

Instructions for filling out the LLC BOOK CATALOGING FORM

- Millennium/SkyRiver Used only by LLC staff
- Urgent For seasonal items, items with patron holds, etc. Please use sparingly. “If everything is ‘urgent’, then nothing is urgent.”
- OCLC # Number of OCLC record to which the library can attach.
- SkyRiver # Number of SkyRiver record to which the library can attach.
- Date Date library last checked the database for item
- From (lib. & staff initials)
Library’s 2-letter code (can be typed in on master copy) and initials of staff necessary in case LLC has questions about the item
- This form must be accompanied by a copy of the title page, verso...
The title page and verso are the main sources for cataloging protocol. Some publishers put information normally found on the verso in other places e.g. National Geographic quite often puts the CIP information at the end of the book and Dorling Kindersley often puts cataloging information on the back cover. Often the cover is the title page; if so, please indicate that on the copy. Watch for 2-part title pages and “fake” title pages. If the copies are unreadable (dark colors, little definition) please send the item to LLC.
- Check **all** that apply:
Fiction: only if the item is fiction. Do not check “Fiction” and then write in “NON” above it.
Large print: only if the item is large print
Juvenile: only if the item is juvenile.
Paperback: only if the item is paperback.
- ISBN (if not on copies)
If there is no ISBN on the title page or verso, please check other probable places e.g. the back cover, the last page of the book, the flap of the jacket, etc.
- If contains **more than one illustration**: Check which applies.
B&W
Some color

Mostly color

All color

- If contains map(s): Check which applies.

How many? One More than one

Are maps in: B&W Some color Mostly color All color

- Pagination (include Roman numerals) or “unp.” if unpaginated:

Look for the last numbered page. If there are more pages with type on them, but not numbered, do not count. Roman numerals usually appear at the front of a book, before the regular pagination starts. Record the last numbered page here also. If there are no page numbers, it is not necessary to count them.

- Size in centimeters (include width if greater than height):

Always round off “up”, i.e. if the item is 23.1 cm. record as 24 cm.

- Series name(s) (if any) and numerical designation (**identify source**):

Include if not on t.p. or verso. Please check all probable places e.g. the back cover, the last page of the book, the jacket, the spine and report variations. Include exact numerical designations, e.g. # 2, four, etc.

- Bibliographical references

Sometimes referred to as “Recommended reading”, “Reading lists”, “Bibliographies”, etc. If scattered throughout the text, no need to track. If grouped together, record page numbers, i.e. (p. 221-225). If any pages are not numbered in the bibliographical references, insert brackets, i.e. (p. [221]-225).

- Index? Check which applies

Yes More than one

No need to record page numbers.

- Other title information (**identify source**, e.g., from spine, cover, etc.)

Publishers sometimes print variant titles on the spine or cover.

- Other distinguishing features (looseleaf, board book, etc.):

- Language(s) of text if not (or in addition to) English:

**Instructions for filling out the
LLC SOUND RECORDING CATALOGING FORM**
Includes CDs, Cassettes, Playaways, MP3s

- Millennium/SkyRiver Used only by LLC staff
- From (lib. & staff initials)
Library's 3-letter code (can be typed in on master copy) and initials of staff necessary in case LLC has questions about the item **before** processing.
- Date Date library last checked the database for item
- Urgent For seasonal items, items with patron holds, etc. Please use sparingly. "If everything is 'urgent', then nothing is urgent."
- OCLC # Number of OCLC record to which the library can attach
- SkyRiver # Number of SkyRiver record to which the library can attach
- **Ideally, send the item to LLC (in box or book bag to prevent damage to items). Mark with library ownership without covering important information. OR,**
- Copy the front of a CD / both sides of a cassette tape.
- Copy front and back of the container insert, including spine.
- Number of pages of accompanying material, ill./col. ill, height in cm (include width if greater than height)
- ISBN if not on copies
- Number of CDs /Cassettes/Playaways/MP3s
If copies are unreadable (dark colors, little definition) please send the item in.

**Instructions for filling out the
LLC DVD/VIDEO RECORDINGS CATALOGING FORM**

- Millennium/SkyRiver Used only by LLC staff
- From (lib. & staff initials)
 Library's 3-letter code (can be typed in on master copy) and
 initials of staff necessary in case LLC has questions about the item
- Date Date library last checked the database for item
- Urgent For seasonal items, items with patron holds, etc. Please use
 sparingly. "If everything is 'urgent', then nothing is urgent."
- OCLC # Number of OCLC record to which the library can attach
- SkyRiver # Number of SkyRiver record to which the library can attach
- **Ideally, send the item to LLC (in box or book bag to prevent damage to items).**
Mark with library ownership without covering important information. OR,
- Copy the DVD/Video label.
- Copy front and back of the container insert, including spine.
- Total no. of pages of accompanying material
- ISBN if not on copies
- Number of DVDs/Videos

If copies are unreadable (dark colors, little definition) please send the item in.

**Instructions for filling out the
LLC CD-ROM CATALOGING FORM**

- Millennium/SkyRiver Used only by LLC staff
- From (lib. & staff initials)
 Library's 3-letter code (can be typed in on master copy) and
 initials of staff necessary in case LLC has questions about the item
- Date Date library last checked the database for item
- Urgent For seasonal items, items with patron holds, etc. Please use
 sparingly. "If everything is 'urgent', then nothing is urgent."
- OCLC # Number of OCLC record to which the library can attach
- SkyRiver # Number of SkyRiver record to which the library can attach
- **Ideally, send the item to LLC (in box or book bag to prevent damage to items).**
Mark with library ownership without covering important information. OR,
- Copy the front of the CD-ROM.
- Copy front and back of the container, including spine.
- Copy all pages of accompanying material.
- Total no. of pages
- ISBN if not on copies
- Number of CD-ROMs

If copies are unreadable (dark colors, little definition) please send the item in.

This includes Playstation, WII, Nintendo, etc.