other information

multiple media or format types assembled into one unit

Follow all specifications listed previously in “**Variable Fields-Basic Tags**”, “**Fixed Fields**”, and “**Monograph Classification Numbers**” sections with the following adjustments:

Note: When the kit is not priced as a unit, add the retail price of each item included to determine the total price for the kit.

092/099 Class juvenile kits which include a musical cassette and/or musical compact disc accompanied with a book or other item in 782.42.

If the cassette and/or compact disc is a reading of a book, check the Library District’s database for the printed version. If the Library District owns the print version, use the same classification number assigned to it. For all other instances, refer to the “**Monograph Classification Numbers**” section.

245 Subfield **h** must have 'kit' in brackets.

Example:

245; 10; a Curious George \$ h [kit] / \$ c by H.A. Rey. \$

300 All parts of the kit **must be** indicated in the 300 field:

Example:

300; ; a 2 sound cassettes : \$ b analog + \$ e 1 lesson book (96 p. : ill. ; 26 cm.) + 1 picture dictionary (61 p. : ill. ; 26 cm.)

6XX For juvenile items which include a musical cassette and/or musical compact disc accompanied with a book or other item, add subfield **v** containing 'Juvenile sound recordings' in all 6XX fields.

Example:

650; 0; a Concerts \$ v Juvenile sound recordings. \$

Make all other modifications to the 6XX fields as specified in "**Variable Fields-Basic Tags**" section.

650 All Juvenile musical cassettes and or musical compact discs must include a 650 field, subfield **a**, for 'Children's songs'.

Example:

650; 0; a Children's songs. \$

Prefixes Shelf Location Codes – all MCLD Prefixes are in uppercase.

The Library District uses two shelf location codes for kits:

[KIT] for kits in the adult collection

[JUV KIT] for kits in the juvenile collection

6) **MUSICAL CLASSIFICATION**

The Library District uses the **082** and the **092** tags for musical sound recordings.

Subfield **a** contains the music genre designation or Dewey Classification number as based on the MCLD **Form of Composition (FOC) List** below. Contents of Subfield **a** must be in uppercase letters. Subfield **b** of the **082** and **092** tags contains the main entry. This field can be up to seven (7) characters, including spaces, which will normally be the Composer, Performer or Group. Any leading articles, when present, are not included in the main entry. The main entry must be in uppercase letters. A blank space is added as appropriate between multi-part artist names or titles from the main entry.

An example of an Inventory (Holdings) Record is:

Call number prefix: CD MUSIC

Classification number: CLASSICL

Cutter number: BRAHMS

Call number suffix:

Volume:

Additional inventory record information to be verified.

MCLD STEPS FOR ASSIGNING MUSIC GENRE

When cataloging musical sound recordings, MCLD utilizes four steps:

1) **Analyze Form of Composition (FOC) from the MARC record fixed field**

Example of MARC record fixed field with indicated **Composition Code**:

Type: j Bib l: m Enc l: Desc: a Ctry: nyu Lang: eng Mod: Srce: d

Comp: pp Format: n Audience: Form: Accom m: Lit:

Dat tp: s Dates: 1992 Control:

2) **Check subject headings provided in the MARC record.**

The genre designation will normally correspond to the **first** subject heading assigned to a work as this heading is usually based on the predominant topic.

As it is not always possible to achieve an exact match, MCLD acknowledges that genre designations can be either less specific or more specific than subject headings. MCLD does not, therefore, take it as an inflexible rule that the first subject heading must match the genre designation.

Normally the first subject heading (650) and the FOC will agree. MCLD takes into consideration not only the 1st (predominant), but 2nd (secondary) subject headings, respectively.

3) **Examine the piece in hand.**

MCLD checks contents, Performer(s), Group(s), or Composer(s) and type of music.

4) **MCLD uses all information gathered from the above steps before making the final Dewey assignment** (use FOC chart 2nd page below).

Contents of the piece should be in general agreement with the Dewey selected.

5) MCLD uses the **MCLD's Dewey to Genre Conversion Chart** (immediately below) to convert the assignment to the corresponding genre.

MCLD's Dewey to Genre Conversion Chart

GENRE	092 Subfield a	TYPE	FOC CODE	Dewey
Children	CHILDREN	Children's Songs	sg	782.42
Classical	CLASSICL	Sonatas, Suites, Concertos, Overtures, Preludes, Symphonies, Symphonic poems	sn/su/co/ov/pr/sp/sy	784.183 & 784.184 & 784.185 & 784.186 & 784.189
Classical	CLASSICL	Ballet, Dance Music, Dance Forms, Waltzes, Mazurkas, Minuets, Polonaises	bt/df/mz/mi/po/wz	781.55 & 784.188
Classical	CLASSICL	Orchestral Music/Variations and Orchestral Music with Vocal Parts (excluding Operas)/Variations	vr or compare 650 sub headings	784.2 & 784.22
Country	COUNTRY	Country, Bluegrass	bg/cy	781.642
Folk	FOLK	Folk	fm	781.62
Holiday	HOLIDAY	Christmas Music, Carols - also used for any other form of holiday music	cr or compare 650 sub headings	781.723
Inspirational	INSPTNL	Church Music, Gospel, Hymns, Chant (any religion)	cc/cb/gm/hy	781.71
Inspirational	INSPTNL	Masses, Requiems, Choruses (sacred), Cantatas, Oratorios, Chorale Preludes, Chorales, Motets	ct/cl/ch/ms/mo/or/rq	782.3
Instrumental	INSTRUML	New Age, Electronic Music	zz or compare 650 sub headings	786.74
Jazz	JAZZ	Jazz, Swing (Big Band)	jz	781.65
Latino	LATINO	Music is of Hispanic origin or	various	Various - see

