

# Exhibit B

## PHOENIX PUBLIC LIBRARY CATALOGING MANUAL

Revised 2/12/21

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9/15/2022**

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**GUIDELINES FOR MATCHING RECORDS IN OCLC**

Choose a record for appending holdings according to the following priorities:

040            DLC should be present in the first three positions of the 040 field

020/022        **ISBN:** . ISBN must match item in hand.

245            **TITLE:** Subfield \$a (main title) and \$b (subtitle) must match exactly. Title subfield \$c (statement of responsibility) must match for the first author/editor/contributor. You may add:

- 2<sup>nd</sup> and/or 3<sup>rd</sup> author/editor/contributor if missing from record
- illustrator statement for children’s books or adult classics belles lettres if missing (e.g. Jane Eyre, with woodcuts by Fritz Eichenberg)

250            **EDITION:** Ignore 1<sup>st</sup> edition statements in determining whether the record matches the book in hand. All other edition statements must match exactly, whether numbered or unnumbered. Examples of unnumbered edition statements include:

- revised
- abridged
- updated and corrected
- with new commentary and notes by

Edition statements may appear on the title page, title page verso, all four pages of the cover, and sometimes in the introduction/preface for the item you are matching to a record. When examining a possible record match, be sure to scan the 245 \$c statement of responsibility (SOR) and the 5XX notes fields of responsible edition identification, as in the following:

245    The bridge of time / \$c by Fritz Schmidt; preface to the second edition by...

500    “Revised”

Reprints and reissues may be added to current record if they are from a reprint publishing house. Add the following note if applicable: “Editions may vary.”

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260       **PUBLICATION:** First place of publication and first publisher must match. Ignore second place of publication and second publisher or distributor in determining whether to append holdings to a record. Ignore the presence or absence of state or county in the place of publication subfield.

First publisher should be considered a match when the publisher's name has changed but at least one significant word indicates that it is the same entity, or if the publisher in either the item or on the record is clearly a subsidiary. The following would be considered matches:

Record:	Henry Holt
Book:	Holt, Rinehart & Winston
Book:	Harper Junior Books
Record:	Harper & Row

Copyright date must match to use an existing record. \*Note: this does not apply to reprints. Reprints do not have to match copyright date.

300       **DESCRIPTION:** Volume information must match exactly. 3 v. in 1 is not the same as 3 v. and is not considered a match. Pagination must match within 10 pages, excluding preliminary and supplementary paging and leaves or pages of plates, e.g.:

xix, 119 pages matches 119 pages  
120 pages, xx pages matches to 120 pages  
60 pages, (12) pages of plates matches to 60 pages : illustrations

An illustration subfield, correctly indicated colored, black or white, or a mix, must appear in the record to match the record with the item in hand.

For books, ignore presence or absence of an illustration statement for ten or fewer illustrations or for illustrations that are simply charts and diagrams. Ignore size subfield \$c in determining whether to use the record for the item in hand.

4XX/8XX       **SERIES:** Ignore the presence or absence of series fields in determining whether the item matches a record, **except that numbered series statements appearing on the item and in the record must have the same number.**

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**When adding items to a Polaris record:**

Title, content, and all basic bibliographic information should match the record.

If more than one record has the same basic information, pick the one with the most copies attached.

Mass market paperback versions can be added to the hardcover record.

Reprints are considered adds.

Add 500 note that says "editions vary".  
Add any new ISBNs for the item in hand to Polaris record.

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**GENERAL BOOK CATALOGING SPECIFICATIONS**

**FIXED FIELDS** (See <http://www.loc.gov/marc/bibliographic/ecbdhome.html> for complete listings)

Type: **a**  
BLvl: **m**  
Desc: **a**  
ELvl: **[blank]** for LC MARC; \*PPL staff are supposed to change this to “Blank”, outsourcers are supposed to set this to “7” for new materials and “5” for adds.  
Form: **[blank]**; **d** for large print  
Cont: **b** for bibliography; **c** for catalog; **d** for dictionary; **e** for encyclopedia; **f** for handbook;  
**k** for discography; **g** for filmography; **r** for directory ...  
Ils: **a** for illustrations; **b** for maps; **c** for portraits; **d** for charts; **k** for forms; **o** for photographs ...  
Srce: **d**  
Conf: **0** (if not conference publication)  
GPub: **[blank]** (if not government publication)  
Fest: **0** (if not festschrift)  
Audn: **e** if cataloged for adult collection; **j** for children’s collection; **d** for teen collection  
Biog: **a** for autobiography; **b** for individual biography; **c** for collective biography; **d** if contains biographical information  
LitF: **0** for nonfiction; **1** for fiction; **d** for dramas; **f** for novels; **j** for short stories; **p** for poetry ...  
DtSt: usually **s**; can be **r, m, q, or t** as required in Dates fixed field (see below)  
Ctrl: **[blank]**  
MRec: **[blank]** usually  
Indx: **0** for no index present; **1** for index present  
Dates: should be a single date unless:  
(A) the publication date is unknown, in which case the date range is indicated by two dates. The date type is **q**;  
(B) See example in field 260, below where multiple dates are used, generally for new editions with older copyright dates. Date 1 will be imprint date; date 2 will be copyright date. Date type will be **t**.  
(C) See other exceptions in above-referenced MARC website.  
Lang: Enter appropriate MARC language code  
Ctry: Enter appropriate country code for place of publication listed in

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**VARIABLE FIELDS**

- 006 Delete 006 for accompanying materials for books.
- 007 Delete 007 only if cataloging item as a book which has an accompanying CD or CD-ROM.
- 010 Accept existing content.
- 020 ISBN. For single-volume works, verify that the first ISBN in the record matches the publisher and format. Delete ISBNs for other formats.
- \*For multi-volume sets that have volumes cataloged individually include only the ISBN for that volume. Delete the set ISBN and any individual ISBNs for other volumes.
- Retain \$q
- Retain or add price in \$c.
- 035 OCLC Number. Used for matching to existing PPL Polaris records for added copy cataloging.
- 041 LANGUAGE CODE. Use this field only if the book is translated from one language into another. Use appropriate language codes (See Foreign Language Materials section) in the format "Translation language\$hOriginal language" (e.g. "spa\$heng" for a book translated from English into Spanish.)
- 099 CLASSIFICATION NUMBER. See the Classification Guidelines section.
- 100/110/111 MAIN ENTRY. Verify that the 1XX author represents the first author listed in the 245 sub-field \$c (Statement of Responsibility). See Children cataloging specifications for exceptions.
- Verify indicators.
- 130 UNIFORM TITLE. If present, verify spelling against the title page or its equivalent.
- For the Bible, use the form of entry as it appears on the record.

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240 UNIFORM TITLE. Retain this field whenever it is encountered.

