

# Cataloging Non-Fiction, Reference and Pop-up Children's Books

Mar. 23, 2020

## 010 and 020 LC accession number and ISBN

Check for errors.

## 049 Local Holdings Code

Enter **KZSL** and see table below for variations

## 09x Call Numbers - Local Bib and Holding Practices

The call number is entered into the 092 field of the bibliographic record. The first indicator should be **0** to denote full Dewey Cataloging. Non-fiction titles are cuttered using the Cutter-Sanborn Three-Figure Author Table. Alternatively the OCLC Dewey Cutter Program can be used to determine the cutter, but the cutter pattern must be the same as Author Table. (See below) The cutter is followed with a title word mark. Do not use non-filing characters for cutter numbers or word marks. The date of publication is also included in the cutter.

Example:

092 0 0a 537 0b C437m 1992

100 1\_ 0a Challoner, Jack.

245 10 0a My first batteries & magnets books / 0c Jack Challoner.

Cutter Pattern:

A,E = Aa11

I,O,U = Aa1

S = Alphabetic portion as produced, numeric portion = 2 digits only

X,Y,Z = A11

consonants = A111

Material	Bib	Holding
Pop up	049 __ KZSL 099 9 0a Pop-up 0a 428.1 0a P658a 0a 2003	852 8_ 0b LibSci 0h Pop-up 0i 428.1 0i P658a 0i 2003
Reference Materials	049 __ KZSL 099 9 0h Ref 0i 031 0i N42 2003	852 8_ 0b LibSci 0h Ref 0i 031 0i N42 2003
Copies	949 0a KZSL 0a KZSL 0c 2.	Make a second holding, but no notation
Volumes	949 0a KZSL 0v 1—22.	866 0 0a vol. 1-21 + guide
Guide	Recorded in 300 field as + 0e Guide.	866 0 0a Guide 866 0 0a vol. 1-21 + guide

Local Practices as reflected in Labels

- **Ref and Pop-up Call numbers:** are recorded in an 099 field.
- **LibSci Reference Item Policy:** Is Lib Sci Ref (They go out for 7 days.)
- **Long Call numbers:** are restricted to 6 places after the decimal place. Long call numbers are broken at the decimal place.

LibSci Ref 031 N42 2003 vol. 1	LibSci Ref 031 N42 2003 Guide	LibSci Ref 031 N42 2003 cop. 2	LibSci Pop-up 031 N42 2003	LibSci 398 .20973 N43 2003
---	--	---	--	--

**092 Common Call numbers**

- 398.27        Saints, Legends  
 428.1        Alphabet books  
 808.81       Collections of poetry  
 863.XX       Children's book in English and Spanish  
 973.0496    African Americans

**A) Folklore classification by cultural designations**

Note that Folklore by specific nationalities is all classed in 398.20XXXX, with the exception of folklore written in a foreign language with no English translation. These items are classed in 8X3.XX. Specific designations have been noted in below.

**Specific groups**

- African-American Folklore    398.208996  
 American Indians                398.08997 (prefer)  
    398.097301

**Specific designations -- Brother's Grimm and Hans Christian Andersen**

Folk tales by these authors are so common that they are not classed with their nationalities. Specific call number designations are listed below.

- Bremen Musicians – 398.20943  
 Cinderella - 398.2  
 Goldilocks – 398.21

Hansel & Gretel – 398.21  
Little Red Riding Hood – 398.21  
Rapunzel -- 398.21  
Snow White – 398.20943

**B) Cutter numbers for Aesop fables and Mother Goose**

Aesop fables and Mother Goose stories are so common that they may need to be distinguished by assigned cutters that pertain to a translator or illustrator.

**C) Adaptations are not classed with original story.** For subject heading see below.

**300 Pagination**

Use one of the formats listed below.

Example of an unpaginated book

1 v. (unpaginated) : †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.

**546 Language**

Classify all bilingual Spanish books in 863 and use the following note:

546 \_\_ Children's book in English and Spanish.

**590 Gifts**

**A) Gifts**

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

**B) Stereotypical literature**

Classify as literature and give the following note or a similar one.

“Retained by the Rohrbach Library as an example of early 20<sup>th</sup> century children’s literature containing stereotypical cultural images of Indians and blacks.”

For example see Little black Sambo.

## 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.

### E) Special Subject Headings

#### Pop-up Books

The pop-up collection consists of books that have fragile movable parts, such as books that truly pop up and books with items that come out of pockets. These books are kept in a separate collection to preserve them for damage. Books with moving parts and hinged flaps that are not fragile are not classified as pop-ups. All the above mentioned books get a “toy and movable books” subject heading. A book with holes or cut out pages is not a candidate for the pop-up collection, nor should it get the 650 noted below.

650 \_ 0 Toy and movable books

#### Counting rhymes

650 \_ 0 Counting-out rhymes (398.84)

#### Fairy Tales, etc

650 0 Legends ‡z Australia.

650 0 Tales ‡z Australia.

650 0 Mythology, Australian aboriginal.

650 0 Australian aborigines ‡v Folklore.  
650 0 Cinderella (Tale) ‡v Adaptations.

**7XX Added entries**

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