

GUAM PUBLIC LIBRARY SYSTEM  
POLICIES AND PROCEDURES

CATEGORY: Cataloging & Technical Processing of  
Printed Materials  
Appendix #20 and 21

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**I. NEW PRINTED MATERIALS**

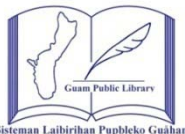
- Materials are ordered from vendors
  - Delaney
  - Gumdrops
  - Best Seller Bookstore
- Delivered books are received via invoice/packing list by Technicians or Administrative Staff.
- Materials are placed at the Processing Department High density shelves until processing is performed.

**II. DONATED PRINTED MATERIALS**

- Received by Technicians or Technician Supervisor
  - Books are reviewed prior to acceptance (If not accepting, staff may refer patron to other potential institutions that may utilize materials)
  - Patron inquiry via telephone is normally asked a few questions prior to acceptance and before delivering.
    - What kind of books and copyright dates if so?
    - Are books paperbacks and if so are they in good condition?
  - Take the name of the patron for record purposes
- Materials are placed at the processing department high density shelves until processing is performed.

**III. COPY CATALOGING**

- Materials are collected and placed on book carts. (Carts must be filled)
- Gather materials needed for copy cataloging.
  - Pencils and pen
  - Scratch cards (Recycle book or shelf list cards)
  - DDC (Dewey decimal classification) books
- Copy catalog each book by title
  - Books containing copies require only one card for copy cataloging process
  - Information Retrieved
    - Back of the title page of each material.
      - ✓ Title
      - ✓ Author
      - ✓ Class Number
      - ✓ Edition Statement
      - ✓ Publisher
      - ✓ Copyright date



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## GUAM PUBLIC LIBRARY SYSTEM POLICIES AND PROCEDURES

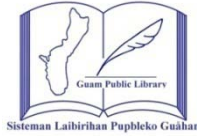
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- ✓ Description (Page, illustrations, series)
- ✓ Subject entries
- ✓ LCCN: Library of Congress Control Number
- ✓ ISBN: International Standard Book Number
- DDC books (For classification number)
  - ✓ Classification numbers are used only for Non-Fiction Materials
  - ✓ There are materials that have a classification number but are not utilized.
    - “FIC” for Fiction
    - “B” for Biographies
    - “E” for Easy Children’s books
- Websites are also available, that provide cataloging information.
  - ✓ <https://catalog.loc.gov/>
  - ✓ [www.worldcat.org](http://www.worldcat.org)
- Prices of materials must also be written on the scratch card.
  - ✓ Book prices can be found at the back of the book with the barcode
  - ✓ Book prices can be found on book jacket under front cover.
  - ✓ Book prices can be found on websites ([www.amazon.com](http://www.amazon.com))
- Information should be written just as it would be typed. *[see appendix 20.1, 20.2]*
- Biographies are prepared the same way, except some rules apply
  - Biographies are not with classification numbers but “B” instead.
    - ✓ “B” for Biography and then Author’s last name in Capital letters. *[see appendix 20.2]*
  - Person of subject’s name should be in capital, bold letters at the top of the shelf list
    - ✓ LAST, FIRST MIDDLE (YEAR OF BIRTH-YEAR OF DEATH IF ANY) *[see appendix 20.2]*
- Vendors sometimes provide pre-printed shelf list cards
  - Gather shelf list cards by number of copies for each branch and place inside books.
    - ✓ Verify for errors and make the corrections. *[see appendix 20.5]*
- Cards are placed inside each book after completion to be processed

#### IV. PROCESSING

- Supplies needed to prepare
  - Scratch cards
  - Pencil and pen

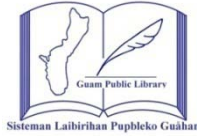


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- Branch and Main Property Stamps
- Book spine labels and label protectors
- Tattle tape
- Squeegee for book laminates
- Book covers
  - Jackets
  - Laminate
- Marking Books (Pencil Only) **[see appendix 21.1, 21.2]**
  - Date (Month/Year) must be marked behind the book cover according to date of process.
  - Price must be written on the title page (top left corner)
  - Class Number must be written on the title page (top right corner)
  - Assign a branch and write the branch location on the title page (between the author and publisher, at the right side)
  - Cards should be pulled out of the book and placed in a box according to its order on the book cart.
- Book Covering
  - Paperback books require laminate covers
  - Jacket covers for hard-bound books with sleeves.
  - Vendors sometimes pre-cover their books.
- Tattle taping
  - Tattle tapes are a thin strip that needs to be placed into the book spine. **[see appendix 21.3]**
- Bar-coding Materials
  - Library assigned barcodes are fifteen digits.
    - Each book is assigned a barcode
    - Barcodes are placed outside the front cover vertically and right facing (top left side) **[see appendix 21.4]**
      - ✓ Place a label protector over the barcode.
      - ✓ After placing the barcode, write the numbers on the copy cataloged card with the assigned branch to prepare for typing.
    - Vendor assigned barcodes should already be on the book.
      - ✓ Barcode duplications for set of books should be verified
      - ✓ Barcodes should be written down on a scrap card with assigned branch location next to each number to prepare for typing. **[see appendix 20.2 & 21.4]**
  - ✓



