

Cataloging Standards/Best Practices

- **Call Number**

Must be in ALL CAPS

Fiction

FIC first 3 letters of author's last name

Example: J.K. Rowling

FIC ROW

Easy

E first 3 letters of author's last name

Example: Mo Willems

E WIL

Biography

B first 3 letters of subject's last name

Example: Helen Keller by John Smith

B KEL

Collective Biography (a biography about more than one person)

920 first 3 letters of subject's last name if subjects have the same last name

Example: Venus and Serena Williams by Martha Quinn

920 WIL

920 first 3 letters of author's last name if subjects have different last names

Example: Famous Hispanic Authors by Jude Martin

920 MAR

Nonfiction

Call number then first 3 letter of author's last name

Example: Weather book by Seymour Simon

551.5 SIM

For our libraries it is rarely necessary to go beyond 2 numbers past the decimal point, we cut off a nonfiction Dewey number after the hash mark.

- **Price**

When you enter a **price**, please round up.

9.99 becomes 10.00

Please give everything a price/value

- **Circulation Type**

Circulation Type need to be changed **from** regular
Please remember Book is not an acceptable material type

- **Save Copies**

Remember to Save when you are done

Exceptions and quirks

Authors with three names

Lynne Reid Banks
FIC BAN

Authors with hyphenated names

Sue Michael-Ross
FIC MIC

Kate DiCamillo

FIC DIC

Tomie DePaola

FIC DEP

Megan McDonald

FIC MCD

Jane O'Connor

FIC OCO

Matt De le Pena

FIC DEL

No author---use first 3 letters of the title

813

This is the Dewey number for American Fiction so use FIC

Status: Available TBH, this is so awkward
Author: O'Brien, Lisa. Call Number from Title [Fic]

*Number of copies: 1
 Starting Barcode: [Generic Code 33, 14 characters total]

*Assign next barcode [Next: 31637059180109]

*Call Number [Fic]

Purchase Price: []
 Circulation Type: Regular
 Date Acquired: 4/2/2019

Copy Categories: []
 Notes: []

*Required Field

There are no notes for this copy

Volume, Issue, etc.	Description	Number
1		
2		
3		

Copy Number: []
 Sublocation: Undefined
 Vendor: other
 Funding Source: Undefined

Buttons: Update, Add Note

Round up
 9.99 → 10.00

select assign
 next barcode

Save Copies
 Print Labels
 Cancel

★ Remove the brackets ★

Place your call number here

Change from regular

Select the correct circulation type