



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](http://www.worldcat.org) (OCLC Worldcat)
    - [www.amazon.com](http://www.amazon.com) (Amazon Store)
    - [www.imdb.com](http://www.imdb.com) (IMDb) Mostly for DVD's



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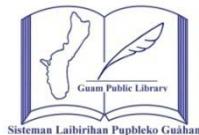
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- Classification Numbers
  - ✓ Motion Picture Movies or Sound Recordings
    - DVD (Motion Picture / No Number)
    - CD (Sound Recording / No Number)
  - ✓ Documentaries, Educational, non-fictitious materials
    - DVD (or) CD, plus proper Classification 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.