



SSROC LIBRARIES

Cataloguing and Processing Specifications

**Adopted Friday 15 August 2014
Version 6**

SSROC Libraries – Collaborative Procurement Cataloguing and Processing Specifications

Introduction

These standards have been developed and updated as required cooperatively between the Libraries that have participated in the SSROC Library group meetings.

The Libraries currently using these Specifications are : Ashfield, Botany Bay, Burwood, Canada Bay, Canterbury, Kogarah, Marrickville, Rockdale, Strathfield and Waverley.

Audio Visual and Community Language materials are listed in Appendixes at the end of the standards.

Alterations to the standards may be negotiated according to changing requirements as approved by SSROC. Any changes required by members of the SSROC group are to be taken to a half yearly meeting to be discussed by the group to ensure consistency, avoid confusion among the suppliers and avoid any additional charges.

Library staff will not email or telephone suppliers directly to make changes to the processing or cataloguing standards for this document. Suggested amendments should be directed through the nominated SSROC contact.

Suppliers' queries in regard to any issues related to the processing or cataloguing Standards should be directed through the nominated SSROC contact, and not to an individual library.

However, individual libraries can contact suppliers independently to have special orders processed to different standards, but this will be negotiated between library and supplier, and will have no effect on the SSROC Specifications.

1 CATALOGUING STANDARDS

Cataloguing requirements

- a) Publisher records must be Z39.50 compliant (Computer-to-Computer Library Information Retrieval protocol that is ISO 23950 standard compliant).
- b) Ability to provide original cataloguing and editing of downloaded Marc records, including Libraries Australia records. These records need to be provided either by e-mail or downloaded directly to a library site to meet the needs of the individual council libraries.
- c) Holdings to be added to local Library Management System prior to delivery of items.
- d) All cataloguing must be in USMARC format and items should be catalogued to RDA standards.
- e) The new cataloguing standards including RDA must be adopted as developed.
- f) Copy cataloguing requires use of the most comprehensive and appropriate record, and needs to be checked for accuracy and amended where necessary.
- g) Holdings statements to be provided to Libraries Australia.
- h) The standard practice of forming a call number is to include the Dewey number limited to a maximum of three digits after the decimal point, or cut off at the previous logical extension break, followed by the appropriate Cutters. Exceptions to these rules for Dewey numbers and Cutters are listed below.
- i) The form of name used for the Cutters is taken directly from the title page.

Exceptions

Dewey numbers can be extended up to four digits in the following cases:

- Cookery 641
- Plants 635.9
- World War II 940.53-.54
- Genealogy 929.1-3

Specific guidelines include:

- 005 & 006 For works about specific computer programs, derive the Cutters from the name of the program, eg Microsoft Excel, by John Smith is classified at 005.369 EXCE
- 305 Use the full number for Australian Aborigines 305.89915
- 340s Leave out the country of jurisdiction (we are unlikely to have works on the laws of other countries), eg: Australian civil rights law becomes 342.085 rather than 342.94085
- 629.287 Car maintenance manuals have the first four letters of the make as the Cutters, not the author's surname, eg; Ford Cortina maintenance manual, by Frank Smith is at 629.287 FORD
- 635.933-938 Use up to four digits after the decimal point in classifying a variety of plants, eg; 635.9337 (roses)
- 641.59 Use up to four digits after the decimal point in describing the cookery of a particular country, eg: 641.5994 Australian cookery.
- 647 Use 910-919 for directories of hotels, B & Bs, restaurants.
- 780s & 790s Books about a specific musician's/actor's/director's/athlete's/dancer's etc. work should have the Cutters derived from the first four letters of the subject's surname. In the case of books about more than one person, the Cutters should be derived from the author's surname.
- 796.5 Use 910-919 for walking guides to particular places or great walks to particular places.
- 800s See Appendix 2 for breakdown.
Novels should be located in the Fiction collection.
Criticism of individual authors and their works should have Cutters derived from the name of the subject eg: a study guide to Charles Dickens' Great expectations, by Hugh Smith, would be classified as 823 DICK
- 913-919s Do not use the subdivision .04 for guidebooks. Use the first four letters of the series as the Cutters, followed by the date, eg ; Lonely Planet's shoestring guide to Australia, by Bruce Smith is at 919.4 LONE 2014

Class here Hotels, B&B, Restaurant directories (not 647), and Walking guides (not 796.5)
- Biographies An item should be classified as a biography if it is primarily about an individual's life. The classification should be in the form B ABCD, the Cutter

Last modified 10/04/2014

being derived from the first four letters of the subject's surname. Eg. A biography of Tom Cruise by Andrew Morton is at B CRUI.

However, if an item is primarily about an individual's work, then it should be classified at the specific subject area and the subdivision 092 should not be used. Works about a particular person should have the Cutters derived from the name of the person that the book is about, rather than the author's. *The only exception to this is in the case of Shakespeare, 822.33 where works about him have their Cutters derived from the author's surname.*

929.1-3 Genealogy: Subdivide directly by geographic breakdown, and use up to 4 digits after the decimal point eg. Genealogical sources of NSW, 929.3944.

940.53-.54 World War II: Use up to 4 digits after the decimal point.

Graphic Novel Guideline for distinguishing between Junior, Youth, and Adult Graphic Novels

- If there is uncertainty between Youth/ Adult – err to Adult
- If there is uncertainty between Junior/ Youth – err to Youth

Note: A separate bibliographic record for each volume of a series is required.

