

Miscellaneous Cataloging Policies & Information

- Books over 30 cm. tall or over 30 cm. wide go to OVERSIZE (wmov or wtov)
- If a specific volume, designate as vol.1 (not v.1, v. 1, vol. 1) [no space between the period following 'vol' and the number designation]
- If book is a single signature, will get "pambinding" ... Write call number on upper left hand corner of back, pub barcode on back. If uncertain, don't stick barcode in book, but just put it on a piece of wax paper backing and send along with book.
- Always add the publication date to the call number, even if it is a DLC (050) number. If replacing a spine label for any reason, add the publication date to the call no. if it does not already have one.
- If item located in Reference (wmrf, wtrf, wsrf), ltype = 181
- If a CIP upgrade and all seems to match except maybe publisher, check ISBN, if they match correct record in CONSORT only.
- If a book is to go to wmrf, and you notice that we have an earlier edition of it already on ref., first see if there are instructions in the order record ("withdraw previous ed."). If there are no instructions, put slip of paper in book with note to the Reference & Instruction Librarian that there is an earlier ed. In reference and that a decision needs to be made if it should stay there.
- If a book has illustrations on the end papers, put the call no. and barcode and the previous page (don't cover the illustrations).
- If there is note in order record to notify someone when book has arrived, there should be a card stuck in the book with this info – if not, add
- Literary authors -- If non-DLC record, check call no. & also check to see that all works of this author are classed together.
- If 050 or 090 for series classed together, check in our catalog by series title and/or call no. to see how we have done previous titles in series.
- Make sure loc. in item record and order record are the same, otherwise it will look as if we have 2 copies in 2 locations (in public opac) because of linkmaint.

- Music scores with parts (e.g. Recent researches in the music of the Renaissance) will all go into a single envelope or container, with the score as pt.1, and the parts starting with pt.2.

mwc rev 9/6/2007