		sung in Spanish -- some discretion may be necessary		note in TYPE column
Motion Picture	MTIONPIC	Sound Tracks, Moving Picture Music	mp	781.54
Music	MUSIC	Musicals, Revues, Comedies, Marches, Marching Bands, and when none of the other Dewey numbers apply	mc / mr	782.14 & 784.83 & other Dewey numbers not listed in this chart
Opera	OPERA	Operas	op	782.1
Pop/Rock	POP/ROCK	Pop, Reggae, Ragtime, Popular Music	pp/rg	781.64
Pop/Rock	POP/ROCK	Rock	rc*	781.66
Rap	RAP	Rap	zz/rc*	781.66
R&B	R&B	Blues. R&B, Soul	bl	781.643

*rc – This code is used for both ‘RAP’ and ‘ROCK’. When cataloger encounters this code further review may be necessary to appropriately choose the genre designation. Cataloger should use best judgment and place item where seems most appropriate.

MCLD’S FOC LIST of MOST-FREQUENTLY USED ASSIGNMENTS

Consult full code list and/or compare 650’s for all forms not listed.

CLASS #	TYPE	FOC CODE
781.54	Sound Tracks, Moving Picture Music	mp
781.55	Ballet	bt
781.62	Folk	fm
781.64	Pop, Reggae, Ragtime, Popular Music	pp/rg
781.642	Country, Bluegrass	bg/cy
781.643	Blues. R&B, Soul	bl
781.65	Jazz, Swing (Big Band)	Jz
781.66	Rock, Rap	rc
781.71	Church Music, Gospel, Hymns, Chant (any religion)	cc/cb/gm/hy
781.723	Christmas Music, Carols	cr
782.1	Operas	op
782.14	Musicals, Revues, Comedies	mc
782.3	Masses, Requiems, Choruses (sacred), Cantatas, Oratorios, Chorale Preludes, Chorales, Motets	ct/cl/ch/ms/mo/or/rq
782.42	Children’s Songs	
784.183	Sonatas	sn
784.184	Symphonies, Symphonic poems	sp/sy
784.185	Suites	su
784.186	Concertos	
784.188	Dance Music, Dance Forms, Waltzes, Mazurkas, Minuets, Polonaises	df/mz/mi/po/wz
784.189	Overtures, Preludes	ov/pr
784.2	Orchestral Music/Variations	vr
784.22	Orchestral Music with Vocal Parts (excluding Operas)/Variations	vr or compare 650 class list
784.83	Marches, Marching Bands	mr
786.74	New Age, Electronic Music	zz or compare 650 sub headings

7) ITEM RECORD DATA

Item Level Information in MARC 852

<u>Polaris Item Record Field</u>	<u>Subfield</u>	<u>Required?</u>	<u>Data Entry Conv.</u>
Shelving Scheme	IND1	Yes	0=Lib.Con./1=Dewey
Assigned Branch	\$a	Yes	Def*Abbr-Max15char
Assigned Collection	\$b	No	Def*Abbr-Max15char
Shelf Location	\$c	No	Def*Strg-Max25char
Statistical Code	\$d	No	Max 8-char.
Classification No.	\$h	No	Max 25 char.
Cutter No.	\$i	No	Max 25 char.
Call No. Prefix	\$k	No	Max 10 char.
Call Number Suffix	\$m	No	Max 10 char.
Owning Branch	\$o	Yes	Def*Abbr-Max15char
Barcode	\$p	No	Max 20 char.
Physical Condition	\$q	No	Max 255 char.
Fine Code	\$r	Yes	Integer: FineCodeID
Copy Number	\$t	No	Max20 char.***
Loan Period	\$u	Yes	Integer: LoanPeriodCodeID
Volume	\$v	No	Max 20 char.
Material Type	\$w	Yes	Integer: MaterialTypeID
Non-Public Note	\$x	No	Max 255 char.
Renewal Limit	\$y	Yes	0-9999
Public Note	\$z	No	Max 255 char.
Price	\$0	No	*****
Funding Source (vendor Source)	\$1	No	Max 50 char.
Display in OPAC?	\$4	Yes	0=No,1=Yes
Holdable	\$5	Yes	0=No,1=Yes
Loanable Outside System?	\$7	Yes	0=No,1=Yes
Loanable Within System	\$9	Yes	0=No,1=Yes

* -- Defined String or Defined Abbreviation means that these data elements must match what has been entered in the Polaris profile.