245 TITLE. The title, subtitle/other title information and statement of responsibility must match exactly the title information as it appears on the title page or equivalent substitute. For more than 3 authors, use [first, second, third author] ... [et al.]

Check spelling of words and correct as needed. Misspellings that appear on the book should be left in the title and the misspelled word followed by (sic). Then trace the correctly spelled title in a 246 field.

Indicators in the 245 field serve two purposes. The first indicator determines whether an additional title tracing is generated or indexed. Make the first indicator 1 (one) when there is an author main entry (1XX). Make the first indicator 0 (zero) when the title is the main entry (no 1XX field).

The second indicator tells computerized retrieval systems how many spaces to skip before filing (indexing) the title alphabetically. If the first word of the title is an article, for example, the indicator will tell the system to skip that number of letters plus the space between the article and the first significant word of the title. For example:

245 14	The complete whole grain cookbook
245 10	Let the good times roll
245 12	A time to live, and a time to let die
245 13	An apple will do it every time
245 13	El libro Segundo

If the title begins with a mark of punctuation or a diacritic, ignore it for filing unless the title also begins with an article, in which case the mark of punctuation/diacritic is counted. Delete upside-down exclamation points and question marks on Spanish materials. For example:

245 15	"The Rose"
245 05	Les 'Enfants
245 00	--& co."

A Statement of Responsibility (SOR) appears in the \$c sub-field, following a slash (/). The SOR is generally the author (person or body) of the book and should match what appears on the title page exactly. Statements of responsibility for different functions are separated by a space semicolon



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space, e.g.:

written by Mary Smith ; illustrated by Mark Smith ; edited by Steve Smith.

Use ISBD punctuation for all parts of the title. This generally consists of spaces around prescribed punctuation right before the sub-field delimiter. Some examples follow:

Title : \$b subtitle / \$c statement of responsibility.  
Title. \$n number of part of title, \$p name of part of title / \$c statement of responsibility.

Do not include spaces between initials, unless there is an ampersand. For example:

T.S. Eliot  
F & H Denby  
AT & T Bell

246 VARYING FORM OF TITLE. Verify for typographical errors. Create added titles for the following cases:

Additional title information:

246 1\_ \$i Subtitle on cover: \$a Fast ...  
246 1\_ \$i At head of title: \$a Frommer's ...  
246 1\_ \$i Title on container: \$a Star Wars special collection ...

Title proper begins with a number (numeric or spelled out) or contains a number in the first five words. Create a 246 field with the number appearing the opposite way, e.g.:

245	xx	101 Dalmatians.
246	3_	One hundred and one Dalmatians.
245	x0	Six days to die.
246	3_	6 days to die.
245	x4	The taking of Pelham 1 2 3
246	3_	The taking of Pelham one two three

Title proper begins with an abbreviation that a patron might search under

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its full spelling. Create a 246 field with the abbreviations spelled out, e.g.:

245	x0	Dr. Faustus
246	3_	Doctor Faustus

But

245	x0	Mrs. Dalloway
246	field:	[NOT NEEDED HERE]

Title contains an ampersand in the first five words. Create a 246 field that spells out “and”.

245	x0	Tillie & Mack.
246	3_	Tillie and Mack.

Title begins with a person name in the possessive:

245	x0	Martha Stewart’s secrets for entertaining.
246	30	Secrets for entertaining.

Title is a classic that begins, “The story of” or “The adventures of ...”  
Create a 246 shield if, in the cataloger’s judgment, a patron might expect to find the title under the more significant words. Always err on the side of creating an added title, particularly for classics and old favorites, e.g.:

245	x4	The Merry adventures of Robin Hood.
246	30	Robin Hood

245	x4	The Story of Ferdinand
246	30	Ferdinand

250 EDITION. Edition statements must match exactly the Edition information appearing in the book. If more than one edition statement appears in the book, list one in the 250 field and the others in the separate notes fields indicating source of information.

Prefer the edition statement appearing in the following hierarchy:

1. Title page
2. Title page verso
3. First page of cover (front cover)
4. Elsewhere on cover

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5. Preface/Introduction
6. Jacket

Edition information found in a source different than the work is placed in quotes. Example:

Title page: second edition  
Cover: completely revised edition

250 field: 2nd ed.  
500 field: "Completely revised edition"-- Cover.

Include here "Abridged" if applicable. If the item states "Unabridged," include in a 500 note.

260 PUBLICATION. Verify place of publication and publisher against information for the item in hand. If there are two publishers, only the first is needed, but do not delete the second if it is already present in the record. Add any distributor in separate \$a and \$b fields as indicated in ISBD punctuation examples below:

Place of publication : \$b Publisher, \$c Date of publication.

Place of publication : \$b Publisher ; \$a Place of distribution : \$b  
Distributor, \$c Date of publication.

Use copyright dates only and ignore printing dates and publication dates as long as a copyright date is present, unless the date of publication is for a new edition.

For multi-volume works, a date range is used for complete sets, e.g. 1986-1990; a date with a dash is used for incomplete sets, e.g. 1988-  
Examples follow:

Book: 1974, c1970  
260 field: c1970  
DtSt: s  
Dates: 1970

Book: 1989, c1987, 1990 printing  
260 field: c1987  
DtSt: s  
Dates: 1987

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Book: 1989, revised and corrected c1988  
250 field: rev. and corr.  
260 field: 1989, c1988  
DtSt: t  
Dates: 1989, 1988

Book: 1986, 1988 printing, updated, c1983  
250 field: updated  
260 field: 1988, c1983  
DtSt: t  
Dates: 1988, 1983

Book: 1986 (no copyright statement)  
260 field: 1986  
DtSt: s  
Dates: 1986

Book: printed 1988 (no other information available)  
260 field: 1988  
Dtst: s  
Dates: 1988

Book: c1986. This is a multi-volume work . Cataloger has an incomplete set in hand.  
260 field: c1986-  
Dtst: m  
Dates: 1986, 9999

263 PROJECTED PUBLICATION DATE. Delete.

300 DESCRIPTION. Pagination, including preliminary paging and illustration statement must agree exactly with the book in hand.

Ignore pages of plates if an illustration statement is present. If maps are included, use the term **maps** alone, or following illustrations

Use the terms **color** or **some color** for color illustrations.

Use **chiefly illustrations** or **chiefly color illustrations** for books that in the cataloger's quick estimation, are mostly illustrations.

Determine quickly whether illustrations are present. If there are fewer than ten or only diagrams/charts, accept what appears in the catalog

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record as to whether there are illustrations or not.

Verify or add size (\$c) in the record.

