



CATALOGUING STANDARDS

All items catalogued after July 1, 2016 will be catalogued to RDA (Resource Description & Access) standards. All previously catalogued items have remained as AACR2 records.

New items are catalogued by RDA standards and are tagged using the Library of Congress MARC 21 standards.

Call numbers are assigned using Dewey Decimal Classification 23 (DDC 23)

Nonfiction	DDC (maximum of 3 digits past the decimal) with the first three letters of author's surname or main entry, capitalized
Individual Biography	Dewey Number by subject to which they belong with the first three letters of the author's surname or main entry, capitalized
Fiction	FIC with the first three letters of the author's surname, capitalized
Easy read	E with the first three letters of the author's surname, capitalized
Picture book	JP with the first three letters of the author's surname, capitalized
Graphic Novels	Dewey Number applicable to subject matter

These represent our standard specifications. Other choices are available upon request. See the Cataloguing Information Form for a complete list of options.

Subject headings are assigned using Library of Congress Subject Headings 32nd edition. Sears Subject Headings 21st edition are used upon request.

Holding information is available in the 852 tag or the 949 tag. Please consult the Cataloguing Information Form for details.

Card kits are to industry standards. Included is a book pocket, borrower's card, spine label, book pocket label, borrower's card label and a full set of cataloguing cards.

Please consult the Cataloguing Information Form for full details as to what information we need to process your order.

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