Cataloging CMC
5-4-2023

1. **Other procedures: For Cataloging also Follow Procedures in CMC Checklist and Miscellaneous**

2. **Holding and Item Types**
   a. Holding: **Curriculum**
   b. Item Types:
      i. **Curriculum**: for books, AV, etc
      ii. **Curriculum Textbook Item**: for textbooks (Note that textbooks in the kit area get yellow label protectors)
      iii. **Curriculum Kit Item**: for Kits
      iv. **Non-circulating general**: for Kits that do not circulate, AIMS (These items get red label protectors)

3. **Procedures for Multi-volume set (Volume, Grade, Part) – See chart below.**
   a. **Grade**: If a multi-volume set directly states or implies grade levels, use gr. In the call number rather than v.
   b. **Otherwise use the designation set forth by the publisher.**
   c. **Volume:** Prefer volume if the items are books or other containers with uniform dimensions.
   d. **Part:** Prefer the part designation set forth by the publisher. Pt.1, Pt.2, etc. or Pt.A, Pt.B, etc. If the part designates is not set by the publisher use Pt.1, Pt.2, etc.

Multiple Volumes	
Bib Record	949 _ _ KZSJ ‡d [‡v =gr.] ‡v K—5
Holding Record	866 _0 ‡a grades K-5 (for volumes see below)
Item Record	Enum: gr.K (no spaces between period and K) (see below for vol)
Label	Curric … gr.K (no spaces between period except with K to make it sort)
Sample	Using the standards
Disc included – Disc is a separate item	
Bib Record	949 _ _ KZSJ ‡y KZSJ ‡v disc (in ‡v use only disc, do not get specific)
Holding Record	866 _0 text + CD-ROM ; 866 _0 text + DVD ; 866 _0 book + DVD (indicate specifically if CD,CD-ROM, DVD here)
Item Record	Enum: disc
Label	Curric QA461 ‡b .D75 2007/disc
Sample	Foster Geometric thinking – this may be wrong
Disc included – Disc does not have a separate item (can use for puzzle, etc.)	
Bib Record	949 is not needed
Holding Record	866 _0 text + CD-ROM ; 866 _0 text + DVD ; 866 _0 book + DVD (indicate specifically if CD,CD-ROM, DVD here) (optional)
Item Record	2 pieces, nothing in Enum

Item fulfillment note	CD included, DVD included, CD-ROM included
Label	Curric QA461 ‡b .D75 2007/disc
Sample	Foster Geometric thinking – this may be wrong

Multiple Dates	
Bib Record	949 _ _ KZSJ ‡y 2002 ‡v 2008
Holding Record	852 0 _ ‡b Curriculum ‡h Z1037.A1 ‡i C49 ; 866 _0 ‡a 2002, 2008
Item Record	Enum: 2008
Label	Curric Z1037.A1 C49 2008
Sample	Best children's books of the year

Multiple Copies	
Bib Record	949_ _ KZSJ ‡a KZSJ ‡c 2
Holding Record	
Item Record	Copy 2 in box at bottom ;
Label	Nothing

Multiple Copies and Volumes	
Bib Record	949 __ KZSJ ‡v 1--3 ‡a KZSJ ‡v 1--2 ‡c 2
Holding Records	866 _0 ‡a v.1-3 ; 866 _0 ‡a v.1-2
Item Record	Copy 2 in box at bottom ; Enum: v.1 (no spaces between period and 1)
Label	Use v.
Sample	Social studies excursions, K-3

Each Volume is on Separate record, but volumes have multiple parts	
Example	Units of study for teaching reading Grade K
Bib 090	LB1573 |b .C34 2015 K
Bib 949	949 _ _ KZSJ ‡d [‡v =gr.] ‡v K—5
Holding Record	852 0_ $$b kutz $$c MAIN $$h LB1573 $$i .C34 2015 K ; 866 _0 $$a pt. A-B
Item Enum and Descrip	pt.A

4. **Processing Discs**
   a. Edit the record as described in the "Audio CD" section of the manual.
   b. Write the call number on the disc with an acid free marker
   c. Tattle tape Disc with clear round protectors
   d. Make sure container that disc sleeve will hold the disc without it slipping out. If not, take out the sleeve and put in a new one.
   e. Tape blue warning label to front of the book in the bottom right hand corner. Label reads "CD/DVD enclosed Sensitize/desensitize with special media equipment"

5. **050 or 090 -- LC Call numbers Labels**
   a. Take out the first period that precedes the first lettered cutter.
   b. Do not move second cutter to the same line as the first cutter.