For CIP, be sure to delete "p. cm." and replace sub-fields a and b e.g.:

254 pages : \$b illustrations ; \$c 24 cm

Be sure to use ISBD punctuation, as follows:

pagination, pagination : \$b illustration ; \$c size.

pagination : \$b illustration ; \$c size + \$e accompanying material

If a workbook, or other material accompanies the book, and is clearly supplementary material not intended to be cataloged separately, be sure to use sub-field e. For example:

xiv, 260 pages : \$b illustrations ; \$c 22cm. + \$e1 teacher's guide  
(22 pages : illustrations ; 19 cm.)

For incomplete multi-volume sets, use **volume** in subfield a.

4XX SERIES. Trace numbered series only. (See children materials instructions for tracing children's series).

For traced series, accept the use of the 490 field or the 830 field, as it appears in the record in hand.

Follow prescribed ISBD punctuation for series:

Series title ; \$v series numbering  
Series title, \$x ISSN ; \$v series numbering.  
Series title. \$n numbering for series part, \$p name of series part ;  
\$v series numbering.

5XX NOTES. Scan all notes for spelling errors and general accuracy.

505 Retain all contents notes. Verify the accuracy of contents notes, and add contents notes, when not present, for the following:

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- (1) Individual volume titles for multi-volume sets
- (2) Short story collections
- (3) Play collections
- (4) Song titles (for recordings and some scores)

If the contents note is not present for a short story, play, song title or essay collection, create a contents note.

List all works in a collection regardless of their number. The indicator for them would be '0' (zero). Examples:

Title: Afro-American biographies  
505 0 v. 1. Afro-American doctors -- v. 2. Afro-American athletics -- v. 3. Afro-American singers.

Title: The complete short stories of Saki  
505 0 The open window -- Sredni Vashtar -- Gabriel -Ernst -  
- The Quince tree -- The Mapped life -- The Blood feud of Toadwater.

Retain all summary notes, particularly contents notes for children's materials.

Change all 546 notes to 500.

6XX SUBJECT HEADING A minimum of one subject heading is required for ALL fiction and nonfiction items. Two to three subject headings are preferred.

Verify, and correct if necessary, all indicators for 600, 611, 610, and 630 fields.

If sub-field t, the title sub-field, appears with 600 field, be sure to delete any initial articles, since there are no filing indicators for indexing, e.g. 600 10 James, Henry. \$t Wings of the dove, not The wings of the Dove.

Subfields \$v, \$x, and \$z are repeatable. And subfields \$v, \$x, \$y, and \$z do not have to be in alphabetical order—they will be in the order prescribed by LCSH.

Retain Spanish language subject heading fields; delete subject headings in other foreign languages.

Retain all subject headings for titles being cataloged as Fiction.

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Delete all \$x Juvenile literature subdivisions; and change all "\$x Juvenile fiction" to "\$x Fiction."

Delete all 6xx \_1 [Juvenile subject headings]

655 \_7      Retain all. Delete all other 655 fields.

653/654/  
/656/657      Delete all.

700/710/  
711/730      ADDED ENTRIES. Follow instructions for 1XX, above, to establish these names.

7XX fields should always appear for:

- \* second and third authors
- \* first author/contributor mentioned when there are four or more
- \* editors
- \* illustrators of children's books or prominently mentioned illustrators of adult belles lettres (e.g. Jane Eyre ; woodcuts by Fritz Eichenberg)

Do not add corporate authors that are not already present in the record except government agencies for government publications only.

For 730 fields, the first indicator is a filing indicator. Follow instructions for 245 2nd indicator, above. The second indicator will always be a blank or a '2'.

For 700 fields, always delete an initial article in a title sub-field. There are no provisions in MARC for filing characters, so the title will not trace correctly, e.g.:

700 12    Forster, E.M. \$t Room with a view.

700 12    Grahame, Kenneth. \$t Wind in the Willows.

740      ANALYTICAL TITLE. Use for analytical title added entries only. Use for analytical titles of independent works contained within the book. Do not

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create analytical title added entries for collections of short stories and essay collections. Examples:

245 10	Three complete novels of Sandra Brown
505 00	Mirror image -- Best kept secrets -- Slow heat in heaven
740 02	Mirror image
740 02	Best kept secret
740 02	Slow heat in heaven
245 14	The complete short stories of Saki
505 0	The open window -- Srendi Vashtar -- Gabriel-Ernst -- The Quince tree -- The mappined life -- The blood feud of Toadwater.

For 740 fields, the first indicator is a filing indicator. Follow instructions for 245 2nd indicator, above. The second indicator will always be 2 (two).

8XX SERIES. This will generally be an 830 field. For 830, the first filing indicator is blank; initial articles need an appropriate second filing indicator. If an 830 field appears in the record you are using, accept the cataloger's decision as to form, as long as the series is not established differently in the PPL database.

800, 810, and 811 fields should almost never occur, but if present, establish the form according to the guideline, above, for 1XX fields.

If \$t is present, eliminate any initial article in the title appearing in the sub-field t.

856 XX Delete, except for government documents.

886 Delete.

936 Add your initials.



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**CHILDREN'S CATALOGING SPECIFICATIONS**

**FIXED FIELDS:**

Follow specifications for MARC tags for books when cataloging children's materials. The following children's specifications are either exceptions to the books section or expand information for children's materials.

Audn:           **j (change if a, b, or c)**  
Type:           **a; o for kit**

**VARIABLE FIELDS:**

100           AUTHOR: The 100 field – author main entry – should always be the person who wrote the text for the book. Infrequently, LC will place the illustrator, or the person appearing first on the title page regardless of intellectual contribution, in the 100 field. Change this to reflect the text author as main entry, and the illustrator or other contributor, in a 700 added author field.

246           VARYING FORM OF TITLE/ADDED TITLE: Always create added title fields for children's materials for the following instances:

- Title begins with a person's name, in the possessive, e.g.

245 xx	Trina Schart Human's Mother Goose
246 30	Mother Goose

245 xx	Charles and Mary Lamb's Tales from Shakespeare
246 30	Tales from Shakespeare

245 xx	Richard Scarry's Best counting book ever.
246 30	Best counting book ever

- Title is a less familiar name for a folktale or a fairy tale, e.g.

245	Little red cap
246 30	Little red riding-hood

- Title begins with "The story of ...", "The Adventures of ...", "The

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Tale of ...”, etc. Add a 246 field for the significant part of the title, generally following the word “of”, e.g.

245 xx	The Adventures of Peter Rabbit
246 30	Peter Rabbit

245	The merry adventures of Robin Hood.
246 30	Robin Hood

- Title contains numbers (numerals or spelled out), in the first five words. Make a 246 field with the opposite condition (e.g. spelled out for numerals or vice versa), e.g.:

245 xx	1 2 3 a counting book
246 3	One two three a counting book

245 xx	Three little pigs.
246 3	3 little pigs.

- Title contains an abbreviation that might commonly be spelled out in the first five words. Make a 246 field with the spelled out word(s), e.g.:

245 xx	Dr. DeSoto
246 30	Doctor DeSoto

4XX/8XX      SERIES: Trace all children’s series.