*** -- Text field, max. length 20. Enter a text string (ex: c.1).

***** -- This field should contain monetary value, which Polaris assumes to be in the base currency of the Polaris installation. Alphabetic characters and other symbols are not valid. Enter the price; do not enter the currency symbol. Any characters, more than two places after the decimal, are ignored. System does not insert missing decimals.

ATTACHMENT 5

Print Processing

The information in this Attachment (third quarter 2005) is meant to represent the current requirements of the Library District in relation to processing print library materials for the shelf. Additions, changes, and adjustments may be necessary.

This Attachment pertains to the physical processing of print materials. It is comprised of four sections:

- 3) Overview, page 1
- 2) Physical Processing for Cataloged Items, page 2-12
- 3) Physical Processing for Uncataloged Items, page 13
- 4) Supply List, pages 14-17
- 5) RFID Tag Codes, pages 18-19

Overview

Processing involves the physical preparation of library materials for the shelf.

If a dust jacket is available, all physical processing is applied to the jacket instead of the actual book cover. A plastic/mylar cover is applied over the jacket.

If a dust jacket is not available, the physical processing is applied to the actual book cover. Label protectors are then placed over the specified labels.

The Library District places the following on all cataloged materials:

- Barcode
- “Property of Maricopa County Library District” labels, with 2-letter location printed in the lower left corner of the label
- Call number label
- Anti-theft device: all locations use 3M
- RFID tags – applied and encoded for all branches

Supplemental items for specific collections:

- Applicable Item Level labels for Easy, Juvenile, and Young Adult collections
- Genre or Specialty Collection labels or designations

PRINT MATERIAL - CATALOGED

All materials receive the following processing regardless of material type or shelf location:

BASE PROCESSING FOR ALL ITEMS

OUTSIDE BACK

[DUST JACKET (print-side), OR BOOK COVER if jacket is not available]

- Barcode placed 1½ inches from top edge and centered side to side (but no more than 6 inches from the spine side on oversized items)
- “Property of Maricopa County Library District” label with 2-letter location code placed in the lower left corner of jacket or cover

NOTE: The manufacturers barcode needs to be covered whenever it appears on the upper half of the back cover. Otherwise it interferes with Library District scanners reading the MCLD barcode.

INSIDE BACK COVER

RFID tag as per existing -- supplied, applied, encoded

RFID Codes as specified in RFID Tag Codes

RFID Placement:

- o Tags are placed ¼ inch to ½ inch from spine. The ¼ inch is to ensure tag is not bent around the spine. The ½ inch is the maximum to ensure that a handheld “wand”(Library Digital Assistant) can read the tag’s signal.
- o Tags are staggered up and down as much as possible given the limits of each format’s graphics and case (first item place at bottom, second item place one+ tag height up, third item place two+ tag heights up, forth item place at bottom, continue cycle). The engineers at 3M have stated that the staggering is “best practice” but not absolutely necessary.
- o It is of the utmost importance that the tags always be placed on the same side of each piece to prevent the tags interfering with each other.

SPINE

Labels needing to be placed “Vertically” for best readability are placed:

- Printing is read vertically (top to bottom) when item is on shelf
- Lower edge of the label is 1/2 inch above the bottom-edge of spine or cover
[This should place the upper edge of the label approx 1 ½ inches from the bottom edge of the spine]

Labels needing to be placed “Horizontally” for best readability are placed:

- Printing is read horizontally (left to right) when item is on shelf
- Lower edge of the label is 1/2 inch above the bottom-edge of spine or cover
[This should place the upper edge of the label approx 1 ¾ inches from the bottom edge of the spine]

Age Level label (only for juvenile and young adult collections)

When needed,

- Place Age Level label so lower edge of label is 1/8 inch from the bottom edge of the cover (ensuring call number is not covered)
 - “E” label for any Easy collection item
 - “J” label for any Juvenile collection item
 - “Y” label for any Young Adult collection item
- o Label protector where applicable (i.e. no dust jacket)

NOTE: If the spine is very narrow, call number label is to be turned vertically and placed to allow the Dewey class number and Cutter line to show when the book is placed on the library shelf among other items. The Prefix (shelf location code) that appears as the top line, will wrap to the front cover of the item if necessary.

ANTI-THEFT DEVICE

- use 3M

EASY / JUVENILE / YOUNG ADULT COLLECTIONS

AWARD WINNERS – CALDECOTT and NEWBERY Titles

These additional steps are required when processing Caldecott Award Winner Titles and Newbery Award Winner Titles.

CALL NUMBER (SPINE) LABEL – Prefixes for Easy, Juvenile and Young Adult collections

- Prefix of “EASY” on items for the Easy collection
- Prefix of “JUV” on items for the Juvenile collection
- Prefix of “YA” on items for the Young Adult collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Easy, Juvenile, and Young Adult collection items

Item Level Label – placed just below typing on Call Number Label

- “E” label placed on Easy collection items
[University Products product number 223-100E]
- “J” label placed on Juvenile collection items
[University Products product number 223-100J]
- “Y” label placed on Young Adult collection items
[University Products product number 223-100Y]

GENRE LABEL

“Award Winner” label placed ½ inch above top of Call Number label
[Demco product number P128-0006]

HOLDINGS RECORD

- Template for Print
- Owner, Assigned Branch, Assigned Collection and Statistics Codes as appropriate for Fiction or NonFiction Dewey 100 area
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

BEGIN-TO-READ COLLECTION - Juvenile collection

These additional steps are required when processing Begin-To-Read Collection items.