6. **Types of Materials**
    a. **Big Books:**
        i. **099 field:** for Big books and precede the call number with BigBk

        `099 _0 |a BigBk |a QK |a 929 |a W54 |a 2007`

        ii. **Example:** Seeds get around /Nancy White
    b. **Computer Lab items:**
        i. Use item policy: Non-circulating general
        ii. Add Fulfillment note: "Shelve in LibSci Computer Lab"
        iii. Examples:
            1. **Sears list of subject headings:** $$a CompLab $$a Z695.Z8 $$a S43 2022
            2. **Dewey Decimal Classification:** $$a CompLab $$a Z696 $$a D5292 2022
    c. **Kits:**
        i. **050/090:** Call numbers (and holdings) are appended with "(Kit Room)"
            Do not print "(Kit Room)" on the labels!!
        ii. **590:** Curriculum Materials Center Kit.
        iii. **Example:** UEngineer it!
        iv. **Kit Depth:** Our shelves are 31 cm deep. Label should be applied so that kit can fit on the shelf and the label can be easily read.
    d. **Non-circulating items:**
        i. Use item policy: Non-circulating general
        ii. Examples:
            1. **AIMS call numbers:** Q ‡a 182.3 ‡a A345 ‡a [bk. 42]
            Book number is assigned by Catalog Librarian
            2. **Essential Elements**
            3. **Music Connection**
    e. **Posters:**
        i. **050/090:** Call numbers (and holdings) are appended with "(Poster File)"
            Do not print (Poster File) on the labels!!
        ii. **590:** Curriculum Materials Center Poster.
        iii. **Example:** Bird migration map of North America / Robert Hagey
    f. **Textbooks:** Item may or may not be housed in the Kit Room.
        i. If not in Kit Room
            1. **590:** Curriculum Materials Center Textbook.
            2. Item Policy: Curriculum Textbook Item
        ii. If housed in kit room: use procedures for kits (6.c)

7. **650 Study and teaching**: Assign these heading based on the grade and or/age level. Use the guide below:

- Study and teaching = PreK-12 or K-12
- Study and teaching (Preschool) = Ages 2-5
- Study and teaching (Early Childhood) = Ages 2-8
- Study and teaching (Primary) = Grades K-3, Ages 5-8
- Study and teaching (Elementary) = Grades K-6, Ages 5-11
- Study and teaching (Middle school) = Grades 4-8, Ages 9-13
- Study and teaching (Secondary) = Grades 7-12 or 9-12, Ages 12-17 or 14-17

In spite of what a title may indicate, preschool and early childhood are two different things. Call numbers and subheadings often have to be adjusted.

If a title covers more than one level, assign a call number for the lower level and include subheadings for all applicable levels in the subject headings.

Avoid using the 521. Rather record grade or age level as designated on the item in a 500 quoted note:
"Age 5-7"—Cover.
"Grades 1-3"—p.iv.
"Grades 4-7"—Page [4] of cover.

8. **Color Coded protectors**: Some items have color labeled protectors to designate that they do not go into the CMC book collection.
   a. Items that are obviously kits have no color coding
   b. **Blue Protectors** – Item is housed in the Poster drawer
   c. **Green Protectors** – Items was purchased with (CTEP?) Grant money. This program is no longer active.
   d. **Yellow protectors** – item is a book, but it is part of kit housed in the Kit Room
   e. **Red protectors** – Items does not circulate and is housed in the Kit Room