If the graphic novel is a biography or non-fiction, follow the same cutter rule as the biography and non-fiction collections.

Eg An adult biography of Einstein - GN/EINS

An adult Graphic novel on evolution written by John Scott – GN/SCOT

No dewey numbers are required for these collections

Junior
Readers

Cutter letters are derived from the first 4 letters of the series.
Where there is no series, the Cutters are derived from the author's surname.

2 END-PROCESSING STANDARDS

The following section provides detailed information about the standard for processing of fiction and non-fiction resources.

Spine labels

FICTION		
Adult fiction books	Labeled in 16 point Arial bold upper case with the letter F on the first line and appropriate Cutters on the second line	F ABCD
Large print fiction books	Labeled in 16 point Arial bold upper case with the letters LP on the first line and the appropriate Cutters on the second line	LP ABCD
Junior fiction books	Labeled in 16 point Arial bold upper case with the letter JF on the first line and the appropriate Cutters on the second line	JF ABCD
Junior Readers Fiction and NonFiction	Labeled in 16 point Arial bold upper case with the letters READ on the first line and the appropriate Cutters on the second line	READ ABCD
Young adult fiction books	Labeled in 16 point Arial bold upper case with the letters YF on the first line and the appropriate Cutters on the second line	YF ABCD
Junior Graphic novels	Labeled in 16 point Arial bold upper case with the letters JGN on the first line, with the appropriate Cutters on the second line, and the volume number on the third line.	JGN ABCD Vol.01
Young Adult Graphic novels	Labeled in 16 point Arial bold upper case with the letters YGN on the first line, with the appropriate Cutters on the second line, and the volume number on the third line.	YGN ABCD Vol.01
Adult Graphic novels	Labeled in 16 point Arial bold upper case with the letters GN on the first line, with the appropriate Cutters on the second line, and the volume number on the third line.	GN ABCD Vol.01
English Learning – fiction books	Labeled in 16 point Arial bold upper case with the letters EL on the first line and the appropriate Cutters on the second line	EL ABCD
Picture books / Board books	Labeled in 80 point Arial bold upper case, placed on the front cover of the book on the top left hand side 0.5cm from the top and 0.5 cm from the side with the first letter of the author's surname in 80 point Arial.	A

NON FICTION		
Adult non-fiction books	Labeled in 16 point Arial bold upper case with the first 3 digits of the call number on the first line, subsequent digits on the second line, and the appropriate Cutters on the next line	123. 456 ABCD
Junior non-fiction books (including junior biographies)	Labeled in 16 point Arial bold upper case with the letter J on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	J 123. 456 ABCD
Adult reference books	Labeled in 16 point Arial bold upper case with the letter R on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	R 123. 456 ABCD
Junior reference books	Labeled in 16 point Arial bold upper case with the letters JR on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	JR 123. 456 ABCD
School resources books/kits (Years K-10)	Labeled in 16 point Arial bold upper case with the letters SCH on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	SCH 123. 456 ABCD
HSC books/kits (Years 11-12)	Labeled in 16 point Arial bold upper case with the letters HSC on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	HSC 530. 076 ABCD
HSC Reference books – not for loan	Labeled in 16 point Arial bold upper case with the letters RHSC on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	RHSC 530. 076 ABCD
Large print non-fiction books	Labeled in 16 point Arial bold upper case with the letters LP on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	LP 123. 456 ABCD

English Learning – non-fiction books/kits/DVDs	Labeled in 16 point Arial bold upper case with the letters EL on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	EL 123. 456 ABCD
Large print biographies	Labeled in 16 point Arial bold upper case with the letters LP on the first line, and the letter B on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	LP B ABCD
Biographies	Labeled in 16 point Arial bold upper case with the letter B on the first line, and the appropriate Cutters on the second line	B ABCD
Local Studies	Labeled in 16 point Arial bold upper case with the letters LS on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	LS 123. 456 ABCD
Family History	Labeled in 16 point Arial bold upper case with the letters FH on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	FH 123. 456 ABCD

ADDITIONAL LABELS

Premier's Reading Challenge (PRC)

Material should be classified according to the PRC grading, and catalogue records should include a series entry in the form Premier's Reading Challenge K-2.

In the case of books on more than one PRC list, series entries for each category should be included.

The appropriate PRC sticker (available from Syba Signs) **should always be placed immediately above the spine label** (where a book falls into two categories, labels for both should be applied).

Apart from Picture books/Board books collections, the PRC sticker must be placed on the spine even when the spine label is placed on the front cover of the book. Position of the PRC label on a Picture Book is to be directly below the alpha label.


2.1 Call numbers and specific cataloguing requirements

All contents of labels are to be left aligned and centred on the label. Labels are white and the size of the label to be 32mm x 24mm. For all print material, call numbers are to be placed horizontally on the spine of the item 0.5cm from the bottom. If the label will not fully fit on the spine, wrap label around the spine of the item 0.5cm from the bottom so that the first letter/numeral is entirely visible on the spine. If the first letter/numeral is not entirely visible on the spine, then place label on the front bottom left of the cover 0.5cm from the spine and 0.5 cm from the bottom, or as close thereto without being placed on the crease of the book.

2.2 Genre Labels

Raeco genre stickers are to be applied to Adult Fiction and Large Print books

Genre labels are only applied to adult fiction and large print books that fall into one of the genre headings listed in Appendix 4. Genre takes precedence over jurisdiction. Eg Romance genre over Australian genre. Standard Raeco genre stickers are to be used. They are to be positioned directly above the spine label without any gap. There should only be one genre label on each book. See Appendix 1 and Appendix 4 for listing of genres to be used. In the case of Chick Lit genre, please see below.