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- Stamping Ownership
  - Property ownerships stamps must be placed on each material.
    - Check for assigned branch written on the title page and on the copy cataloged card.
    - Stamp Branch and Main Property Stamps *[see appendix 21.6, 21.7, 21.8]*
      - ✓ Must be in black ink (Circulating materials)
      - ✓ Behind front cover (top-center)
      - ✓ Behind front cover, opposite (bottom-center)
      - ✓ Title page (Under Publisher, center)
      - ✓ Behind back cover, opposite (top-center)
      - ✓ Behind back cover (bottom center)
      - ✓ Top edge upright (front cover facing you)
      - ✓ Bottom edge upright (back cover facing away from you upside down)
      - ✓ Fore edge (Front cover facing away from you)
    - Some rules may apply to certain materials
      - ✓ Materials with no free-end paper (Words that cannot be stamped over)
        - Thinner stamps available for open areas
        - Leaving that page unstamped
      - ✓ Materials with sleeves
        - Stamps may be placed vertically where the jacket meets-facing to the right.
      - ✓ Reference Materials
        - Stamps are in red ink
        - Behind front cover both sides (center of page)
        - Behind back cover both sides (center of page)
      - ✓ Materials with very thin Fore edge
        - Thin fore-edges can be left unstamped.
        - Single line stamps may be used for the not very thin fore edges.
- Shelf list typing
  - Shelf lists contain copies for each barcode, depending on Locations.
    - If there are numerous barcodes for different locations *[see appendix 20.4]* (Example: 0001-Barrigada; 0002; Dededo; 0003; Merizo)
      - ✓ Type one shelf list for each number and location
      - ✓ If the branch location already has a copy of said material title, do not type a shelf list card; Indicate (Post-it) note “Add To Your Shelf list”



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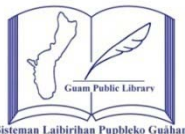
- Main Branch (Union Shelf list drawer) should have all holdings.
  - ✓ One shelf list card should be provided for the Union Shelf list drawer in the main library (processing department). This particular shelf list will have all the barcode numbers for the one title indicating all the locations.
  - ✓ If there is only one barcode and one location (Not for the main library) one copy should still be provided for the Unions Shelf list drawer.
  - ✓ If a particular material (Title) already exists, do not type another shelf list card. Add the barcode to the existing shelf list card in the Union Shelf list Drawer.
- Shelf list rules for typing.
  - Margins must be uniform *[see appendix 20.3]*
- Spine label *[see appendix 21.9 for all]*
  - Spine labels should be placed in any lower location of the material spine.
    - You may choose to make our labels uniform
      - ✓ Suggesting one inch from the bottom of book spine.

#### V. DISTRIBUTIONS

- Separate Materials by Branch Locations
  - Count all materials and match it with shelf list cards.
    - All counts must match to ensure that all shelf list cards have been prepared and accounted for.
    - Counts must be recorded on the Collection Statistics Report *[see appendix 21.10]*
  - Shelf list cards must be separated by branch and Main as well.
- Materials are boxed for each branch.
  - Box all materials by branch and Mark Branch Name outside the box with Processing Date.
  - Place shelf list cards into the boxes for each branch with books.
- Main Location books are to be distributed at the Circulation Department (First Floor), New Books Section for patrons to review.
- When new books are placed, previous new collection should be filed out of the new book section.

#### VI. LIBRARY HORIZON DATABASE

- After separation of shelf list and settlement of counts. Union shelf list cards are utilized for Technicians to record onto the library database.
  - Importing or downloading bibliographic records can be done online and using the library's "Horizon" database Cataloging system.
  - Creating the bibliographical record is important when you do not find it on the selected websites available for download.



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→ When bibliographical records already exist in our library database, you need only to record the item description

- Item Barcode
- Item Price
- Item Location
- Item Status
- Item classification
- Item source

#### VII. LIBRARY WEBSITE LISTING

- Choose ten titles from each category to list for the Library Website New Books section for patrons review.

→ List is prepared with selected information

- Title
- Author
- Class Number section
- Short summary of title.

→ Book titles are selected each by category.

- Juvenile Fiction (ten new titles)
- Juvenile Non-Fiction (ten new titles)
- Juvenile Biographies (ten new titles)
- Easy (ten new titles)
- Easy Non-Fiction (ten new titles)
- Adult Fiction (ten new titles)
- Adult Non-Fiction (ten new titles)
- Adult Biographies (ten new titles)

#### VIII. FILING SHELF LIST CARDS

- Separating cards

→ Separate by Section

- Easy Children's Collection
- Juvenile Collection
- Adult Collection
- Reference Collection
- Guam Collection

→ Separate by Classification

- Easy



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- Fiction (Juvenile and Adult)
- Non-Fiction (100's – 900's / Juvenile and Adult)
- Biographies (Juvenile and Adult)
- Union Shelf list Drawers are arranged.
  - File Cards Accordingly:
    - Fiction, Biography, Easy (Alphabetically by Authors last name or Entry)
    - Non-Fiction (Numerically, then Alphabetically by Authors last name or Entry)