500            SEQUELS: Sequel information should always appear. LC sometimes places this information at the end of the 520 plot summary note. Always include sequel information from the book or book jacket in a note, even if LC has not included it in the record. Patrons frequently look for sequels in children’s books, so this is critical information. Format examples for notes follow:

500	Sequel to: (title)
500	Prequel to: (title) (if referred to as a prequel on the jacket, cover, etc.)

505            CONTENTS NOTE: Retain all contents notes and add for children’s short story and essay collections if not provided.

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**LARGE TYPE:** For large print books for visually impaired children, use:  
650 \_0 Large type books.

**BILINGUAL MATERIALS:** If the book is written in two languages (say English and Spanish) use:  
650 \_1 Spanish language materials \$x Bilingual.

**ABC/COUNTING BOOKS:** Should have subject headings of “Alphabet” or “Numbers”.

**POETRY:** Use “Children’s poetry”.

700 Add a personal name heading for the illustrator(s).

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**CHILDREN’S CLASSIFICATION:**

Please follow the BOOKS CLASSIFICATION instructions above, except for the following exceptions and elaborations.

**Children’s Fiction:**

The order record should have the preferred fiction category clearly marked. Use the following broad classification categories:

- |                 |   |
|-----------------|---|
| <b>PICT BK</b>  | Picture books meant for preschool-primary children. Pictures predominate over text.   |
| <b>BEGINNER</b> | Books written with a simple or controlled vocabulary for beginning readers in grades 1-3. These are now cataloged and processed by our vendor (currently Brodart) and shouldn’t be done by PPL staff. |
| <b>FICTION</b>  | Books written for readers in grades 4-7. Children’s (and teen) fiction is not broken down into genre.   |
| <b>ABC</b>      | These are picture books which show the alphabet or basic numerals 1-10, usually one letter or number on each page.  |

CURIOUS GEORGE: Cutter all Curious George books under “Rey, M.”—even if Rey is not the actual author.

Dr. SEUSS: Cutter all Dr. Seuss Books under “Seuss, Dr.”

**Children’s Nonfiction:**

In general, accept LC’s call number assignment. For member-supplied or original cataloging, search the PPL database and assign the predominant call number (or a predominant call number), so that titles on a subject will shelve closely together. This is critical for children’s material since children rarely have the patience to search in several locations for materials.

Children’s nonfiction call numbers may never go past the third number to the right of the decimal point.

**BIBLIOGRAPHIES:** Use the call number for the subject.

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CHILDREN'S LITERATURE:	Children 808.068
COUNTRIES/STATES:	Geographies in Children 914-919 History in Children 941-999. If in doubt, prefer 914-919.
FAIRYTALES:	398.2 includes any traditional fairytale version, western and/or from other cultures (unless there is already an overwhelming precedent for the author in PICT BK at PPL; for example, Tomie de Paola).  PICT BK: any off-shoot/adaptation of a traditional fairytale, may include new characters or updating the story to modern times. Include all Disney adaptations of fairytales here.  For Arabian Nights/A Thousand and one nights, add a 130 title main entry tag of Arabian Nights.
MOTHER GOOSE:  ordered)	PICT BK OR 808 OR 811 (Depends on how it is arranged and how it was  **Don't forget uniform title and main entry.
NURSERY RHYMES (not Mother Goose)	Children 398.8 Example: <u>Dragon kites and dragonflies: a collection of nursery rhymes</u> , collected by Demi.
SCIENCE PROJECTS:	General science projects in 507.8 Themed science projects in subject area (Example: science projects in geology in Children 551).
SHORT STORIES:	Collections by one author in Children FICTION. General collections/anthologies, and if originally in a mixture of languages, go in Children 808.83.
STATUE OF LIBERTY:	Children 974.71 (Ignore other LC numbers.)

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**Children’s Biographies:**

General collective biographies are placed in 920. Collective biographies about multiple people in the same field (e.g. Tennis players) go in the subject area.

For individual biographies:

If the CIP lists BIO as a possible classification, usually classify the title as BIO unless the title includes conversation and/or other fictional content. If the latter is true, classify as FICTION.

If the CIP does not list BIO as a classification but the content contains true facts about the life of a person, classify as BIO.

If the title is part of a series and the series is found in both BIO and subject areas, classify as a BIO but do not change existing series call numbers.

If the title is a beginner reader or in picture book format but contains facts about the life of a person, classify as BIO.

**Children’s Foreign Language/Bilingual:**

Books written in both English and a foreign language are to be placed in the call number for the subject preceded by the name of the foreign language. (This is for both fiction and nonfiction). Books published all in one foreign language are also placed in the children’s foreign language collection.

**Children’s Holiday:**

Both fiction and nonfiction books about holidays, or taking place during a holiday, get a “Holiday” suffix in the item call number and spine label (not kept in 099). Holidays include only the following:

Valentine’s Day, Easter, Halloween, Thanksgiving, Christmas, Hanukkah, Kwanzaa

**Adult Books ordered for Children’s Area:**

Adult books are cataloged for the children’s area only if ordered that way.

- If there are adult copies, only the item record gets “children” in the call #.

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**CLASSIFICATION GUIDELINES**  
English and Foreign Language

Call numbers are entered in the 099 tag, following OCLC input instructions for this tag.

For LC MARC records, use the call number in the 082 field for the 099 field, and then delete the 082 field. For member cataloging, use the call number in the 092 field for the 099 field, and then delete the 092 field.

**Then delete any 050, 060, 070, 082, 090, and 092 fields present in the record, (but not 086).** The complete record should have an 099 call number field and no other.

Materials should be cataloged utilizing the most current Dewey Decimal Classification system.

**Nonfiction**

For Adult materials, Dewey classification numbers should not exceed 5 numbers after the decimal point regardless of where the prime falls. For Children's materials, use the prime as a guide, but never more than 3 (three) places to the right of the decimal. Do not end the call number in a "0".

Dewey classification numbers, as noted above, should not exceed 5 numbers after the decimal. There are breaks within the prime. The following call number examples should illustrate PPL Dewey classification practice.

082: 796.352'3  
099: 796.3523

082: 629.133'134  
099: 629.13313 (Prefer 5 digits even though prime dictates 6)

082: 222'.11093  
099 222.11093 (No break within prime, accept 5 digits)

082: 813.5'4'09  
099: 813.5409

082: 917.9173092  
099: 917.9173

Use the OCLC 4-figure cutter tables. If the cutter tables include a 5-figure or 6-figure



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cutter, please delete the 5<sup>th</sup> or 6<sup>th</sup> figure. If the item has an author main entry, attach the first letter of the first significant word of the title (i.e. a non-article word) after the cutter as a workmark. Always use a capital L when using L for a workmark. If the cutter assigned will end in a 0, drop the ending 0 from the cutter. If the work is a title main entry, no workmark is needed.