Chick Lit	Genre label in 16 point Monotype Corsiva Bold in hot pink with the first word on the first line, then the second word on the second line	
-----------	--	---

2.3 Labels

2.3.1 Barcode labels

Barcodes are to be located at the top centre on the front cover 0.5cm from the top of all formats.

Barcodes on LOTE materials are placed on the cover as per an English language book ie with the spine on the left-hand side of opening.

2.4 Covering of Print Materials

- Paperbacks should be covered with 80micron matt self adhesive contact or James Bennett gloss self adhesive covering.
- Hardbacks with no jacket are not covered. The genre labels and the spine are covered with a protective plastic strip, and the barcode labels are covered by precut label protectors.
- Hardbacks with jackets are covered with 100 micron clear 4 gauge vinyl film or James Bennett gloss non adhesive covering.
- Annual Reference books (eg. Europa annual) do not require any covering.

2.5 Kits

2.5.1 Kits with 1 book and disc(s)

In the case of kits including one book and disc(s), position disc pocket(s) at the inside back cover of the book with one pocket for each disc. Where necessary, extra pocket(s) to be positioned at the inside of the front cover of the book. A label (32mm x 24mm) indicating the content of the kit to be placed on top right corner 0.5cm from the top and 0.5cm from the right of the book. The security tag is to be placed in the book in accordance with standard procedures outlined in 2.7. Please refer to example below.

1 book 1 disc	Labeled in 16 point Arial bold upper case with the number of books on the first line, and the number of discs on the second line.	1 BOOK 1 DISC
---------------	---	--------------------------------

2.5.2 Kits with multiple books and disc(s)

In the case of kits including multiple books and disc(s), package all parts of the kits in an Avery 47712 Document File 25mm or 40mm clear transparent document wallet. Use 25mm boxes where possible. Barcode to be placed on front cover of book one. A label (32mm x 24mm) indicating the content of the kit to be placed on the top left hand corner of book one, 0.5cm from the top and 0.5cm from the left hand side in the same format as the example immediately above. The spine label is to be placed on book one, in accordance with the standard procedure for adult non-fiction labels. The security tag is to be placed in book one in accordance with standard procedures outlined in 2.7 of this document.

2.6 Donut labels and Security

According to individual library requirements

3 RELATED REQUIREMENTS

3.1 Invoicing for Goods or Services

Invoices are to be provided as per the following specifications:

- A packing list must be placed within each box of items and match contents of box as per library instructions.
- The following information fields are to appear on the invoice:
 - order number
 - number of copies
 - title of products (in alphabetical order)
 - author's name
 - retail price
 - discount
 - discount price ex GST
 - GST
 - total price
 - cataloguing fee
 - processing fee

- the following summary information at the end of each invoice:
 - total number of items
 - total cost of items ex GST
 - total GST
 - total cost of items including GST
 - total cost of cataloguing ex GST
 - total GST
 - total cost of cataloguing including GST
 - total cost of processing ex GST
 - total GST
 - total cost of processing including GST
 - total cost excluding GST
 - total cost including GST

3.2 Packaging

- Packaging and packing weights are to be in accordance with WHS.
- Preferred size for delivery packages is 48 x 34cm or smaller.

4 PERFORMANCE STANDARDS

4.1 Delivery

- Respond to delivery issues within 5 working days.
- Supplier to pay for postage for items returned due to error.

4.2 Cataloguing

- Meet established standards such as LCSH, DDCS, AACR, USMARC and RDA within 1 month of introduction.
- Achieve an accuracy rate of 99% within 1 month of implementation of contract.
- Vendor to monitor all subcontractor agents to agreed standard.

4.3 End Processing

- Meet the SSROC end processing standard with an accuracy rate of 99% within 1 month of implementation of contract.
- Vendor to monitor all subcontractor agents to agreed standard.

4.7 Communication

- Respond to emails and phone calls within 2 working days.

4.8 Innovation

- Provide opportunities for improvement and cost savings suggestions.

APPENDIX ONE

Dewey Breakdown for Literature

Do not use the 800s for novels (these should be assigned to the Fiction collection). Criticism of individual authors and their works should have Cutters derived from the name of the subject; e.g., a study guide to Charles Dickens's *Great Expectations* is at 823 DICK

Biographies which comment on an author's work in a general way as part of their life story should be treated as a biography and classified at "B"

800	LITERATURE AND RHETORIC
803	Dictionaries and encyclopaedias
808	Rhetoric, jokes, and collections of literary texts from more than two literatures
808.02	Authorship and editorial technique
808.1	Rhetoric of writing (of all types)
808.5	Public speaking and debating
808.7	Jokes and riddles
808.8	Collections of literary texts from more than two literatures (where there are only two literatures concerned, class in the number in 810-890 coming first)
808.81	Poetry
808.82	Drama
808.84	Essays
808.85	Speeches
808.86	Letters
808.87	Humour and satire (for jokes and riddles use 808.7)
808.88	Miscellany (eg; quotations)
808.89	Collections for and by specific types of person
809	History, description, critical appraisal of more than two literatures (where there are only two literatures concerned, class in the number in 810-890 coming first)
809.1	Poetry
809.2	Drama
809.3	Fiction
809.4	Essays
809.5	Speeches
809.6	Letters
809.7	Humour and satire
809.8	Literature for and by specific types of person
809.9	Literature displaying specific features
810	U.S. American literature in English
811	Poetry
812	Drama
813	Fiction
814	Essays
815	Speeches
816	Letters
817	Humour and satire
818	Miscellany
819	Non-U.S. American literature in English
820	English literature
820.9	History
821	Poetry
822	Drama

