



San Diego Unified SCHOOL DISTRICT

Cataloging Specifications

Call number preference:	Include call number
Call number author lettering:	Main entry in all capital letters, i.e. LIN
Fiction (designation and number of main entry letters):	FIC and 3 letters
Nonfiction (designation and number of main entry letters):	Abridged Dewey call number and 3 letters
Easy Nonfiction:	No Easy prefix on non-fiction
Individual Biography (Dewey and number of letters):	921 and complete surname
Collective Biography (Dewey and number of letters):	920 and 3 letters
Easy (Designation and number of main entry letters):	E and 3 letters
Story Collections (Designation and number of main entry letters):	SC and 3 letters
Language Option (titles cataloged by):	Subject
Subject heading preference:	Sears Subject Headings
Juvenile Designation:	No J in call number
Reference Books (above nonfiction number):	R
Professional Books (above nonfiction number):	PROF

Number of bar code labels per book: 2 unless specified otherwise

Bar Code Symbology: 3 of 9

Number of digits (length in bar code including check digit): 14

Check Digit: Modulus 43 – 3 of 9

Type of MARC records needed: US MARC 1991/852 holdings

Filename: Microlif.001

Computer System: IBM and IBM compatible

Disk format: CD preferable or email to vstevens1@sandi.net

Automated Circulation System: Follett Destiny

Subject Headings: Sears only

Barcode Placement: 1st Barcode Front cover, lower left, close to spine, Vertical reading top to bottom. 2nd Barcode Front flyleaf , centered at top of page, Horizontal

Spine Label placement: 1 inch from bottom of book

Date Due Slip: Optional