For books on computers, Shakespeare plays, TV shows, and those regarding one artist/photographer/composer, see the Non-Fiction section of this manual for double cutting information.

### **Fiction**

PPL uses the term FICTION or MYSTERY or ROMANCE or SCI FI or WESTERN as a call number to replace the Dewey numbers for adult fiction.

If, however, the item is a collection of short stories by one author, classify as FICTION/MYSTERY/ROMANCE/SCI FI OR WESTERN with the author's name and a "Short Story" suffix. If the item is a collection of short stories by more than one author, classify with the prefix of FICTION/MYSTERY/ROMANCE/SCI FI OR WESTERN with the first word of the title and a "Short Story" suffix.

No dates are put in fiction call numbers if new editions.

If the title is part of a fiction series, please check previous PPL cataloging to keep the genre consistent, regardless of how it was ordered.

### **Call number Hierarchy:**

1. Age level (Children/Teen)
2. Format (DVD/CD/MP3)
3. (ESL)
4. Language (Spanish ...)
5. Prefix (REF/FICTION/BIO/PICT BK...)
6. Call number (Dewey # OR Last name, First initial)
7. Edition date
8. Volume number(s)
9. Suffix (Short Story/Test/Holiday...)

Please see the Labels section in this manual for more information.

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**MISCELLANEOUS:**

**IDENTICAL CALL NUMBERS:** Identical call numbers are acceptable, as this is a browsing collection. It used to be our practice that call numbers and cutters provided a unique shelf location for every item that a library owned. Although it is not the case anymore, public services staff might request changes when they see identical call #s. Adjustments can be done for the Reference collection in certain cases but not for the Circulating collection.

**TITLES BEGINNING WITH A NUMERAL:** Make sure that the cutter number has a workmark for the number's word and does not end with the numeral.

**TRAVEL BOOKS:** All travel books with call numbers with 3 or fewer decimal places should end in an "04" Travel books that have more than 3 decimal places should not have the "04" added. All travel books regardless of edition should have a date at the end of the call number. Use the date that is on the cover of the book, which is not necessarily the date on the title page verso.

**HOW TO DOUBLE CUTTER:**

First cutter done for subject (delete last number(s) to limit to 4 spaces), and second cutter is for author (again limit to 4 numbers). You are limited to 8 spaces for the complete cutter. For example:

C636H86s    Cobol in 24 hours / \$c Thane Hubbell.  
An29B38m    Mayberry memories : \$b Andy Griffith show / \$c by Ken Beck.

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**FICTION**

**SHORT STORIES**

LitF:            **j** for short stories;

Collections of short stories by one author should be classified with the genre and the author's last name and first initial, followed by "Short Story"

A collection of short stories by more than one author should be classified with the genre and the first word of the title, followed by "Short Story".

**GRAPHIC NOVELS**

Catalog by the author of the series and not by the artist. Make sure to choose the monograph record for the individual numbered title in the series and not the serial record for the entire series.

**LARGE TYPE**

Form:            **d**

020            Add "(large print)" after ISBN  
250            Large print ed.  
300            \_\_\_ pages (large print) : \$b ...  
650 \_0            Large type books.

**NONFICTION**

**BIBLIOGRAPHIES, FILMOGRAPHIES, DISCOGRAPHIES**

Cont:            **b** for bibliography; **k** for discography; **g** for filmography;

For adult titles only, use the Dewey subject number, and then add 016 to the end of the subject number.

The entire number should not exceed five positions past the decimal. If 082/92

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number in the incoming record exceeds the sixth position, use the subject number to the decimal fifth position. For example:

082: 016.363'6'8  
099: 363.68016

082: 016.6588  
099: 658.8016

082: 016.791'43  
099: 791.43016

082: 016.423'2156  
099: 423.2156

If the title being cataloged is a bibliography, filmography or discography of a specific individual or group, enter the Dewey number and a Cutter for the last name of the individual or the name of the group. For example:

Title: Filmography of John Ford  
082: 016.791'43  
099: 791.43016 \$a F753f

Title: Discography of Michael Jackson  
082: 016.789'12  
099: 789.12016 \$a J136C

Title: Recording of the Beatles  
082: 016.789'912  
099: 789.91201 \$a B38R

## **BIOGRAPHIES**

Biog: **a** for autobiography; **b** for individual biography; **c** for collective biography; **d** if contains biographical information

Call number for all biographies will include BIO in upper-case letters, the last name of the person that is the subject of the book, followed by a comma and first initial.

Examples:

099 BIO Smith, M.  
099 Spanish \$a BIO \$a Martinez, S.

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099 Children \$a BIO \$a Tesla, N.

For personal names with titles:

If the 600 field contains a subfield a and c only, use the name through the first comma of subfield c. For example:

600 Francis, \$c of Assisi, Saint, ...  
099 BIO \$a Francis, of Assisi

600 Anne Boleyn, \$c Queen, consort of Henry VIII, King ...  
099 BIO \$a Anne Boleyn, Queen

If, however, the 600 field contains a subfield a and b, use only subfield a and b for the 099. For example:

600 Elizabeth, \$b I, \$c Queen of England, ...  
099 BIO \$a Elizabeth I

600 John Paul, \$b II \$c Pope  
099 BIO \$a John Paul II

Add a date to the call number if new edition.

Questions to consider:

1. Does it cover a substantial part of the person's life (not just a portion or childhood)?
2. Does the person's personal life and career receive about equal emphasis?
3. Does it have an index/bibliographical references?
4. Does it focus on one person (not a group)?
5. Would a patron be more likely to look for information about this person in the BIO section versus the Dewey section?

If YES to (most of) these questions, consider putting it in BIO.

If NO to most, consider putting it in Dewey.

Exceptions:

Books about persons with diseases, put in medical Dewey.

Books about criminals, put in true crime Dewey.

Individual experiences during the Holocaust, put in Holocaust Dewey.

Try to avoid 070 and state/country Dewey numbers.

For one biography on 2 or more persons, classify in Dewey number.

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Collective Biographies:

Use the Dewey number for collective biographies.

More examples:

Title: The films of Katharine Hepburn (author: Nelson)  
099: 791.43 \$a N332f

Title: The life of Katharine Hepburn (author: Nelson)  
099: BIO \$a Hepburn, K.

Title: Let it be: the musical career of the Beatles (author: Beatles)  
099: 782.42166 \$a B38L

Title: The Life and musical career of Arthur Rubenstein (author: Lindsey)  
099: BIO \$a Rubenstein, A.

## **CRITICISM OF AN ARTIST OR LITERARY AUTHOR**

For Cliffs Notes or Spark Notes, use:

809.1 for poetry  
809.2 for plays (including Shakespeare)  
809.3 for books  
809.8 for biography/personal narrative

Double cutter.