- 822.33 Shakespeare
1. The Cutters for individual plays derive from the title of the play, for more than one play, from the edition, for criticism, *from the title of the work being criticised*
 2. For other works, *from the author's surname*.
- 823 English fiction
- 824 English essays
- 825 English speeches
- 826 English letters
- 827 English satire and humour
- 828 English miscellaneous writings

A820 Australian literature

- A821 Poetry
- A822 Drama
- A823 Fiction
- A824 Essays
- A825 Speeches
- A826 Letters
- A827 Satire and humour
- A828 Miscellaneous writings

830-899 Works relating to languages other than English treated as follows, without further breakdown:

830 German literature

840 French literature

850 Italian literature

860 Spanish literature

869 Portuguese literature

870 Latin literature

880 Classical Greek literature

889 Modern Greek literature

890 Other literatures

- 891 East Indo-European and Celtic literatures (includes Russian)
- 892 Afro-Asiatic Semitic literatures (includes Arabic)
- 893 Non-Semitic Afro-Asiatic languages (includes Egyptian)
- 894 Altaic, Uralic, Hyperborean, Dravidian literatures (includes Hungarian)
- 895 Literatures of East and Southeast Asia
- 895.1 Chinese
- 895.6 Japanese
- 895.7 Korean
- 895.8 Others
- 896 African literatures
- 897 Literatures of North American native languages
- 898 Literatures of South American native languages
- 899 Other literatures

APPENDIX TWO

Tag tables for Fiction and Non Fiction

Some of these tags may change with the introduction of RDA

RDA records will be accepted into Library Management Systems without changes

Fiction

US MARC TAG	REQUIRED	SUBFIELDS	ADDITIONAL INSTRUCTIONS
Leader	MAN		Apply full national record standards
Leader/05	MAN	Record status	Must be changed to "c" after upgrading record
Leader/06	MAN	Type of record	"a" for language stock "n" for kits
Leader/07	MAN	Bib. Level	Set to 'm'
Leader/09	MAN	Character coding scheme	Must be 'a' representing UCS/Unicode
Leader/17	MAN	Encoding level	Must be changed to blank for full level
Leader/18	MAN	Cat form	Set to 'i'
Directory			
001	MAN/AUTO	Control number	
003	MAN/AUTO	Control number identifier	
005	MAN/AUTO	Date and time of last transaction	Will change to upgrade date in records upgraded by supplier
007	MAN		ta = books
008			
008/06	MAN	Date type	
008/07-10	MAN	Date 1	
008/11-14	RIAP	Date 2	
008/15-17	MAN	Place	
008/18-21	MAN	Illus.	
008/22	MAN	Target audience	
008/23		Form of item	
008/24-27		Content	
008/28		Govt.	
008/29		Conf.	
008/30		Fest.	
008/31		Index	
008/33	MAN	Literary form	
008/34		Biography	
008/35-37	MAN	Language	
008/39	MAN	Cataloguing source	
010		LC control no.	
020	MAN	ISBN	If supplying one record for identical pbk. & hbk. manifestations of same ed., pbk. ISBN must appear on record. Use only (hbk.) or (pbk.) as qualifiers.
035		System control no.	
037			
039	MAN/AUTO	a	

040		Cataloguing source	
040	MAN	a & c	Use for originals.
040	RIAP	d	Use NUC symbol as appropriate in upgraded records
041			Do not add for Level 2
042	RIAP	a	anuc :for records for materials eligible for inclusion in the ANUC
043			Do not add for Level 2
050		LC call no.	
060			
082		DDC No.	
084		Other call no.	
09X			
1XX		Main entry	Use RDA relationship designator \$e tag where possible
100	RIAP	Personal name	Use RDA relationship designator \$e tag where possible
240		Uniform title	
245	MAN	a Title statement	
245	RIAP	b	
245	MAN	c Statement of responsibility	
246	RIAP	Varying form of title	Assign title variants if considered necessary for access. Do not add variant spellings. Spell out numbers.
250	RIAP	Edition	Must be included if stated on the item.
260	MAN	a Place of pub b First publisher c Date	
263		Projected pub. date	Always delete this field when upgrading a record
264	MAN	a Place of pub b First publisher c Date	Replaces 260. A 260 field may be used in an RDA record but is not preferable
300	MAN	Physical description	
300		a	
300		b	Do not need to be too pedantic
300		c	
	RIAP	e	
336	MAN	a Content type term b Content type code 2 Source 3 Materials specified 6 Linkage 8 Field link and sequence number	Content Type, new with RDA
337	MAN	a Media type term b Media type code 2 Source 3 Materials specified 6 Linkage 8 Field link and sequence number	Media Type, new with RDA

Last modified 10/04/2014

338	MAN	a Carrier type term b Carrier type code 2 Source 3 Materials specified 6 Linkage 8 Field link and sequence number	Carrier Type, new with RDA
4XX		Series	
440			This field is now obsolete. Use 490 and 830 as appropriate. Do not delete any on copy record.
490	RIAP		
5XX		Notes	
500			Leave if present.
504			
520	MAN	Summary	Don't add - leave if present
521			
6XX		Subject added entries	
600		Personal name	
630		Uniform title	
650	MAN	Topical term	
651		Geographic name	
655	RIAP	Index term - Genre	Add according to SSROC guidelines.
69X			
7XX	RIAP	Added entry	
700		Personal name	
710		Corporate name	
740		Uncontrolled/Analytical title	
755			
76X-78X			
8XX	RIAP	Series added entries	See notes for 4XX field (above)
800			
810			
811			
830	RIAP		Check for corresponding 490 field
841-88X			
856			
9XX		Locally-defined tags	
984	MAN	NUC Symbol a	Add NUC symbol as appropriate
		Call no. c	Enter call no. eg; F ABCD, JF ABCD etc.

