

GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

CATEGORY: Cataloging and Technical Processing
Non-Print Materials
Appendix 20 and 21

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I. NEW NON-PRINTED MATERIALS

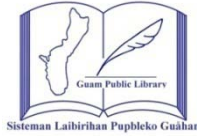
- Materials are ordered from vendors
- Received by Administrative office and brought to the Processing Department.
- Materials are received individually by Technicians via packing list.
- Materials are placed in the Processing Department High density shelving until processing is performed.
 - ✓ If there isn't a large collection of Non-books, they may be processed right away.

II. DONATED NON-PRINTED MATERIALS

- Materials are Received by Library staff and brought to the Processing department, high density shelving to wait processing.

III. COPY CATALOGING

- Pick-up collection at the High density shelving to prepare for copy cataloging.
- Prepare supplies
 - ✓ Pencils / Pens
 - ✓ Scrap cards (Recycle Book / Shelf list Cards)
 - ✓ DDC (Dewey Decimal Classification) Books
 - Classification numbers are needed only for non-fiction materials
- Information required for each material [*see appendix 20.7, 20.8*]
 - ✓ Open entries shelf lists only (Audio books only have author entry)
 - ✓ Title
 - ✓ Responsibility parties or creators
 - ✓ Place and name of Publishers
 - ✓ Publishing or Copyright date
 - ✓ Price of Item
 - ✓ Description
 - How many (CD, Tape, etc)
 - Play time
 - ✓ Content titles
 - When material contains more than one title.
 - ✓ Subject Entries (Expressed subjects for that item)
 - ✓ International Standard Book Number (If any)
- Sources for Information
 - ✓ Some Materials contain information needed with exceptions.
 - Most do not have and it is fine print so you may need a magnifier.
 - ✓ Websites that may be useful for gathering information.
 - www.worldcat.org (OCLC Worldcat)
 - www.amazon.com (Amazon Store)
 - www.imdb.com (IMDb) Mostly for DVD's



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➤ Classification Numbers

- ✓ Motion Picture Movies or Sound Recordings
 - DVD (Motion Picture / No Number)
 - CD (Sound Recording / No Number)
- ✓ Documentaries, Educational, non-fictitious materials
 - DVD (or) CD, plus proper Classification required
- ✓ Audio books (Books on Compact Disc or Cassette)
 - Classification like a printed material
 - ~ "FIC" (for Fiction materials)
 - ~ "B" (for Biographies)
 - ~ Non-Fiction Classification Number.
- ✓ Kits (Learning or Resource Packet)
 - Classification numbers are required for this collection.
 - ~ Proper Non-Fiction Classification Number

IV. PROCESSING

➤ Prepare Supplies

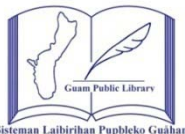
- ✓ Fine point markers
- ✓ Pencil / Pen
- ✓ Tattle Tape
- ✓ Barcodes
- ✓ Cases for Replacement
- ✓ All Labels used for Non-Print materials
- ✓ Printer for Cover replacements
- ✓ Shelf list cards

➤ Changing Cases

- ✓ Only Certain Materials require Case changing.
 - DVD's (Cases with Security clips)
 - CD's (Donations without cases)
 - Audio books (CD's from books, removed for separation)
 - Kits with no casing (Plastic carry case)
- ✓ Some donated materials have no covers
 - ~ You may go online to create a cover and measure for casing.

➤ Bar-coding

- ✓ Barcode numbers for non-print materials are similar to printed materials, but have different sequence numbers
 - Fourteen digit numbers (Vendor Assigned/New Materials)
 - Fifteen digit numbers (Library use / Donated Materials)
- ✓ Barcodes are placed on the CD, DVD. (Do not place the barcode on the "Case")
 - Barcodes may be placed at the top of CD or Bottom (Depending where the title is located) *[see appendix 21.11]*



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- Marking *[see appendix 21.12]*
 - ✓ You may use a fine marker to make your markings on the CD (Class number, Price)
- Tattle tape
 - ✓ Tattle tapes for CD's and Tapes are different from books
 - Cassette tapes (Security strip tape) *[see appendix 21.13]*
 - CD's, DVD's (Round clear with strips on each side) *[see appendix 21.13]*
 - ~ Label protector is not necessary since the tattle tape will cover and protect it.
 - ~ Careful not to make the security strips block the barcode
- Typing Shelf list
 - ✓ Shelf lists for non-print materials have the same rules as print materials shelf list. *[see appendix 20.9]*
 - ✓ Most of the non-print materials are open entry with exceptions
 - Audio Books are with Authors *[see appendix 20.19]*
 - ✓ Shelf list copies are applied the same as the printed materials.
 - Main Library Collection require only one shelf list card.
 - Branch Collection requires two shelf list cards *[see appendix 20.10]*
 - ~ One card for the branch
 - ~ One card for the Main Library (Union Shelf List Drawer)
 - Existing shelf lists *[see appendix 20.9]*
 - ~ If specific materials have an existing shelf list and information is correct, you need only to add the item that has been processed
- Spine Labels *[see appendix 21.14]*
 - ✓ DVD's (Collection, optional Class number, Entry Opening Word, number of Discs)
 - ✓ CD's (Collection, Entry opening word, number of discs)
 - ✓ Audio books (Collection, Classification, Author Last Name or Open Entry, number of Discs)
 - ✓ Kits (Collection, Classification, Entry opening word)
 - ✓ Labels should be placed on the spine of all materials with exceptions
 - Do not compromise Case opening (CD cases)
 - ~ CD Cases should have labels in front *[see appendix 21.15]*

V. HORIZON DATABASE ENTRY

- Creating a Bib
 - ✓ Most motion pictures and sound recordings cannot be found in our selected online cataloging website so you must create a bib.
 - All information from the Motion Picture shelf list card, plus additional
 - ~ Performers (Cast)
 - ~ MPAA Rating or Audience
 - ~ Language
 - ~ Summary if any
 - ~ Credits
 - ~ Date and time of recording.



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- Sound recordings shelf list card information plus additional information.
 - ~ Content titles
 - ~ Performers
- ✓ Existing titles already existing do not need another bib creation
- Make sure that all information matches shelf list card and material (if the information does not match, another bib must be created)

VI. DISTRIBUTION

- Separate all non-printed materials and shelf list cards by branch location and count by collection (CD, DVD, Audio book, Kits, etc)
 - ✓ Counts must match each other (Materials / Shelf list Cards)
 - ✓ Counts must be logged into the Collections Statistics Report *[see appendix 21.10]*
- Materials must be boxed and the shelf list must be placed into its appropriate box for distribution.
 - ✓ Main branch (Hagatna) collection must be brought down to the circulation Non-print section to be filed.
 - ✓ Reference materials must be brought to the Reference for students to be made aware.

VII. LIBRARY WEBSITE LISTING

- Choose ten New titles of each collection and type a list to be submitted for the Library website posting.
 - ✓ Title, Classification, Summary must be provided on your list.