In the 700s and 800s, if a book is a criticism of the author/artist, class the book in the Dewey number for the book's subject.

For literary criticisms of a work: cutter for the author of the work, then use a lowercase initial for the work being critiqued, then use a capital Y for criticism, then use a capital letter for the author or editor of the criticism.

For literary criticisms of an author: cutter for the author being critiqued, then use a capital Y for criticism, then use a capital letter for the author or editor of the criticism.

Examples:

Title: Critical review of Ernest Hemingway (Author = Anderson)

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082: 813.54  
099: 813.54 \$a H373YA

Title: Focus on Alfred Hitchcock  
082: 791.43'0233  
099: 791.43 \$a H631f

Title: The Art of Rodin  
082: 759.4  
099: 759.4 \$a R611a

Double cutter for Shakespeare criticisms, first cutter is for play, and second cutter for editor, translator, or publisher (in that preferred order). See 822.33 in current edition of DDC.





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Put any volume information for the number of CDs in the bib record and on the spine label.

Label examples:

Children	CD
CD	ROMANCE
FICTION	Collins,
Rowling,	J.
J.	4 DISCS
2 DISCS	

**DVDs/VIDEOS**

**Fixed fields:**

Type: **g**  
TMat: **v**  
Tech: **l** for live action, **a** for animation, **c** for animation and live action, ...  
Time: [enter number of minutes]  
DtSt: **s** for single date or if substantial new material (see below), **p** for date of distribution/release/issue if different than original date

**Variable fields:**

(Sample DVD; where \$d c is for color): 007 v \$b d \$d c \$e v \$f a \$g i \$h z \$i q  
(Sample video; where \$d b is for b&w): 007 v \$b f \$d b \$e b \$f a \$g h \$h o

024 UPC NUMBER.

028 40 PUBLISHER NUMBER: Include number, subfield b, publisher: For example:

KPF 522 \$b Kit Parker Films

245 TITLE

250 EDITION: Include if "Widescreen" or "Full screen".

300 PHYSICAL DESCRIPTION: Examples:

1 videodisc (130 min.) : \$b sd., col. ; \$c 4 ¾ in. (DVD example only)

508 CREATION/PRODUCTION CREDITS NOTE: List individuals or organizations not in 245 that made a significant contribution. Examples:

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directors, screenplay writers, film editors, music, camera ...

- 511 PARTICIPANT OR PERFORMER NOTE: List participants, players, narrators, presenters or performers. Put voice-over narrator in 508 only.
- 538 FORMAT NOTE: Examples:  
“DVD ; Region 1 encoding ; 5.1 Dolby Digital ; digitally remastered.”
- 586 AWARDS NOTE: Include any awards information.
- 650 \_0 Delete “Feature films,” “Foreign films,” and/or “Children’s films.”

**Miscellaneous:**

Put music videos under author/performer main entry.

Differences that justify a new record include: black and white vs. color vs. colorized, sound vs. silent, significantly different length (full length vs. abridged version vs. theatrical release vs. director’s cut), different format (DVD), dubbed vs. subtitles, different language versions or added subtitles, additional materials, and changes in publication dates (not packaging dates).

Wide screen editions include “letterboxed” versions; full screen editions include “pan and scan” versions.

Consider items with substantial new or extra material as DtSt: s (example: trailers, outtakes, documentary material, interviews, different versions or cuts). Include note about date of original release.

Title for the call number of foreign films should be based on the cover title. Cover title should be placed in the 245 and any alternate title in the 246 field.

**Label examples:**

Children	Video	DVD	DVD
DVD	DVD	613.7	Spanish
Spanish	All	L759	FICTION
BIO		2 DISCS	Cuando
Wash- ington, G.			

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For audio-enhanced videos:   DVS  
  Video  
  612.88  
  M99

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MUSIC

**FIXED FIELDS:**

Type: **j**  
BLvl: **m**  
Desc: **a**  
ELvl: **[blank]** for LC MARC; **I** for non-LC; may be **K** for brief original cataloging  
Form: **[blank]**  
FMus: **n**  
Srce: **d**  
Comp: **bl** for blues; **co** for concertos; **op** for operas; **pp** for popular; **rc** for rock; ...  
(only if entire recording is in this one format)  
LTxt **[blank]**  
Audn: **[blank]** if cataloged for adult collection; **j** for children's collection  
AccM: **[blank]** for no accompanying matter; **a** for discography; **d** for libretto or text; **e** for biography of composer; **f** for biography of performer ...  
DtSt: usually **s**; can be **r, m, q, or t** as required in Dates fixed field, below  
Ctrl: **[blank]**  
MRec: **[blank]** usually  
Dates: **s** for single date; **p** if date of distribution/release/issue differs from production/  
recording session; ...  
Lang: Enter appropriate MARC language code  
Ctry: Enter appropriate country code for place of publication

**VARIABLE FIELDS:**

(Sample CD) : 007 s \$b d \$d f \$e u \$f n \$g g \$h n \$i n \$m e \$n u  
(Sample Cassette) : 007 s \$b s \$d l \$e u \$f n \$g j \$h l \$i c \$m c \$n e

246 TITLE: Add "\$h [sound recording]"

300 DESCRIPTION: Examples:  
\$a 1 sound disc : \$b digital, \$c 4 ¾ in.  
\$a 1 cassette : \$b analog.

505 NOTES: Enter contents notes.

538 SYSTEM DETAILS:  
Example: Compact disc.

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650 \_0      **SUBJECT HEADINGS:**  
               Examples:    Rock music.  
                               Popular music.

**CLASSIFICATION:**

Music audio material will be classified under the following categories with a subcategory:

<u>Category</u>	<u>Subcategory</u>
Ballet	composer or performer or various
Band	composer or performer or various
Blues	performer or various
Brass	composer or performer or various
Chamber	composer or performer or various
Choral	composer or performer or various
Christian	composer or performer or various
Concerto	composer or performer or various
Country	performer or various
Electronic	composer or performer or various
Folk	ethnic designation or performer or various
Gospel	performer or various
Guitar	composer or performer or various
Holiday	holiday and performer or various
Jazz	performer or various
Latin	performer or various
Musicals	title (first word) or performer or composer or various
New Age	performer or various
Opera	composer or performer or various
Orchestral	composer or performer or various
Organ	composer or performer or various
Percussion	composer or performer or various
Piano	composer or performer or various
Pop	performer or various
Rap & Hip-hop	performer or various
R&B	performer or various
Rock	performer or various
Soundtrack	title (first word) or performer or various
Strings	composer or performer or various
Symphony	composer or performer or various
Vocal	composer or performer or various
Violin	composer or performer or various

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Woodwind. World	composer or performer or various country and performer or various
--------------------	--

Consult [allmusic.com](http://allmusic.com) if a question about genre arises.