Key to abbreviations for REQUIRED/SUBFIELDS column:

MAN **Mandatory**
RIAP **Required if applicable**
RIAV **Required if available**

Non Fiction

US MARC TAG	REQUIRED	SUBFIELDS	ADDITIONAL INSTRUCTIONS
Leader	MAN		Apply full national record standards
Leader/05	MAN	Record status	Must be changed to "a" or "c" after upgrading a record
Leader/06	MAN	Type of record	"a" for language stock "n" for kits
Leader/07	MAN	Bib. Level	Set to 'm'
Leader/09	MAN	Character coding scheme	Must be 'a' representing UCS/Unicode
Leader/17	MAN	Encoding level	Must be changed to blank for full level
Leader/18	MAN	Cat form	Set to 'i'
Directory			
001	MAN/AUTO	Control number	
003	MAN/AUTO	Control number identifier	
005	MAN/AUTO	Date and time of last transaction	
007	MAN		Assign for all materials
008			Should be accurate and complete to the extent of current practice
008/06	MAN	Date type	
008/07-10	MAN	Date 1	
008/11-14	RIAP	Date 2	
008/15-17	MAN	Place	
008/18-21	RIAP	Illus.	Need not be exhaustive, but include any major form of illustration
008/22		Target audience	Required for Fiction.
008/23		Form of item	
008/24-27		Content	
008/28		Govt.	

Last modified 10/04/2014

008/29		Conf.	
008/30		Fest.	
008/31		Index	
008/33	MAN	Literary form	
008/34	MAN	Biography	
008/35-37	MAN	Language	
008/39	MAN	Cataloguing source	
010		LC control no.	Leave if present, but do not add.
020	MAN	ISBN	All ISBNs appearing in the book must appear in the record. Use (hbk.), (pbk.) or (ebk.) as qualifiers if appropriate. Do not add qualifier for paper-type.
035		System control no.	
037			
039	MAN/AUTO	a	
040		Cataloguing source	
040	MAN	a & c	Use the Library's NUC code for originals.
040	RIAP	d	Use the Library's NUC code in upgraded records
041			Do not add
042	RIAP	a	"anuc::for records for materials eligible for inclusion in the ANUC. Add if appropriate
043			Do not add
045			
050		LC call no.	Not required
060			
080			
082	MAN	DDC No.	Upgrade to latest DDC. Dewey must be accurate, and any extension must be complete and able to 'stand alone'. Add a 2nd 082 if needed to comply with SSROC specifications and guidelines
084		Other call no.	Not required
09X			

1XX	RIAP	Main entry	Must comply with Name Authorities. For Aust authors use Lib Aust name authority files. Use RDA relationship designator \$e tag where possible
100		Personal name	Use RDA relationship designator \$e tag where possible
110		Corporate name	Use RDA relationship designator \$e tag where possible
111		Meeting name	
130		Uniform title	
240	RIAP	Uniform title	
242			
245	MAN	Title statement a	Check for accurate transcription.
245		b	
245		c	
246	RIAP	Varying form of title	Assign title variants if considered necessary for access. Do not add variant spellings. Spell out numbers. Required for and/& .
250	RIAP	Edition	Must be included if stated on the item.
260	MAN	Publication details a b c	As appropriate for AACR2 Level.
263		Projected pub. date	Always delete this field when upgrading a record
264	MAN	Publication details a b c	Replaces 260. A 260 field may be used in an RDA record but is not preferable
300	MAN	Physical description	As appropriate for Cataloguing Level.
300		a	
300		b	Excessive detail not required. Must accord with 008.
300		c	
	RIAP	e	

336	MAN	a Content type item b Content type code 2 Source 3 Materials specified 6 Linkage 8 Field link and sequence number	Content Type, new with RDA
337	MAN	a Media type term b Media type code 2 Source 3 Materials specified 6 Linkage 8 Field link and sequence number	Media Type, new with RDA
338	MAN	a Carrier type term b Carrier type code 2 Source 3 Materials specified 6 Linkage 8 Field link and sequence number	Carrier Type, new with RDA
4XX		Series	
440			This field is obsolete. Use 490 and 830 as appropriate. Do not delete if on copy cataloguing record.
490	RIAP		All series must be transcribed. Include an 830 where appropriate.
5XX	RIAP	Notes	
500			
504			Do not add, but retain where existing
505	RIAP		Do not add, but retain where existing. Required for collections, compilations, or for multi-part items with separate titles Level: Basic (unenhanced)
520		Summary	Do not add, but retain where existing.
521			
534			

