Miami-Dade County Public Schools
Library Media Services
Specifications for Library Cataloging and Processing

The following cataloging specifications are to be followed for all Miami-Dade County Public Schools, unless **written permission authorizing deviations is received from the Library Media Services Department**.

A. CATALOGING SPECIFICATIONS

1. The classification system used by Miami-Dade County Public Schools is the *Unabridged Dewey Decimal System*, cut at the first prime, with descriptive cataloging in International Standard Bibliographic Data (ISBD) format.
2. Descriptive cataloging of print or nonprint materials should use the *Children's Library of Congress Subject Headings and follow the Anglo American Cataloging Rules, Revision 2 (AACR2)*.
3. All foreign language materials must be cataloged with the appropriate Dewey Decimal Classification number. For instance, do not use 468 unless the item discusses the study of the Spanish language.
4. The 526 tag, Study Program Information Note, of the MARC record should not be included unless specifically requested by the school site.
5. All books that have been assigned a Lexile rating should have that information included in a 521 tag.
6. Local holdings information must be included in each MARC tag/subfield structure as follows:

FIELD	SUBFIELD CODES INDICATING		EXAMPLE
852	a	school library location code*	7541
	k	collection code	R
	h	call number	001.64
	i	cutter	ASE
	p	barcode	37541000057352
	9	price	$15.82

A school library location code may be accessed online at http://www.dadeschools.net/schools/schoolinformation/. School library location codes are a four digit numeric code.

7. For nonprint materials, the general material designation [GMD] should appear in brackets and be placed in tag 245, subfield h. Use only those GMDs that are recognized by *Anglo American Cataloging Rules, Revision 2 (AACR2)*.
8. Miami-Dade County Public Schools requires at least **95%** of materials to be completely cataloged.
9. Items for which cataloging is unavailable should be shipped uncataloged.
10. The collection codes and call numbers for Miami-Dade County Public Schools' library resources are as follows:

Category	Print Specifications	Nonprint Specifications
	Some print items may require a three-line call number. Note the specifications listed below this table.	Nonprint items require a 3 line call number. *NP* *Dewey #* *Author or Main Entry*
Nonfiction	Dewey number with first three letters of author's surname or main entry, capitalized	NP followed by Dewey number with first three letters of author's surname or main entry, capitalized (3 line call number)
Fiction	F with first three letters of the author's surname, capitalized	NP followed by F with first three letters of the author's surname or main entry, capitalized (3 line call number)
Individual Biography	92 with biographee's surname, capitalized	NP followed by 92 with biographee's surname, capitalized (3 line call number)
	920 with first three letters of	NP followed by 920 with first

Collective Biography	author's surname or main entry, capitalized	three letters of the main entry, capitalized (3 line call number)
Easy Books	E with first letter of author's surname, capitalized	NP followed by E with first letter of author's surname or main entry, capitalized (3 line call number)
Story Collections	SC with first three letters of the main entry, capitalized	NP followed by SC with first three letters of the main entry, capitalized (3 line call number)

The following designations are used by Miami-Dade County Public Schools as locators for 3 line call numbers.

NP	Nonprint	ARA	Arabic	GR	German	KO	Korean
P	Professional	CH	Chinese	GRE	Greek	PO	Portuguese
R	Reference	CRP	Creole	IT	Italian	SP	Spanish
		FR	French	JA	Japanese	RU	Russian

11. Electronic books (e-books) should also include MARC records coded according to cataloging specifications outlined in *Section A.10* above with special attention to:
    - If copy information is available, local holdings information must be included in each MARC tag/subfield structure as outlined in *Section A.6* above.
    - Material designations should appear in MARC record field 245, subfield h.
    - If copy information is not available, then MARC record should include a URL in MARC field 856, subfield u taking the user directly to the eBook.
    - MARC field 856, subfield z should include school name. District-wide purchases made by the Library Media Services department should include the name: District Virtual Library.
    - E-books **DO NOT** have a specific collection code.
    - For eBook orders only: Copy of invoice should be sent to Library Media Services. See Section D, # 6.

B. PROCESSING SPECIFICATIONS
1. For each order, vendors are required to submit the MARC records via email or on CD-ROM. **NOTE: Vendors providing cataloging records for the first time should submit them via email or on CD-ROM for approval to:**

    Library Media Services
    Miami-Dade County Public Schools
    1501 NE 2nd Avenue, Suite 336
    Attn: Ms. Showanda Richardson
    Telephone: 305-995-4857
    FAX: 305-995-2251

2. The following information must be provided for each title purchased:
    - Full machine readable cataloging data must be in MARC 21 format.
    - **MICROLIF RECORDS PRIOR TO 1991 WILL NOT BE ACCEPTED.**
    - Data must upload to Follett's *Destiny* automated circulation system.
    - Four digit school library location codes must be located in tag 852 subfield a (school location code is available from the individual school or from Library Media Services).
    - Bibliographic information provided with order must be identical to the processed material and the barcode information.