CALL NUMBER (SPINE) LABEL – Prefixes used on Easy and Juvenile collection
(Materials cataloged for Juv or Easy collection as appropriate per Library of Congress)

- Prefix of “JUV” on items for the Juvenile collection
- Prefix of “EASY” on items for the Easy collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Easy and Juvenile collection items

Item Level Label of “J” – placed just below typing on Call Number Label
[University Products product number 223-100J]

- “E” label placed on Easy collection items
[University Products product number 223-100E]

GENRE LABEL

“Readers” label placed ½ inch above top of Call Number label
[Special printing request through Collection Development: 1 inch wide X ¾ inch high; Red label with black lettering]

HOLDINGS RECORD

- Template for Print
- Assigned Collection code for Begin-To-Read
- Owner, Assigned Branch, and Statistics Codes as appropriate for Fiction or NonFiction Dewey 100 area
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

CONCEPT BOOKS – Easies Collection

These additional steps are required when processing Concept Books for the Easies Collection.

CALL NUMBER (SPINE) LABEL – Prefix used on Easy collection
Prefix of “EASY” on items for the Easy collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Easy collection items

Item Level Label of “E” – placed just below typing on Call Number Label
[University Products product number 223-100E]

GENRE LABEL

Label appropriate to the concept placed ½ inch above top of Call Number label –

- Alphabet - [Highsmith product number L31-53682]
- Counting - [Highsmith product number L31-53688]

- Color - [Highsmith product number L31-53631]
- Shape - [Highsmith product number L31-53651]

HOLDINGS RECORD

- Template for Print / Owner and Assigned Branch codes as appropriate
- Assigned Collection for Easy / Statistics Codes for Fiction
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

EASIES COLLECTION

These additional steps are required when processing Easies Collection items:

CALL NUMBER (SPINE) LABEL – Prefix used on Easy collection
Prefix of “EASY” on items for the Easy collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Easy collection items
Item Level Label of “E” – placed just below typing on Call Number Label
[University Products product number 223-100E]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Easy
- Statistics Codes for Fiction
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

GRAPHIC NOVEL COLLECTION – all items cataloged in 741.59... as per Library of Congress.

These additional steps are required when processing Graphic Novels.

CALL NUMBER (SPINE) LABEL – Prefixes for Juvenile and Young Adult collections

- Prefix of “JUV” on items for the Juvenile collection
- Prefix of “YA” on items for the Young Adult collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Juvenile, and
Young Adult collection items

- Item Level Label – placed just below typing on Call Number Label
- “J” label placed on Juvenile collection items
[University Products product number 223-100J]
 - “Y” label placed on Young Adult collection items
[University Products product number 223-100Y]

GENRE LABEL

“Graphic Novel” label – ½ inch above the Call Number
[Demco product number P128-1119]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Nonfiction Adult, Juvenile or YA as appropriate
- Statistics Codes for NonFiction Dewey 100 (all cataloged in 741.59...as appropriate)
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

JUVENILE COLLECTION

These additional steps are required when processing Juvenile Collection items:

CALL NUMBER (SPINE) LABEL – Prefix used on Juvenile collection
Prefix of “JUV” on items for the Juvenile collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Juvenile collection items
Item Level Label of “J” – placed just below typing on Call Number Label
[University Products product number 223-100J]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Juvenile
- Statistics Codes for Fiction or NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

HOLIDAY BOOKS – includes Fiction and NonFiction Items

These additional steps are required when processing a Holiday book for the Juvenile and Easy Collections – Fiction and NonFiction.

CALL NUMBER (SPINE) LABEL – Prefixes for Easy and Juvenile collections

- Prefix of “EASY” on items for the Easy collection
- Prefix of “JUV” on items for the Juvenile collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Easy and Juvenile collection items

Item Level Label -- placed just below typing on Call Number Label

- “E” label placed on Easy collection items
[University Products product number 223-100E]
- “J” label placed on Juvenile collection items
[University Products product number 223-100J]

GENRE LABEL

Specific holiday label as appropriate to the book – ½ inch above the Call Number label

- Christmas - [Brodart product number 55-095-003]
- Halloween - [Brodart product number 55-095-008]
- Easter – [Demco product number P128-0280]
- Hanukkah - [Demco product number P128-0023]
- Kwanzaa - [Demco product number P128-0029]
- St Patrick’s Day - [Demco product number P128-0475]
- Thanksgiving - [Demco product number P128-0304]
- Valentine’s Day - [Demco product number P128-0306]

Use the two labels below when holiday label is appropriate but labels above do not apply:

- Holiday - [Demco product number P128-0289]
- Jewish Holidays - [Demco product number P128-0293]

HOLDINGS RECORD

- Template for Print / Owner and Assigned Branch codes as appropriate
- Assigned Collection for Easy or Juvenile as appropriate
- Statistics Codes for Fiction or NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

BOOKS in SERIES – Juvenile and Young Adult Collections including Fiction and NonFiction

These additional steps are required when processing a title in a Series for the Juvenile or Young Adult Collections.