538	RIAV	System details	Insert, when known, for accompanying media.
546			
6XX	RIAP	Subject added entries	Provide LCSH so as to provide access to the primary subject and/or form of the work at the appropriate level of specificity. Strip any MESH headings, 653s, etc. For Australian subjects use Lib Aust authority files. Limit of 3 SHs. Juvenile subfield added. Validate headings in downloaded records.
600		Personal name	
610		Corporate name	
611		Meeting name	
630		Uniform title	
650	MAN	Topical term	
651	RIAP	Geographic name	
655		Index term - Genre	Nil at this stage
69X			
7XX	RIAP	Added entry	Full complement of added entries should be present if appropriate. Validate authorities. For Aust authors use Lib Aust name authority files.
700		Personal name	
710		Corporate name	
711		Meeting name	
730		Uniform title	
740		Uncontrolled/Analytical title	
76X-78X			
8XX	RIAP	Series added entries	See notes to 4XX field (above)
800			
810			
811			

830	RIAP		Check for corresponding 490 field
841-88X			
856			
9XX		Locally-defined tags	[Local data fields and formats need to be specified] e.g., in part, below
984	MAN	NUC Symbol a	Add NUC symbol as appropriate
		Call no. c	Cut and paste Dewey no. from 082 field, only altering in order to comply with SSROC specifications. Note: for Non-Fiction (Adult and Junior) not to exceed 3 places after decimal point, except where profile permits four places. Add 4 character Alpha cutter as appropriate. Prefix Dewey no. with any necessary collection code, e.g., LP, R, etc.
Key to abbreviations for REQUIRED/SUBFIELDS column:			
MAN	Mandatory		
RIAP	Required if applicable		
RIAV	Required if available		

APPENDIX THREE

Call Number Extensions (Cutters)

1. Fiction/Non Fiction – General

- Fiction – The first 4 letters of the author's surname (or title main entry) - apply rules below
- Non Fiction – The first 4 letters of the authors surname (or title main entry) - apply rules below

2. Authors

The following Cutters should be used for author main entries consisting of abbreviations, numbers, or short names

2.1 Abbreviations

Dr. Hook	- DRHO	N.S.W. - NEWS
McKie	- MCKI	Mackie - MACK
St. George	- STGE	
<i>Numbers</i>		
U2	- UTWO	UB40 - UBFO
10CC	- TENC	

2.2 Less than four letters in the first part of an author's surname i.e. Composite surnames (use additional letters from subsequent parts of the name, if any, to make up four letters)

De La Soul	- DELA	ZZ Top	- ZZTO
Van der Vast, James	- VAND	La due, Phil	- LADU

2.3 Less than four letters in an author's name

Lo, Tom	- LO	Lee, Jeff - LEE
---------	------	-----------------

2.4 Corporate authors whose name begins with the definite article
The Beatles (Musical group) – BEAT

3 Titles

The following Cutters should be used for title main entries when abbreviations, numbers or short words exist at the beginning of a title. Letters from the second word of a title should be used to make up four letters if necessary:

3.1 Abbreviations

Dr.	- DR	Mr	- MIST	Mrs	- MRS
Ms	- MS	Mt.	- MOUN	No.	- NUMB
NSW	- NEWS	St.	- ST		

3.2 Numbers

4	- FOUR	8	- EIGH	24	- TWEN
1 st	- FIRS	2 nd	- SECO	3 rd	- THIR

3.3 Short words at the beginning of a title:

The one hit wonders	- ONEH	On a good thing	- ONAG
Go!	- GO	10 singles for you	- TENS
It's a mad world	- ITSA		

4 Series

The following Cutters should be used for series which are written by different authors. Letters from the first four letters of the series titles should be used to make up four letters if necessary.

4.1

Go Girls!	- GOGI	Dr. Who	- DRWH
Aussie Nibbles	- AUSS	Boys Rulz	- BOYS

5 Graphic Novels

Primarily, Cutter letters are derived from the first 4 letters of the series. Format of volume number is Vol.xx

Volume 1 of Antique Gift Shop	- ANTI Vol.01
Volume 19 of Naruto	- NARU Vol.19

If the graphic novel is not a series but is based on a fictional character, the Cutter letters are derived from the first 4 letters of the main fictional character.















Superman	- SUPE
Fantastic Four	- FANT

If the graphic novel is a one off, and does not relate to a particular fictional character, the Cutter letters are derived from the first 4 letters of the author.

Othello by Shakespeare	- SHAK
------------------------	--------

APPENDIX Four

Genre labels for fiction

Genre label	Genre Name	Guidance
	AUSTRALIAN	Novels set in or about Australia, or with an Australian theme, and written by an Australian author
<i>Chick Lit</i>	CHICK LIT	Chick lit features hip, stylish female protagonists, usually in their twenties and thirties, in urban settings and follows their love lives and struggles
 CLASSIC	CLASSIC	Novels which are acknowledged as classics in their own right with a universality and timelessness of theme
	CRIME AND MYSTERY	Detective based novels. Novels involving detection, investigation and solution of crime, including Agatha Christie
	FAMILY SAGA	Novels whose main theme is the trials and tribulations of the members of a family or families
	FANTASY	Novels set in imaginary lands or times, often feature magic and dragons
	HISTORICAL	Novels with plots set mainly pre-1900 and which deal with historical events or characters as the major theme
	HORROR	Novels with gruesome or horrific themes, can include possession, people or creatures rising from the dead; and characters with bad psychic or occult powers. Novels with paranormal and supernatural elements including vampires, ghosts, telepaths, werewolves and witches.
	HUMOUR	Novels with humour and comic interactions.
	ROMANCE	The core of the novels revolves around romantic relationships, love, and emotion.
	SCIENCE FICTION	Novels with plots and/or settings that are based on the imagined use of scientific or pseudo-scientific knowledge and speculation
	SHORT STORIES	Novels comprising a range of stories by either one author or a variety of authors
	PARANORMAL ROMANCE	Novels with paranormal and supernatural elements including vampires, ghosts, telepaths, werewolves and witches with an element or focus on romance.
	THRILLER	Novels involving terrorism, suspense and covert operations
	WAR	Novels which use wars as a central theme or setting
	WESTERN	Novels featuring cowboys and Indians set in the American West

