

Cataloging Library Science Collection (Biography, Easy and Fiction Books)

Rev. Feb 13, 2023

As most children's books have cataloging copy produced by the Library of Congress, the bibliographic records usually require little editing. Follow the steps below to catalog these materials.

010 and 020 LC accession number and ISBN

Check for errors.

049 Local Holdings Code

Enter **KZSL**

099 Local Call number (Does not including non-Fiction and Reference)

A) Individual Biography

Biography call numbers are entered into the 099 field of the bibliographic record. The second indicator should be **9** to represent a local call number scheme. Enter **B** for Biography in the first †a. Enter the surname of the biographee in a second †a. Finally, enter the first six letters of the author's surname or the full name if less than six letters into a third †a. Do not add the date of publication to the cutter.

Example:

099 _9 †a B †a Einstein †a Lepsck

100 1_ †a Lepscky, Ibi.

245 10 †a Albert Einstein / †c Ibi Lepscky.

B) Easy Books

Easy book call numbers are entered into the 099 field of the bibliographic record. The second indicator should be **9** to represent a local call number scheme. Enter **E** for Easy in the first †a. Enter the first six letters of the author's surname or the full name if less than six letters in a second †a. Do not add the date of publication to the cutter.

Example:

099 _9 †a E †a Langst

100 1_ †a Langstaff, John M.

245 10 †a Frog went a'courtin' / †c retold by John Langstaff.

C) Fiction

Fiction book call numbers are entered into the 099 field of the bibliographic record. The second indicator should be **9** to represent a local call number scheme. Enter **F** for Fiction in the first ‡a. Enter the first six letters of the author's surname or the full name if less than six letters in a second ‡a. Do not add the date of publication to the cutter.

Example:

099 _9 ‡a F ‡a Blume

100 1_ ‡a Blume, Judy.

245 10 ‡a Superfudge / ‡c by Judy Blume.

D) Exceptions to the General Classification Scheme

With Easy and Fiction books that have title main entries (no 1XX field in the bibliographic record), enter the first six letters of the first word or the complete first word if less than six letters of the title (excluding initial articles) in a second ‡a.

When the author's last name is hyphenated, use the first portion of the last name only.

Always use the last name that appears in the 100 field. Do not be concerned if the author's last does not appear in the physical book.

Only capitalize the first letter of the last name, and do not include accents, hyphens, spaces, or other non-alphabetic characters.

Examples:

1. L'Engle = Lengle
2. DePaolo = Depaol

E) Uniqueness of Call Numbers

The culling scheme for Biography, Easy, and Fiction books will produce call numbers that may not be unique. Catalogers should not adjust call numbers in any way should duplication of call numbers occur. The shelvees and shelf readers in the Library Science area will be responsible for maintaining proper shelf order.

1XX Author

Check for accuracy. Name will reflect authority heading not necessarily the name printed on the title page.

245 Title and Statement of Responsibility

In most cases, with the exception of punctuation, should be exactly the same as what is written on the title page.

250 Edition

Check for accuracy.

260 Publisher's Imprint

Example of format

Washington, D.C. : ‡b National Geographic Society, ‡c c2002.

300 - Pagination

Example of an unpagged book

1 v. (unpagged) : ‡b col. ill. ; ‡c 26 cm.

Example of a book that is wider than it is tall:

31 p. : ‡b col. ill. ; ‡c 24 x 28 cm.

5XX Notes

Check for accuracy. Check table of contents for any misspellings.

590 - Gifts

See notes on [Gift Books](#). Make sure to indicate that it is a gift in the holding record.

600 Subject Headings

A) All books should have at least on subject heading.

Except in cases in which the subject matter of the book is so general that it defies classification by subject, make sure there is at least one subject heading (6XX field) in each bibliographic record.

B) Form Subheading. Most subject headings will contain a form subdivision (§v) such as Juvenile fiction, Juvenile literature, etc. Do not add more than one extra subject heading to any bibliographic record.

C) Changing Children's Headings to regular LC Headings. If the only subject heading(s) in a record have a second indicator of 1 (Library of Congress juvenile headings), check these headings in the Library of Congress Subject Headings. If the headings are valid, change the second indicator to "0." If they are not valid, try to find a valid LC subject heading to substitute for the juvenile heading. Remember to add form heading as noted above (b) if appropriate.

D) Deleting 6XX. Delete any 600, 650, and 651 fields that have any number other than **0** in the second indicator.

7XX Added entries

Check for accuracy. Names will reflect authority heading not necessarily the names printed on the title page.

Spine labels

Create spine and book labels in the normal manner. In the case of biographies where the biographee's surname contains more letters than will fit on one line of a spine label, divide the surname over two lines.