CATALOGUING STANDARDS

Items are catalogued by RDA standards and are tagged using Library of Congress MARC 21 standards. Items catalogued prior to July 1, 2016 have remained as AACR2 records.

Call numbers are assigned using Dewey Decimal Classification 2022 edition.

Nonfiction	DDC (maximum of 3 digits past the decimal) with the first three letters of author's surname or main entry, capitalized
Individual Biography	92 with the first three letters of biographee's surname, capitalized
Graphic Novels	Dewey Number applicable to subject matter
Fiction	FIC with the first three letters of author's surname, capitalized
Picture Books	JP with the first three letters of the author's surname, capitalized
Easy read	E with the first three letters of the author's surname, capitalized

These represent our standard specifications. Other choices are available upon request. See the Cataloguing Information Form for a complete list of options.

Subject headings are assigned using Library of Congress Subject Headings, 44th edition. Sears Subject Headings, 23rd edition are used upon request.

Holdings information is available in the 852 tag or the 949 tag. Please consult the Cataloguing Information Form for details.

Accelerated Reader data is included when available.

Lexile measures are included when available.

Please consult the Cataloguing Information Form for full details as to what information we need to process your order.

August 2023