APPENDIX FIVE

Audio Visual

AUDIO VISUAL		
Entertainment / Browsing DVDs (including Junior, but excluding language learning DVDs – which are catalogued with a Dewey number in the general non-fiction collection)	Genre labeled in 12 point (11 point for Documentary genre) Arial bold in upper case on a landscape label with the genre indicated. The number of DVDs should be indicated below the genre, including items with only one disc. In the case of one title being split into two cases, add a line to the call number to indicate the disc numbers in each case. Number of discs in each case should be split as evenly as possible. See Appendix 1 for Genres.	SCIENCE & TECHNOLOGY 3 DISCS (7-9)
Music CDs	Genre labeled in 12 point Arial bold in upper case on a landscape label with the genre indicated. The number of CDs indicated below the genre, including items with only one disc. See Appendix 1 for Genres	SOUNDTRACK 1 DISC
CD ROMs	Labeled in 12 point Arial bold upper case with the letters CDROM on the first line, and the appropriate Cutters on the second line	CDROM ABCD 1 DISC
Junior CD ROMs	Labeled in 12 point Arial bold upper case with the letters JCDROM on the first line, and the appropriate Cutters on the second line	JCDROM ABCD 1 DISC
Fiction talking book CDs	Labeled in 12 point Arial bold upper case with the letters CD on the first line and appropriate Cutters on the second line	CD ABCD 3 DISCS
Fiction MP3s	Labeled in 12 point Arial bold upper case with the letters MP3 on the first line and appropriate Cutters on the second line	MP3 ABCD 1 DISC
Fiction Playaways	Labeled in 16 point Arial bold upper case with the letter P on the first line and appropriate Cutters on the second line	P ABCD

Non-fiction talking book CDs	Labeled in 12 point Arial bold upper case with the letters CD on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	CD 123. 456 ABCD 3 DISCS
Non-fiction MP3s	Labeled in 12 point Arial bold upper case with the letters MP3 on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	MP3 123. 456 ABCD 1 DISC
Non-fiction Playaways	Labeled in 16 point Arial bold upper case with the letter P on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	P 123. 456 ABCD
Young adult fiction talking book CDs	Labeled in 12 point Arial bold upper case with the letters YCD on the first line and appropriate Cutters on the second line	YCD ABCD 2 DISCS
Young adult fiction MP3s	Labeled in 12 point Arial bold upper case with the letters YMP3 on the first line and appropriate Cutters on the second line	YMP3 ABCD 1 DISC
Young adult fiction Playaways	Labeled in 16 point Arial bold upper case with the letters YP on the first line and appropriate Cutters on the second line	YP ABCD
Young adult non-fiction talking book CDs	Labeled in 12 point Arial bold upper case with the letters YCD on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	YCD 123. 456 ABCD 3 DISCS
Young adult non-fiction MP3s	Labeled in 12 point Arial bold upper case with the letters YMP3 on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	YMP3 123. 456 ABCD 1 DISC

Young adult non-fiction Playaways	Labeled in 16 point Arial bold upper case with the letters YP on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	YP 123. 456 ABCD
Junior fiction talking book CDs	Labeled in 12 point Arial bold upper case with the letters JCD on the first line and appropriate Cutters on the second line	JCD ABCD 3 DISCS
Junior fiction MP3s	Labeled in 16 point Arial bold upper case with the letters JMP3 on the first line and appropriate Cutters on the second line	JMP3 ABCD 1 DISC
Junior fiction Playaways	Labeled in 16 point Arial bold upper case with the letters JP on the first line and appropriate Cutters on the second line	JP ABCD
Junior non-fiction Playaways	Labeled in 16 point Arial bold upper case with the letters JP on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	JP 123. 456 ABCD
Junior non-fiction talking book CDs	Labeled in 12 point Arial bold upper case with the letters JCD on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	JCD 123. 456 ABCD 3 DISCS
Junior non-fiction MP3s	Labeled in 12 point Arial bold upper case with the letters JMP3 on the first line, and the first 3 digits of the call number on the second line, subsequent digits on the third line, and the appropriate Cutters on the last line	JMP3 123. 456 ABCD 1 DISC