CALL NUMBER (SPINE) LABEL – Prefixes for Juvenile and Young Adult collections

- Prefix of “JUV” for Juvenile collection
- Prefix of “YA” for Young Adult collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Juvenile and Young Adult collection items

Item Level Label – placed just below typing on Call Number Label

- “J” label placed on Juvenile collection items
[University Products product number 223-100J]
- “Y” label placed on Young Adult collection items
[University Products product number 223-100Y]

GENRE LABEL

“Series” label – ½ inch above the Call Number
[Brodart product number 55-095-019]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Juvenile or YA as appropriate
- Statistics Codes for Fiction or NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

YOUNG ADULT COLLECTION

These additional steps are required when processing Young Adult Collection items - Fiction and Nonfiction

CALL NUMBER (SPINE) LABEL – Prefix for Young Adult Collection
Prefix of “YA” for Young Adult collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used pm Young Adult collection items
Item Level Label of “Y” – placed just below typing on Call Number Label
[University Products product number 223-100Y]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for YA Fiction or NonFiction as appropriate
- Statistics Codes for Fiction or NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

ADULT COLLECTION

LITERACY COLLECTION – includes Fiction and NonFiction items

These additional steps are required when processing Literacy Collection items.

CALL NUMBER (SPINE) LABEL – Prefix for Literacy collection
Prefix of “READ” for Literacy collection

GENRE LABEL

- “READ” label placed ½ inch above top of Call Number label
- **LEVEL 1** - Green-Tinted label protector over READ label
[Brodart product number 55-249-002]
 - **LEVEL 2** - Red-Tinted label protector over READ label
[Brodart product number 55-249-001]
 - **LEVEL 3** - Blue-Tinted label protector over READ label
[Brodart product number 55-249-003]
 - **TUTOR** - Standard, No-Color label protector over READ label
[Brodart product number 55-279-101]
 - **ENGLISH as a SECOND LANGUAGE (ESL)** - Yellow-Tinted label protector over READ label [Brodart product number 55-249-005]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Literacy
- Statistics Codes for Fiction or NonFiction Dewey 100 as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

PARENTING COLLECTION – NonFiction items only

These additional steps are required when processing Parenting Collection items.

GENRE LABEL

“Parenting” label placed ½ inch above top of Call Number label
[Highsmith product number L31-53708]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Parenting
- Statistics Codes for NonFiction Dewey 100 as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

PROFESSIONAL COLLECTION ITEMS – NonFiction items only

These additional steps are required when processing Professional Collection items.

SPINE LABEL

Prefix of “PROF” for Professional (Staff) collection

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes for Administration
- Assigned Collection for Professional
- Statistics Codes for NonFiction Dewey 100 as appropriate
- Item record to NOT display in PAC
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

TEST COLLECTION – NonFiction items only

These additional steps are required when processing Test Collection items.

GENRE LABEL

Orange-Tinted label protector over Call Number label
[Brodart product number 55-249-004]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Test Books
- Statistics Codes for NonFiction Dewey 100 as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

ALL LEVEL COLLECTIONS -- ADULT / EASY / JUV / YNG ADULT

LARGE PRINT COLLECTION

These additional steps are required when processing Large Print Collection items.

CALL NUMBER (SPINE) LABEL – Prefixes for Juvenile and Young Adult collections

- Prefix of “LRGPR” on items for the Adult Collection
- Prefix of “JUVLRGPR” on items for the Juvenile collection

- Prefix of “YALRGPR” on items for the Young Adult collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Juvenile and Young Adult collection items

Item Level Label – placed just below typing on Call Number Label

- “J” label placed on Juvenile collection items
[University Products product number 223-100J]
- “Y” label placed on Young Adult collection items
[University Products product number 223-100Y]

HOLDINGS RECORD

- Template for Print
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Adult, Juvenile or YA Large Print as appropriate
- Statistics Codes for Fiction or NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

NEW BOOK COLLECTION – Fiction and NonFiction

NEW applies to Adult collection only – do not include YA, Juv, Easy, or Large Print materials. These additional steps are required when processing New Collection items.

CALL NUMBER (SPINE) LABEL and ALL OTHER LABELS as appropriate to the item

GENRE LABEL

- “NEW BOOK” label placed ½ inch above Call Number label
[Demco product P128-5425]
- Secure by placing tape over this label

HOLDINGS RECORD

- Template for New
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for New Books
- Statistics Codes for Fiction or NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

REFERENCE COLLECTION ITEMS

These additional steps are required when processing Reference items.

