Checklist for Cataloging Children's Books

√	VARIABLE FIELDS	
√	Information/Field	Action
	ISBN / 020	ISBN in the bibliographic record should match the book
	Call number / 099	Create a call number based on the guidelines for LibSci fiction and biography
	OCLC symbol / 049	Should be KZSL for all LibSci titles
	Main author / 100 or 110	Name should be the same as – though not necessarily identical in form to – the first-named of three or fewer authors in the statement of responsibility. If there are more than three authors or if there is an editor rather than an author, there may not be a 1XX field
	Main title and statement of responsibility / 245	Should have a 0 in the first indicator if there is no 1XX field or a 1 if there is a 1XX field
	Main title and statement of responsibility / 245	Should have a number in the second indicator corresponding to the number of spaces there are before the first significant word in the title
	Main title / 245 ‡a	‡a should contain main title as shown on the title page or on the cover if there is no title page
	Subtitle / 245 ‡b	‡b should contain subtitle/s as shown on the title page or on the cover if there is no title page
	Statement of responsibility / 245 ‡c	‡c should contain author(s), editor(s), and illustrator(s) as they are named on the title page or on the cover if there is no title page
	Publisher location / 260 ‡a	‡a should contain the first-named location on the title page or other source of information
	Publisher name / 260 ‡b	‡b should contain the name of the publisher from the title page or other source of information
	Date of publication / 260 ‡c	‡c should contain the date of publication or copyright date as stated on the title page or other source of information
	Projected publication date / 263	Delete this field when present
	Pagination / 300 ‡a	‡a should contain pagination, including any roman numeral numbered pages. Unpaged items should either have the page count in brackets (ex. [34] p.) or the statement 1 v. (unpaged)
	Illustrations / 300 ‡b	‡b should describe illustrations, if any, present in title.
	Size / 300 ‡c	‡c should contain the height of the book measured in centimeters. If the book is wider than it is tall, ‡c should contain the height and the width (ex. 16 X 24 cm.)

	Series statement / 440 or 490	Should contain any series of which a title is part. Series are not common in children's books
	Notes, general / 500	Should contain information describing a title which does not appear elsewhere in the bibliographic record. "Includes index" is the most common general note. (See also note on field 504)
	Notes, bibliographical references / 504	Should contain statement "Includes bibliographical references" if the title contains a bibliography, footnotes, or other form of reference to other titles. May also include index information in place of a general note (ex. Includes bibliographical references (p. 12-13) and index)
	Notes, local / 590	Should contain information related specifically to KU's copy. Gift information is the most common local note (ex. Gift of the Floyd W. Boyer Memorial Fund)
	Subject headings / 600 X0	All records for biographies should contain a subject heading for the biographees
	Subject headings / 65X _0	Most fiction should contain at least one topical or geographic subject heading
	Subject headings / 65X _1	Delete these IF there are also 65X _0 fields in the record. Otherwise, check against OCLC authorization file. If the subject headings are legitimate, change second indicator from 1 to 0, and change the ‡v subheading "Fiction" to "Juvenile fiction," or add a ‡v subheading "Juvenile literature" to subject headings for biographies
	Subject headings / 6XX _?	Delete all other 6XX fields with second indicators other than 0 or 1
	Author added entry / 7XX	Should contain second- and third-named of three or fewer authors in the statement of responsibility or the first-, second- and third-named editor(s), illustrator(s), etc.. If there is only one author, there will not be a 7XX field
√	**FIXED FIELDS / LEADER**	**ACCEPTABLE VALUES**
	Record status	Must be: a, c, n or p
	Type of record	Must be a
	Bibliographic level	Must be m
	Type of control	Must be: _ or a
	Encoding level	Must be: _, 4, 8, I, K, L, or M. Change 8 and K to I after enhancing record
	Cataloging form	Must be: a or I

√	FIXED FIELDS / 008	ACCEPTABLE VALUES
	Publication status	Most commonly: m, q, r, s, or t
	Date1 (yyyy)	Should contain year of publication as indicated in 260 ‡c
	Date2 (yyyy)	Must contain a date if the publication status is either m, q, or t. Otherwise will be blank
	Place of publication	Should correspond to information in 260 ‡a. U.S. state codes are the two-letter postal abbreviation followed by "u" (ex. Pennsylvania is pau, New York is nyu)
	Illustrations	Should correspond to information in 260 ‡b. Most commonly used are a, b, and c
	Audience	Must be j for juvenile
	Form	Must be _
	Contents	Should reflect information in note fields. Most commonly used is b
	Government publication	Must be _
	Conference publication	Must be 0
	Festschrift	Must be 0
	Index	Should be 1 if there is an index, 0 if there is not
	Literary form	Should be 1 for fiction, 0 for biography
	Biography	Should be _ if fiction; a, b, c, or d if biography
	Language	All values acceptable. Most commonly eng or spa
	Modified record	All values acceptable
	Cataloging source	Must be: a, c, d, or u

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