3. Barcode information must meet the following requirements:
    - Compatible with Follett's *Destiny* automated circulation system

- Barcode Symbology: Generic Code 39, 14-digit, **no check digit**
  - 5 digit prefix (type indicator 3 for library books followed by the 4-digit, numeric school location code)
- Numbered as assigned within the barcode range submitted by each school
- Printed to include the following and attached to each item: school name, barcode, and barcode number
- Readable by scanners used in Miami-Dade County Public Schools

4. Shelflist cards, book pockets, and AR labels should be provided to schools who request them.
5. Security tags should be provided to all middle and senior high schools, with special attention to the following:
   - Supply tags to K-8 centers upon request only; not all K-8 centers have theft detection systems
   - District uses **Checkpoint 50 x 50 RF plain tags; 9.5 MHz Frequency**
   - Security tags are to be placed behind the book pocket
6. Miami-Dade County Public Schools requires at least **95%** of materials to be completely processed.
7. Items for which processing is unavailable should be shipped unprocessed.
8. The following processing specifications are to be followed for all Miami-Dade County Public Schools, unless **written permission authorizing deviations is received from the Instructional Supervisor of Library Media Services**.

| Category	Specifications
Spine Label	Include the complete call number. Attach the bottom of the spine label two inches from the bottom of the book.
Spine Label Protector	Attach to books without mylar cover.
Mylar Jacket	Provide **only** for books with dust jackets. Dust jacket should be inserted into sized mylar jacket and attached to book.
Barcode Label	**Affix to the front of the book or dust jacket at the lower left hand corner, vertically, facing away from the spine, reading from bottom to top.** Enter the barcode number in the following places: Left side of the shelflist card beneath the collation and on the book pocket, as well as on the upper right corner of the date due card.

Book Spine

Barcode label

ABC High School
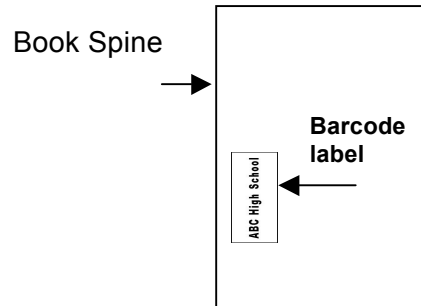
Barcode Label Protector	Affix over the barcode label on books that do not have a dust jacket covered with mylar.

Book Pocket (Optional per individual school requirements)	Include the author, title, barcode number, and call number. Print with name and address of school and attach to back flyleaf.
Shelflist (Optional per individual school requirements)	Insert in the book pocket.
Price	Print the price of the book on the shelflist card, book card, and in tag 852 subfield 9 of the MARC record.
Theft-detection Device (Checkpoint 50x50 Plain, RF Tags; 9.5 MHz Frequency)	Affix theft-detection devices to each (Middle/Senior) behind book pocket. K-8 Centers supplied tags upon request.
Accelerated Reader Identification Label (Optional per individual school requirements)	Contact the school library media specialist for selection and placement.
Accelerated Reader Reading Level/Points Label	Place on the upper left inside front cover of the book.
Property Label	Place centered, bottom of front fly leaf

C. ORDERING

1. The vendor may expect to receive most school library media center orders between November and January. However, throughout the year individual schools may submit additional orders.
2. Orders will be initiated when vendor receives the following documents for each order placed:
    - Purchase Order from Procurement Management Services
    - VENDOR TITLE REQUEST FORM (FM-4646) from school originating order
    - Title list from school originating order
3. **Shipment is to be held until an official Miami-Dade County Public Schools Purchase Order is received.**
4. Unless a specific edition is requested, the vendor will ship the latest edition.
5. If other than trade binding of a title is desired, this information will be noted on the *VENDOR TITLE REQUEST FORM.* Unless a specific binding is requested, the vendor will supply each according to the following binding priorities: (1) library, (2) trade, (3) paper.
6. Title lists for orders will be arranged in order of purchase priority. The vendor will supply titles in priority order until the **"do not exceed"** total is reached. The **"do not exceed"** amount must include shipping and handling, as well as cataloging and processing.
7. The number of titles submitted by individual schools will exceed the dollar value of the order by 30%. The vendor may request no additional titles unless 30% of the total number of titles submitted is out-of-print as per publisher. At this point, the vendor will notify any school having an unexpended balance that additional titles must be submitted to expend the **"do not exceed"** total of the purchase order.
8. The Miami-Dade County Public Schools policy states that schools may not keep resources received on Preview or issue Confirmation Only purchase orders. Materials received for preview must be returned and ordered on an official purchase order.

D. SHIPPING/BILLING

1. Orders shall be shipped F.O.B. Destination to points specified on the individual orders, with inside delivery specified.
2. For identification purposes, the following information shall be stenciled or legibly written in a conspicuous location on each and every shipping container:
   Name and address of school or department as shown on purchase order
   - Purchase order number
3. Shipping container shall contain items for one school or department only, unless otherwise instructed.
4. Invoices shall be rendered as follows:

   - One copy packed with each shipment
   - Two copies of each school's invoice shall be sent to:

     The School Board of Miami-Dade County, Florida
     Attn: Accounts Payable Department
     P. O. Box 01-2570
     Miami, FL 33101

5. Purchase Order numbers must appear on each invoice.
6. ***For eBooks order only:*** *Send copy of invoice (with itemized book lists) electronically to Library Media Services.*

E. Order Fulfillment

1. Within 30 days of the date of the purchase order, the vendor shall ship all items in stock. Backorders are to be filled within 90 days of the date of the purchase order.

2. All items not shipped within ninety days will be automatically canceled. If the vendor cannot meet the ninety-day delivery requirement, the vendor must send a cancellation notice to the school and Accounts Payable. There will be no back orders beyond ninety days. Shipments made after the expiration of ninety days from the date of the purchase order will not be accepted. ALL ORDERS SHALL FOLLOW THE ABOVE SHIPPING SCHEDULE UNLESS OTHERWISE INDICATED ON THE PURCHASE ORDER.