- BACK FLY LEAF (opposite inside back cover)
AND FRONT FLY LEAF (opposite inside front cover)
Reference label – center, approximately 1/8 inch from top
[Brodart product number 23-110-002]

CALL NUMBER (SPINE) LABEL – Prefixes for Juvenile and Adult collections

- Prefix of “REF” for the Adult Collection
- Prefix of “JUV REF” for the Juvenile Collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Juvenile collection items

Item Level Label of “J” – placed just below typing on Call Number Label
[University Products product number 223-100J]

GENRE LABEL

Red-Tinted label protector over Call Number label
[Brodart product number 55-249-001]

HOLDINGS RECORD

- Template for Reference
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Adult or Juvenile Reference as appropriate
- Statistics Codes for NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

LANGUAGE COLLECTION -- any Language other than Spanish or English – Fiction and NonFiction items

These additional steps are required when processing Language Collection items.

CALL NUMBER (SPINE) LABEL – Prefixes for all collections

- Prefix of “LNG” for Adult collection
- Prefix of “EASY LNG” for Easy collection
- Prefix of “JUV LNG” for Juvenile collection
- Prefix of “YA LNG” for Young Adult collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Easy, Juvenile, and Young Adult collection items

Item Level Label – placed just below typing on Call Number Label

- “E” label placed on Easy collection items
[University Products product number 223-100E]
- “J” label placed on Juvenile collection items
[University Products product number 223-100J]
- “Y” label placed on Young Adult collection items
[University Products product number 223-100Y]

GENRE LABEL

- SPECIFIC LANGUAGE label as appropriate to the book – ½ inch above the Call Number label and below the “Language” Label
 - Asian - [Demco product number P128-0003]
 - French - [Demco product number P128-0021]
 - German – [no vendor’s label found]
 - Bilingual - [Demco product number P128-0387]

HOLDINGS RECORD

- Template for Language
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Adult, Easy, Juvenile or YA Language
- Statistics Codes for Fiction or NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

SPANISH COLLECTION -- any items written in Spanish – Fiction and NonFiction

These additional steps are required when processing Spanish Language Collection items.

CALL NUMBER (SPINE) LABEL – Prefixes for all collections

- Prefix of “SPAN” for Adult collection
- Prefix of “SPAN EASY” for Easy collection
- Prefix of “JUV SPAN” for Juvenile collection
- Prefix of “YA SPAN” for Young Adult collection

ITEM LEVEL on CALL NUMBER (SPINE) LABEL used on Easy, Juvenile, and Young Adult collection items

Item Level Label – placed just below typing on Call Number Label

- “E” label placed on Easy collection items
[University Products product number 223-100E]
- “J” label placed on Juvenile collection items
[University Products product number 223-100J]
- “Y” label placed on Young Adult collection items
[University Products product number 223-100Y]

GENRE LABEL

- “ESPANOL” label on all Spanish Language items – placed ½ inch above the Call Number label
[Highsmith product number L61-53692]

	Espanol Label	Highsmith
	Roll of 500	L61-53692
	Package of 216	L61-20203

HOLDINGS RECORD

- Template for Spanish
- Owner and Assigned Branch codes as appropriate
- Assigned Collection for Adult, Easy, Juvenile or YA Spanish
- Statistics Codes for Fiction or NonFiction Dewey 100 area as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

LEASE BOOK [BESTSELLER] COLLECTION – Fiction and NonFiction

PHYSICAL PROCESSING

Books should come with a Call Number, Anti-theft strip, and jacket in place.

OUTSIDE BACK COVER

MCLD Barcode placed 1” from top edge and centered side to side

“Property of Maricopa County Library District” label with 2-letter location code placed in the lower left corner of jacket or cover

INSIDE BACK COVER

RFID tag as per existing -- supplied, applied, encoded

RFID Codes as specified in RFID Tag Codes

RFID placement as specified in Base Processing

HOLDINGS RECORD

- Barcode for item in hand
- Owner and Assigned Branch as appropriate
- Statistics code as appropriate to Fiction or NonFiction Dewey 100 area
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

UNCATALOGED PAPERBACKS

Use “Base Processing for all Items” with one exception:

SPINE

- No call number label is needed

HOLDINGS RECORD

- Template for Uncataloged Books
- Owner and Assigned Branch codes as appropriate
- CLASSIFICATION NUMBER: the title is typed into this field using upper and lower case letters. [exclude the first word of the title if it is an article]
- CUTTER NUMBER: the author’s Last name is typed into this field using all capital letters
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]

UNCATALOGED BOARDBOOKS

Use “Base Processing for all Items” with these few exceptions:

OUTSIDE BACK COVER of Board Books

- RFID tag is applied –follow RFID Placement instructions

SPINE

- No call number label is needed
- “B” label placed on spine ½ inch from bottom
[Brodart product number 55-028-002]
- Label protector or scotch tape over “B” label
[Brodart product number 55-279-101]

HOLDINGS RECORD

- Template for Board Books
- Owner and Assigned Branch codes as appropriate
- Price: added to priced field [0.00 – do not enter \$, do enter the decimal]
- CUTTER NUMBER: the author’s Last name is typed into this field using all capital letters
- CLASSIFICATION NUMBER: the title is typed into this field using upper and Lower case letters. [exclude the first word of the title if it is an article]

SUPPLY LIST – PRINT

The revised information in this list is meant to represent the current supplies used by the Library District in relation to processing print materials for the shelf. Additions, changes, and adjustments may be necessary.