**Label Examples:**

CD Piano MOZART	CD Rock BEATLES	CD Musicals TITLE (First word)	Cassette Latin ENRIQUEZ	CD World VARIOUS
-----------------------	-----------------------	--------------------------------------	-------------------------------	------------------------

For holiday CDs:    CD  
                          Holiday  
                          CHRISTMAS  
                          BEACH BOYS [only put artist if well known]

For a holiday CD with various artists:    CD  
  Holiday  
  CHRISTMAS  
  VARIOUS

For a CD with music from various holidays:    CD  
  Holiday  
  VARIOUS

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**MISCELLANEOUS**

**2+ BOOKS/PLAYS/ETC. IN ONE VOLUME**

By the same author:

245 1x Title 1 ; \$b Title 2 / \$c Author.  
740 02 Title 2.

By different authors:

245 1x Title 1 / \$c Author 1. Title 2 / Author 2.  
700 1 Author 2.  
740 02 Title 2.

**ATLASES/MAPS**

Type: a (map); e (atlas)

CrTp: e

007 a \$b d \$d c \$e a \$f n \$g z \$h n (atlas example only—check MARC for codes)

OR a \$b j \$d a \$e a \$f n \$g z \$h n (map example only—check MARC for codes)

034 1\_ a \$b [scale]

255 Scale 1:500,000 (example only)

300 1 atlas : \$b ... OR 300 1 map : \$b ...

Maps a re generally outsourced to OCLC.

**ARIZONA ROOM**

Always include REF as a prefix and AZ ROOM as a suffix for spine label.

**BOOKS ON TV PROGRAMS AND MOVIES:**

Double cutter: First cutter for name of the program/movie; second cutter for main entry.

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**CAR REPAIR:**

Double cutter: First cutter for make of car; second cutter for main entry.

**COMPUTER BOOKS**

Double cutter: First cutter for program; second cutter for main entry only where indicated in DDC. Use current "Computer Cutters" list.

If assigning a new cutter not on the list, limit the cutter to one letter and two numerals if possible. Add

**ESL**

Include language of native tongue in call number.

**IMAGES**

Type:	<b>k</b>
007	k \$b h \$d b \$e o (example of image from photograph) subfield d above represents color (b=b&w, c=col., h=hand-colored)
500	[Include name of collection.]
530	Image file \$d ____t.jpg
540	[copyright note]
690	[descriptors] qphotograph.
856 4_	[weblink]

**KITS/TOYS**

Type: **o** for kit

**LARGE TYPE**

Form: **d**



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020	Add "(large print)" after ISBN
250	Large print ed.
300	__ pages (large print) : \$b ...
650 _0	Large type books.

## **MICROFORM/MICROFICHE**

## **RARE BOOKS**

Type: **k** for 2-dimensional nonprojectable graphic ; **r** for 3-dimensional artifact; **t** for manuscript

## **RESUMES**

Books on resumes are classified 650.142.

## **SCORES**

Type: **i** for nonmusical; **j** for musical

## **SHAKESPEARE PLAYS**

Doublecutter: first cutter for play. For example:

Q5 for Tempest text  
Q6 for Tempest criticism

Second cutter for:

1. editor
2. translator
3. or publisher

See 822.33 in current edition of DDC.

## **Test Books**

Add suffix "Test" at end of call number in item record.

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**SERIALS CATALOGING**

**FIXED FIELDS** (See <http://www.loc.gov/marc/bibliographic/ecbdhome.html> for complete listings.) The following fields must be present in all serials records, and must be edited to match the items in hand.

Type: **a**  
BLvl: **s**  
S/L: **0**  
Desc: **a**  
ELvl: **1, blank or 5**  
Form: **[blank]**  
Orig: **[blank]** usually  
SrTp: **p** (periodical); **n** (newspaper); **m** (monographic series); **[blank]** none of the above  
Srce: **d**  
Conf: **0** (if not conference publication)  
EntW: **[blank]**  
Cont: **[blank]** usually  
GPub: **[blank]** usually  
Freq: **m** (monthly); **a** (annual); **d** (daily); **q** (quarterly); **w** (weekly) ... see below  
Regl: **r** (regular); **x** (completely irregular); **n** (normalized irregular); **u** (unknown)  
DtSt: **c** (current); **d** (ceased); **u** (unknown)  
Ctrl: **[blank]**  
MRec: **[blank]** usually  
ISSN: **[blank]** usually  
Dates: **[original date]-9999** for current publications; or years of publication  
Lang: Enter appropriate MARC language code  
Ctry: Enter appropriate country code for place of publication  
Alph: **[blank]**

For known irregular serials, Freq: [blank]; Regl: x  
For unknown frequency/irregularity: Freq: u; Regl: u  
If 310 Frequency varies note: Freq: z; Regl. x

**VARIABLE FIELDS**

022 ISSN: Verify that the number in the record matches the item in hand. Add this field if it is present anywhere in the item but does not appear in the record

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- 099 CLASSIFICATION: Magazine or Newspaper.
- 1XX MAIN ENTRY: All serials are cataloged as title main entry. Change any 1XX fields to 7XX fields.
- 130 UNIFORM TITLE: Change this field to 730, except that 130 fields that are a statement of the title qualified by a place of publication, e.g. **Inquirer (Philadelphia, Pa)** should be deleted.
- 240 UNIFORM TITLE: Retain if present
- 245 TITLE: The title must match exactly the title information as it appears on the title page or equivalent substitute. Check spelling of words and correct as needed. Misspellings that appear on the title page should be left in the title and the misspelled word followed by (sic). Then trace the correctly spelled title in a 246 field.

SUBFIELD B (SUBTITLE/TITLE INFORMATION): Should always be deleted and placed in a 500 (notes) field.

EXCEPTION: PARALLEL TITLES: Only include the first parallel title, if there is more than one. The parallel title is placed in the subfield b, according to the following example:

245 00 Journal for English studies = \$b Zietschrift fur Englishstudien.

SUBFIELD C (STATEMENT OF RESPONSIBILITY): Should always be deleted and placed in a 500 (notes) field.

SUBFIELD N (NUMBERED PARTS): Subfield n part designators ("Volume" "Series" or "Part" should always have the first letter capitalized and be spelled in full.

SUBFIELD P (NAMED PART): should always appear if needed. For example:

Studies of English. \$p Supplement  
Road Maps of the U.S. \$n Volume 9, \$p Georgia.

If the subfield p is distinctive e.g. not "supplement" or similar, make a 246 field for the subfield p., e.g. in the example above:

246 13 Georgia

The first indicator will always be zero (0). The second indicator tells

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computerized retrieval systems how many spaces to skip before filling (indexing) the title alphabetically.

