

Cataloging ERC Materials

There are 9 categories of materials that are located in the Educational Resource Center (ERC). They include: Idea Books, Juvenile Literature, Kits, Media, Oversize, Periodicals, Readers, Reference Materials, and Textbooks.

General Guidelines

For the most part these materials are cataloged in the usual manner with only a few differences that generally are reflected in the item record.

1. Search OCLC to determine whether a record exists. If so, export it to CONSORT and continue with normal procedures.
2. If there is no record in OCLC create a brief local bibliographic record in CONSORT and include:

Author

Title

Imprint

Subject heading: (i.e. Education|xSoftware)

Call Numbers

ERC Juvenile Literature, Periodicals, Reference materials, and Textbooks receive LC call numbers. As the Juvenile Literature items are divided by grade level (grades pre-K-3; grades 4+), call numbers will be assigned such that

Grades Pre-K through 3 will receive PZ classification;

Grades 4+, PR, PS, PZ or other classification as appropriate to the authorship and subject matter.

ERC Idea Books, Media, and Kits are numbered sequentially in each category. ERC Readers are numbered sequentially within each reading level. To locate the last number used in a category, perform a local number search (use **f / local call no** in Millennium) using the category term that precedes the number (i.e. idea book, kit). The call number should be assigned an 099 (locally-assigned call number) tag in the bibliographic and item records and will follow this pattern:

099 idea|abook|a12345

099 reader|aJ|a007

The call number on the spine label will be:

ERC
Idea
Book
12345

ERC
reader
J
007

SHELVING

ERC materials will be shelved by category and grade level. The grade level will be indicated by a colored dot on the spine, immediately below the call number.

Grades K – 6 BLUE
Grades 7 – 12 GREEN

If the grade level is not obvious to you when you are cataloging the work, please give it to the librarian who is liaison to the Education Dept. for a decision.

Idea books will also get a label indicating subject and grade level (e.g. Math K-2, Science 9-12, etc.). Readers will get a letter designation indicating reading level as part of the call number. This reading level designation should be in the order record or on a paper slip accompanying the item when it comes for cataloging.

Specific ERC Materials

Juvenile Literature

Includes Award Books and general juvenile literature. These are separated by K-3, 4+

Item Record Fields:

Itype=180
Location=wmcca (WOO ERC JUV LIT)
Status=-
Use Library of Congress call number – 050 or 090.

Idea Books

Item Record Fields:

Itype=180
Location=wmcc
Status=-
099 idea|abook|a123 (Numbered sequentially in category)

The items will be barcoded and targeted. Depending on the nature of the materials, it may be necessary to attach the barcode to a piece of wax paper and send them with the material to Preparations.

Idea books will also get a label indicating subject and grade level (e.g. Math K-2, Science 9-12, etc.).

Kits

Includes true kits as well as other mixed materials such as games, locally assembled materials; use GMD appropriate to material

Item Record Fields:

ltype=180
Location=wmcc
Status=-
099 kit|a123 (Numbered sequentially within category)

Bib record fields:

Suppress code = z (display local, suppress in OhioLINK)*
*If woo is only holding library; if other libraries hold title, need ICODE2=z in item

The items will be barcoded and targeted. Depending on the nature of the materials, it may be necessary to attach the barcode to a piece of wax paper and send them with the material to Preparations.

Media

CDs

Item record fields

ltype=180
Location=wmccc
Status=-
099 CD|a0001 (Numbered sequentially within category)

Bib record fields:

Suppress code = z (display local, suppress in OhioLINK)*
*If woo is only holding library; if other libraries hold title, need ICODE2=z in item

Cassettes (only a few of these and new ones will not be added)

Item record fields

Itype=180

Location=wmcc

Status=-

099 CD|a1234 (Numbered sequentially within category)

Bib record fields:

Suppress code = z (display local, suppress in OhioLINK)*

*If woo is only holding library; if other libraries hold title, need ICODE2=z in item

Oversize

Applies to items over 45 cm. in at least one dimension.

Item record fields

Itype = 180

Status = -

Location = wmcch

Bib record fields:

Suppress code = z (display local, suppress in OhioLINK)*

*If woo is only holding library; if other libraries hold title, need ICODE2=z in item

Periodicals

Holdings/Checkin Record Fields:

Location=wmcce (WOO ERC Periodical)

Readers

Item Record Fields:

Itype = 180

Location=wmccs (WOO ERC Reader)

Status= -

099 reader|aA|a00x (Numbered sequentially (001-999) within category (A, B, C etc.)

Bib record fields:

Suppress code = z (display local, suppress in OhioLINK))*

*If woo is only holding library; if other libraries hold title, need ICODE2=z in item

Reference

Item Record Fields:

Itype=181

Location=wmccr (WOO ERC Reference)

Status=o (library use only)

Use Library of Congress call number – 050 or 090

Textbooks

Item Record Fields:

Itype=180

Location=wmcco (WOO ERC Textbook)

Status= - (check shelves)

Use Library of Congress call number – 050 or 090

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