Supplies used by Contractor shall be **the same as or equivalent** to those provided in this list. Any proposed changes or substitutions (including color) must be submitted in writing to the Library District’s Collection Development Coordinator for approval.

ANTI-THEFT DEVICES

3-M, TATTLE TAPE

Product number DSB1-N SINGLE, for BOOKS
Product number DSB2-N DOUBLE, for BOOKS

3-M, RFID TAGS

Applied to items all materials

LABELS

Supplied by Brodart

CALL NUMBER Labels (used on all cataloged items)

Product number 55-359-002 for PAPER, 1-UP

“B” Labels (used only on Board Books)

Product number 55-028-002 – ALPHA Label ½ inch high X ¾ inch wide, Yellow label with Black letter

REFERENCE Labels (used on Reference collection items – Adult and Juvenile)

Product number 23-110-002 – Library Information Label ¾ inch high X 2½ inch wide, White label with Red lettering

Subject Classification labels - 1 inch high X ¾ inch wide:

HOLIDAY Labels (used on Juvenile and Easy books - Fiction and NonFiction)

[see also Demco]

Christmas – Product number 55-095-003

Halloween – Product number 55-095-008

SERIES labels (used on Juvenile and Young Adult Books – Fict and NonFic – cataloged and uncataloged items)

Product number 55-095-019

Supplied by Demco

“NEW BOOK” Labels (used on items ordered for the NEW Book Collection – Adult,– Fiction and NonFiction)

Product number P128-5425

Subject Classification label – 1 inch high X ¾ inch wide

AWARD WINNERS Labels (used on Caldecott & Newbery Award winners)

Product number P128-0006

GRAPHIC NOVEL Labels (used on Graphic Novels for all collections)

Product number P128-1119

SPECIFIC LANGUAGE Labels (the following labels are used in combination with the above Language Label) [see also Highsmith]:

Asian Label – Product number P128-0003

French Label – Product number P128-0021

Bilingual - used on books written in dual languages –

Product number P128-0387

HOLIDAY Labels (used on Juvenile and Easy books - Fiction and NonFiction)

[see also Brodart]

Easter – Product number P128-0280

Hanukkah - Product number P128-0023

Kwanzaa - Product number P128-0029

St Patrick’s Day - Product number P128-0475

Thanksgiving - Product number P128-0304

Valentine’s Day - Product number P128-0306

Use the two labels below when holiday label is appropriate but labels above do not apply:

Holiday - Product number P128-0289

Jewish Holidays - Product number P128-0293

LABELS continued

Supplied by Highsmith

- Subject Classification label – 1 inch high X ¾ inch wide
 - PARENTING (used on books ordered for the Parenting Collection)
 - Product number L31-53708
 - CONCEPT DESIGNATION (used on appropriate Easy Books)
 - Alphabet - Product number L31-53682
 - Counting - Product number L31-53688
 - Color – Product number L31-53631
 - Shape – Product number L31-53651
 - SPECIFIC LANGUAGE Labels
 - Espanol - used on books written in Spanish - Product number L61-53692

Supplied by University Products

- ITEM LEVEL LABELS (E, J, & Y – used on cataloged and uncataloged items)
 - Alphabet Letter ¾ inch wide X ½ inch high with Black Letter on White background:
 - Product number 223-100J – for Juvenile Collection
 - Product number 223-100Y – for Young Adult Collection
 - Product number 223-100E – for Easy Collection

CUSTOM PRINTED LABELS - To be ordered through Collection Development

“READ” Labels (used on items ordered for the Literacy collection)

- 1 inch high x ¾ inch wide (RC Rectangles) with Black Graphic on White Background (Semi-Gloss AP-151; Copy Position #1; 1 color)

“PROPERTY OF MARICOPA COUNTY LIBRARY DISTRICT” LABELS (used on all items – cataloged and uncataloged)

- 1 inch X 3 inch; Black Lettering on Neon Yellow Background) with 2-letter location code printed on the lower left corner of the label

“Readers” Labels (used on items ordered for the Juvenile Begin-To-Read collection)

- 1 inch high x ¾ inch wide with Black Lettering on Red label*

LABEL PROTECTORS

Supplied by Brodart

- C-View protectors 1¼ inch high X 3 1/8 inch wide, 4-mil, matte finish
 - Product number 55-279-101 – (used over labels placed on the spine, and on Tutor items in READ collection)
- READ Collection (used over Read label used on items in the Literacy collection)
 - Color-Coding Protectors 1¼ inch X 3 1/3 inch, 2-mil clear polyester film
 - Product number 55-249-002 – Green (used on Level 1 READ Collection items)
 - Product number 55-249-001 – Red (used on Level 2 READ Collection items)
 - Product number 55-249-003 – Blue (used on Level 3 READ Collection items)
 - Product number 55-249-005 – Yellow (used on ESL items in READ Collection)

TEST Collection (used over Call Number label on items ordered for the Test collection)
 Product number 55-249-004 – Orange