- 246 13      **VARYING FORM OF TITLE:** Make sure varying form of title appears somewhere prominent in the serial (e.g., cover, title page, title page verso, masthead, spine, running title, etc.) Use this field for:
- parallel titles
  - distinctive part titles (see above)
  - masthead titles
  - added title page titles
  - running titles

The indicators would always be 13.

- 247      **FORMER TITLE:** If present, delete.

- 250      **EDITION:** If this represents series numbering, it should appear in the 362 field.

Edition statements delineating different issuing of serial should be moved to a 500 note, e.g.

500 Trade edition

500 West coast edition

- 260      **PUBLICATION:** Verify against source of information for correct publisher, etc. Date should be, if available in the record, the date of initial publication, e.g. date of publication for volume one. Date is followed by a hyphen to indicate a current serial. If the serial has ceased, a date range for initial publication through final publication is provided, e.g.

1969- Current

1969-1989 Ceased

Dates should correspond with the dates fixed field.

- 300      **DESCRIPTION:** "v." is used for all current serials. Ceased (complete) serials would show the number of published volumes instead. (e.g. 35 v.)

- 310      **FREQUENCY:** Use for current frequency only when
- (1) frequency cannot be adequately described in the fixed field elements: **Freq** and **Regl**, and
  - (2) when dates are associated with current frequency, as part of series numbering.

(Does not have a period at the end of the line)

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362 DATES OF PUBLICATION: Indicators are 0 blank.

Check to be sure data in this field matches the form of numbering or other designation used on the serial title page. The designation should represent the first issue of the serial. The following designation abbreviations are to be used:

Vol. (for volume)

No. (for number)

Pt. (for part)

If series numbering includes parts, format in the following manner:

Vol. 1, pt 1-

If the series numbering includes dates as a valid part of the numbering (e.g. not just a copyright date on the title page verso, for example), the date is placed in parenthesis after the alphanumeric designation. If a month is associated with the date, it is included in AACR2-abbreviated form. Serial issues encompassing two years are formatted as 19XX/XX.

For example:

Vol. 29 (1986-87)-

Vol. 1, pt. 1 (Mar. 1987)-

If the date is the only designation, it appears alone without parentheses, e.g.

1970-

1986/87

5XX NOTES: Scan all notes for typographical errors, accuracy and appropriateness. Pay particular attention to inclusion of, and proper use of:

515 – numbering peculiarities

525 – supplement note

550 – issuing bodies

580 – linking entry complexity note

7XX ADDED AUTHOR/TITLE: Follow instructions for books, as appropriate. Personal added entries will rarely appear unless and editor or compiler is prominently associated with the serial. For example:

245 00 Magazines for Libraries

500 Editor: vol. 1 – Bill Katz

700 1 Katz, Bill.

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245 00        What color is your parachute?  
500   Editor: 1976 - Richard Bolles.  
700 1 Bolles, Richard.

780/785        780 (preceding entry) and 785 (succeeding entry) should always be included if available. Pay particular attention to the indicators. Always use a first indicator 0 (zero), to “print a note”. For the second indicator:

**780 (Preceding entry)**

0    Continues  
1    Continues in part  
2    Superseded  
3    Supersedes in part  
4    Formed by the union  
     of – and –  
5    Absorbed  
6    Absorbed in part  
7    Separated from

**785 (Succeeding entry)**

Continued by  
Continued in part by  
Superseded by  
Superseded in part by  
     Absorbed by  
  
Absorbed in part by  
Split into – and –  
Merged with – to form

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**FOREIGN LANGUAGES**

**FIXED FIELDS:**

008 Enter appropriate language code

**VARIABLE FIELDS:**

041 1\_ [current language(s) code] \$h [orig. lang. code]  
Example of Spanish translation of an English book: spa \$h  
eng  
Example of a bilingual book originally in English: spa \$a eng  
\$h eng

240 1x [orig. title]. \$l [current lang.]  
Enter original title with no initial articles.

245 1x Enter translator's name. If not on title page, put in  
brackets.

500 Translation of: [full title and subtitle].

546 Change to 500.

65x Leave in any Spanish subject headings; delete headings in  
other languages.  
Each Spanish record should have at least one heading in  
English and one in Spanish; each record in any other  
language should have at least one heading in English.

650 \_7 [Spanish subject headings should go here.] \$2bidex or  
\$2qlsp  
800 1\_ [author] \$t [series]. \$l [current language] ; \$v [vol.].

**Classification:**

All children's bilingual books are classified in the language other than English.

**Matching Guidelines:**

EDITION: Editions statements must match if present on both the monograph and the record. However, if either the monograph or the record has "1<sup>st</sup> ed." And



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the other does not, they are to be considered a match if all other applicable elements (record type, title, form, publisher, etc.) match. "Rev. ed." And "2<sup>nd</sup> ed." Are to be considered the same edition if all other applicable elements match.

Edition statements are not considered matching criteria for OCLC records for titles with a Latin American, Korean, or European (other than UK German, or Austrian) imprint. For German or Austrian imprints, edition statements must match, with the above exceptions, if the edition statements contain a qualifying word, such as "verbesserte" (verb., "improved"), "vermehrte" (verb., "enlarged"), etc. If the statement contains only a number and "Auflage" or "Ausgabe", e.g., "2. Auflage," then it will not be used in matching.

**PUBLISHER:** Publisher must match. However, when either the monograph or the record gives one publisher and the other gives more than one publisher, they are to be considered a match if only the publisher in one matches one of the publishers in the other, and if all other applicable elements match.

If the publisher is omitted or differs because of it being a subsidiary of another publisher, they are to be considered a match if all other applicable elements match.

**DATE:** Since different prints of the same edition share the same bibliographic record, a monograph and a record with a variance of imprint date within 3 years are to be considered a match if all other applicable elements match.

However, when the monograph and the record have different copyright dates, they are not to be considered a match if the copyright date is 1977 or earlier.

**DESCRIPTION:**

Arabic numerals only must match.

Number of plates may vary by 20 and still be considered a match if all other applicable elements match.

Multi-volume sets are not a match for a 1-volume record, unless it is an open record that has not yet been closed.

**Miscellaneous:**

When using Bilindex:

Do not catalog with "x" terms.

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“xx” terms refer you to a broader term and are OK to use if you choose the broader term.

Use the following format for adding Spanish subject headings:

650 \_7 [subject heading].\$2 bidex

Diacritics are placed after the letter in Client.

Try to have at least 1-2 valid subject headings for each item.

PPL offers materials in the following languages:

Albanian	Spanish
Arabic	Swedish
Chinese	Tagalog
Czech	Thai
Dutch	Vietnamese
Farsi	
French	
German	
Greek	
Hebrew	
Hindi	
Hungarian	
Italian	
Japanese	
Korean	
Norwegian	
Persian	
Punjabi	
Polish	
Portuguese	
Romanian	
Russian	
Serbo-Croatian	
Somali	