APPENDIX SIX

Genre Labels for DVDs

Genre label	Guidance
JUNIOR	G rated DVDs, including films, educational programs and cartoons for children
ACTION & THRILLER	Action movies including Westerns, and War. Thriller movies including suspense
ANIMATION	Non-G Rated animated films, excluding Anime
ANIME	A style of animation originating in Japan, characterised by colourful graphics and often featuring themes intended for more mature audiences than other animation features
CLASSICS	A captivating film that stand the test of time and is of an original idea. Films of past generations that gain critical acclaim and are highly regarded by the film industry
COMEDY	Comedy movies
DRAMA	Dramatic films such as 'A Beautiful Mind'
HORROR	Movies with gruesome or horrific themes, can include possession, people or creatures rising from the dead; and characters with bad psychic or occult powers. Movies with paranormal and supernatural elements including vampires, ghosts, telepaths, werewolves and witches
ROMANCE	The core of the movie revolves around romantic relationships, love, and emotion.
SCI FI & FANTASY	Science fiction and fantasy films
WORLD MOVIES	Quality foreign films (with English Language subtitles)
TV SERIES	Including all genres of series made for TV, except when the topic fits into one of the existing non-fiction genres below .
THE ARTS	Including fine arts, performing arts, visual arts, arts and craft
DOCUMENTARY	Documentaries covering wide range of topics eg. biographies, Discovery Channel, current affairs, etc.
FITNESS & HEALTH	Including nutrition, family health, alternative therapies
HISTORY	Documentaries covering historical periods or events eg. World Wars, ancient Rome, etc.
HOME & GARDEN	Including cooking, gardening, landscaping, renovations, pets
NATURE	Documentaries covering topics such as flora, fauna, environment, landforms, etc.
PARENTING	Pregnancy, child care, parenting skills.
SCIENCE & TECHNOLOGY	Documentaries covering topics such as science, computing, inventions, etc.
SPORT	Including sport instructional DVDs and major sport events.
TRAVEL	For example Lonely Planet, Pilot Guides, travel accounts

APPENDIX SEVEN

Genre Labels for Music CDs

Genre label	Guidance
Junior	Children's music to educate as well as entertain and continue growth
Alternative	A genre of rock music that draws on indie sounds and rock roots
Classical	Conventional chamber music, choral pieces, symphonies and music requiring an orchestra
Comedy	Professional entertainment consisting of jokes and sarcastic sketches, intended to make the audience laugh
Country	Ballads and dance turns with simple forms and harmonies accompanied by stringed instruments
Easy Listening	Music genre most popular during the 1950s to 1970s, related to Middle of the Road music, encompasses instrumental recordings of standards, big band music, hit songs and popular non-rock vocals. Vocalists include Frank Sinatra, Simon & Garfunkel, Herb Alpert.
Opera / Operetta	An extended dramatic work in which the parts are sung to orchestral accompaniment
Pop / Rock	A genre of music popular in a certain era. Mainly concerned with power pop elements from other styles. Style of music with heavy focus on guitar, drums and powerful vocals, including Heavy Metal
Jazz / Blues	A strong rhythmic understructure, blues notes, solos, call response, patterns and improvisation of melody
Relaxation	New age music of various styles intended to create artistic inspiration
Religious	Sacred music performed or composed for religious use or through religious influence, including Gospel, Buddhist chants, hymns, carols and compilations of Christmas songs.
Soundtrack	A recording of the music accompanying a movie or music-based production
Urban	A mix of rhythm and blues, rap, hip hop and disco music
World / Folk Music	Traditional or folk music of a culture that is played by indigenous musicians

APPENDIX EIGHT

Community Languages

COMMUNITY LANGUAGES		
Adult fiction books	Labeled in 16 point Arial bold upper case with the first three letters of the language on the first line and the appropriate Cutters on the second line	POR ABCD
Junior fiction books	Labeled in 16 point Arial bold upper case with the J prefix in front of the first three letters of the language on the first line and the appropriate Cutters on the second line	JHIN ABCD
Adult non-fiction books (including biographies)	Labeled in 16 point Arial bold upper case with the first three letter of the language on the first line, the call number on the second line and the appropriate Cutters on the third line No numbers are to be used after the decimal point – eg 551.2 becomes 551	ITA 551 ABCD
Junior non-fiction books	Labeled in 16 point Arial bold upper case with the J prefix in front of the first three letters of the language on the first line, the call number on the second line and the appropriate Cutters on the third line No numbers are to be used after the decimal point – eg 551.2 becomes 551	JFRE 551 ABCD
Picture books	The first three letters of the language in 16 point Arial bold upper case and the first letter of the author’s surname in 48 point Arial bold upper case on the second line, placed on the front cover of the book on the top left hand side 0.5cm from the top and 0.5cm from the side	GRE A
DVDs	Labeled in 16 point Arial bold upper case with the first three letters of the language on the first line. The number of DVDs should be indicated below the language, including items with only one disc. In the case of one title being split into two cases, add a 3 rd line to the call number to indicate the disc numbers in each case. Number of discs in each case should be split as evenly as possible.	KOR ABCD 5 DVDs (7-11)

Junior DVDs	Labeled in 16 point Arial bold upper case with the prefix J in front of the first three letters of the language on the first line. The number of DVDs indicated below the language, including items with only one disc. In the case of one title is being split into two cases, add a 3 rd line to the call number to indicate the disc numbers in each case. Number of discs in each case should be split as evenly as possible.	JTUR ABCD 4 DVDs (7-10)
Music CDs	Labeled in 16 point Arial bold upper case with the first three letters of the language on the first line. The number of CDs indicated below the language, including items with only one disc.	ARA ABCD 2 CDs
Junior Music CDs	Labeled in 16 point Arial bold upper case with the J prefix in front of the first three letters of the language on the first line. The number of CDs indicated below the language, including items with only one disc.	JCHI ABCD 2 CDs
Talking Book CDs	Labeled in 16 point Arial bold upper case with the first three letters of the language on the first line, the letters TB on the second line, and the number of CDs indicated on the third line, including items with only one disc.	SPA ABCD TB 3 CDs
Junior Talking Book CDs	Labeled in 16 point Arial bold upper case with the J prefix in front of the first three letters of the language on the first line, the letters TB on the second line, and the number of CDs indicated on the third line, including items with only one disc.	JVIE ABCD TB 1 CD
	Cutter is main entry. Bilingual materials are included in Community Languages.	