MYLAR Covers

As appropriate

BARCODES

Supplied by Maricopa County Library District

2 LETTER LOCATION CODES FOR PROPERTY LABELS

AG Aguila
 CA George Campbell
 EM El Mirage
 FH Fountain Hills
 GB Gila Bend
 GU Guadalupe
 HO Hollyhock
 LP Litchfield Park
 NV North Valley Regional
 NW Northwest Regional
 OR Outreach Services
 QC Queen Creek
 RO Ed Robson
 SE Southeast Regional
 ADM Administration (Professional Collection)

RFID CODES FOR POLARIS SYSTEM

MCLD Branch & Collection	Code
Aguila Adult	801
Aguila Juvenile	818
Aguila YA	839
Campbell Adult	501
Campbell Juvenile	518
Campbell YA	539
El Mirage Adult	1001
El Mirage Juvenile	1018
El Mirage YA	1039
Fountain Hills Adult	1101
Fountain Hills Juvenile	1118
Fountain Hills YA	1139
Gila Bend Adult	1201
Gila Bend Juvenile	1218
Gila Bend YA	1239
Guadalupe Adult	1301
Guadalupe Juvenile	1318
Guadalupe YA	1339
Hollyhock Adult	1401
Hollyhock Juvenile	1418

Hollyhock YA	1439
Litchfield Park Adult	1601
Litchfield Park Juvenile	1618
Litchfield Park YA	1639
North Valley Adult	901
North Valley Juvenile	918
North Valley YA	939
Northwest Adult	601
Northwest Juvenile	618
Northwest YA	639
Outreach Adult	1701
Outreach Juvenile	1718
Outreach YA	1739
Queen Creek Adult	1801
Queen Creek Juvenile	1818
Queen Creek YA	1839
Southeast Adult	701
Southeast Juvenile	718
Southeast YA	739
Ed Robson Adult	1901
Ed Robson Juvenile	1918
Ed Robson YA	1939

RFID Profiles

The following is a screen print of the 3-M machine, listing all conversion types available. The Library District only uses the conversion types that are NOT marked through. Using the descriptions listed, program the RFID tags in accordance with each type of material.

3M Screen Print

Book	Book set
Video	Video set
CD/CD Rom	Audio Tape
Magazine	Diskette
Bound Journal	Book with Audio Tape
Book with Diskette	Book with CD/CD Rom
Other	Disable Tag

Book = all books, uncataloged paperbacks, comics, magazines, journals, newspapers, boardbooks, leased books, and any books with CD or CD Roms included inside the book covers (usually computer program how-to books).

Read-A-Longs (AKA Kits) use "Other" category (below).

Video = all VHS tapes / For DVDs use CD/CD Rom below

CD/CD Rom = any audio book on disk, DVD, any music CD , Software, or computer games on disk

Audio Tape = any audio book on cassette tape, or any music cassette tape

Other = Any item with a "KIT" spine label packaged in a case, box, or bag

ATTACHMENT 6

05111-RFP



BRODART CO. Returns and Credit Memo Policies

Return authorization from your Account Manager is necessary prior to returning any materials. All material returns must be accompanied by a copy of the packing slip or invoice indicating the titles and quantities being returned and the reason for return. All approved returns must be received at Brodart within three (3) months of invoice date. You have the option of receiving a no charge replacement or credit.

Publisher defective and/or damaged books can be returned upon request. A no-charge replacement or credit memo will be generated as requested. Please identify the item as damaged and/or defective before packing for return to Brodart.

If we at Brodart make an error relative to incorrect specifications, processing, Purchase Order Do-Not-Exceed dollar amount, wrong title, bind or format, we will accept the return without question and supply a postage paid return mailing label. You have the option of receiving a no charge replacement or credit. If you choose to receive a credit, please contact your Account Manager. If you choose a no charge replacement, materials can be re-ordered for you and invoices adjusted accordingly. Or, if the total retail price is less than \$50.00, simply return the materials with a copy of your invoice or packing slip, noting the problem, and deduct the amount from the invoice.

Please note: any item ordered as a result of customer error, materials cancelled while in processing or titles not suitable are non-returnable.

Approval to return materials that are not suitable because of subject or language not reflected in review sources will be handled on an individual basis at the time of request. Approval in these situations will not allow for processing and/or freight charges to be refunded.

Processed materials and converted books where the correct title and correct processing are furnished, are non-returnable. Materials that have been marked, accessioned, or stamped by the library in any way are also non-returnable.

A 15% handling fee *may* be applied for unauthorized returns to cover the cost of receiving and returning materials to inventory.

This policy applies to all orders whether received by mail, telephone or electronically transmitted.

Your Account Manager will be happy to assist you with any questions.

BRODART CO., 500 ARCH STREET, WILLIAMSPORT, PA 17701

PRICING SHEET:-NIGP CODE 7151002, 7151003, 7151004, 7151005, 7151007, 7151011, 7151012, 7151013

Terms: NET 30

Vendor Number: W000002118 X

Telephone Number: 570/326-2461

Fax Number: 800/999-6799

Contact Person: Lisa Miosi

E-mail Address: bookbids@brodart.com

Company Web Site: www.brodart.com

Certificates of Insurance Required

Contract Period: To cover the period ending **April 30, 2009 2010.**