

# TdS Libraries Practices and Procedures for Cataloging Print and Non-print Materials

Kind of Material	Call number	Item type	Item category 1	Item category 2
<b>Adult Books</b>				
Adult Fiction	FICTION Cutter	BOOK	FICTION	Adult
Adult Fantasy Fiction	Fantasy FICTION Cutter	BOOK	FANTASY	Adult
Adult Mystery Fiction	Mystery FICTION Cutter	BOOK	MYSTERY	Adult
Adult Romance Fiction	Romance FICTION Cutter	BOOK	ROMANCE	Adult
Adult Science Fiction	Science FICTION Cutter	BOOK	SCI-FI	Adult
Adult Western Fiction	Western FICTION Cutter	BOOK	WESTERN	Adult
Adult Large Print Fiction	Large Print FICTION Cutter	BOOK	LRGPRT-FIC	Adult
Adult Non-fiction	Dewey Cutter	BOOK	NONFICTION	Adult
Adult Reference	Reference Dewey Cutter	REF-BOOK	NONFICTION	Adult
Large Print Adult Non-fiction	Large Print Dewey Cutter	BOOK	LRGPRT-NF	Adult
Oversize Adult Non-Fiction	Oversize Dewey Cutter	BOOK	NONFICTION	Adult
Minnesota Adult Non-Fiction	Minnesota Dewey Cutter	BOOK	NONFICTION	Adult
<b>Juvenile Books</b>				
Picture Book Fiction	Picture Book Cutter	BOOK	PICT-BKFIC	Juvenile
Reader Fiction	Reader Cutter	BOOK	READER	Juvenile
Junior Fiction	Junior FICTION Cutter	BOOK	JUNIOR-FIC	Juvenile
Young Adult Fiction	Young Adult FICTION Cutter	BOOK	JUNIOR-FIC	YA
Juvenile Fiction in other languages	Spanish Picture Book Cutter	BOOK	PICT-BKFIC	Juvenile
Juvenile Holiday Fiction	Holiday Reader Cutter	BOOK	READER	Juvenile
Picture Book Non-fiction	Picture Book Dewey Cutter	BOOK	PICT-BKNF	Juvenile
Reader Non-fiction	Reader Dewey Cutter	BOOK	READER	Juvenile
Junior Non-fiction	Junior Dewey Cutter	BOOK	JUNIOR-NF	Juvenile
Young Adult Non-fiction	Young Adult Dewey Cutter	BOOK	JUNIOR-NF	YA
Junior Reference	Junior Reference Dewey Cutter	REF-BOOK	JUNIOR-NF	Juvenile
Juvenile Non-fiction in other languages	Lao Young Adult Dewey Cutter	BOOK	JUNIOR-NF	YA
Juvenile Holiday Non-fiction	Holiday Junior Dewey Cutter	BOOK	JUNIOR-NF	Juvenile

## Adult Audio-visual Materials

Adult Fiction Audiocassettes (Spoken)	Cassette FICTION Cutter	CAS-BOOK	FICTION	Adult
Adult Non-fiction Audiocassettes (Spoken)	Cassette Dewey Cutter	CAS-BOOK	NONFICTION	Adult
Adult Music Audiocassettes	Cassette Dewey Cutter	CAS--MUSIC	NONFICTION	Adult
Adult Fiction Compact Discs (Spoken)	Compact Disc FICTION Cutter	CD-BOOK	FICTION	Adult
Adult Non-fiction Compact Discs (Spoken)	Compact Disc Dewey Cutter	CD-BOOK	NONFICTION	Adult
Adult Music Compact Discs (Subject Categories)	Compact Disc SUBJECT Accession #	CD-MUSIC	NONFICTION	Adult
Adult Music Compact Discs (ANSCR)	Compact Disc XX XXXX XXX Accession #	CD-MUSIC	NONFICTION	Adult
Adult VHS Videocassettes (Accession Numbers)	Video Cassette VHS-XXXX	VHS-FIC or VHS-NF	FICTION or NONFICTION	Adult
Adult Fiction VHS Videocassettes	Video Cassette FICTION Cutter	VHS-FIC	FICTION	Adult
Adult Non-fiction VHS Videocassettes	Video Cassette Dewey Cutter	VHS-NF	NONFICTION	Adult
Adult DVDs (Accession Numbers)	DVD XXXX	DVD-FIC or DVD-NONFIC	FICTION or NONFICTION	Adult
Adult Fiction DVDs	DVD FICTION Cutter	DVD-FIC	FICTION	Adult
Adult Non-fiction DVDs	DVD Dewey Cutter	DVD-NONFIC	NONFICTION	Adult
Adult CD-ROMs (Accession number)	CD-ROM XXXX	CD-ROM	FICTION or NONFICTION	Adult
Adult Fiction CD-ROMs	CD-ROM FICTION Cutter	CD-ROM	FICTION	Adult
Adult Non-fiction CD-ROMs	CD-ROM Dewey Cutter	CD-ROM	NONFICTION	Adult

## Juvenile Audio-Visual Materials

Picture Book Fiction Audiocassettes (Spoken)	Cassette Picture Book Cutter	CAS-BOOK	PICT-BKFIC	Juvenile
Reader Fiction Audiocassettes (Spoken)	Cassette Reader Cutter	CAS-BOOK	READER	Juvenile
Junior Fiction Audiocassettes (Spoken)	Cassette Junior FICTION Cutter	CAS-BOOK	JUNIOR-FIC	Juvenile

Young Adult Fiction Audiocassettes (Spoken)	Cassette Young Adult FICTION Cutter	CAS-BOOK	JUNIOR-FIC	YA
Juvenile Fiction Audiocassettes in other languages (Spoken)	Lao Cassette Junior FICTION Cutter	CAS-BOOK	JUNIOR-FIC	Juvenile
Juvenile Fiction Holiday Audiocassettes (Spoken)	Holiday Cassette Reader Cutter	CAS-BOOK	READER	Juvenile
Picture Book Non-fiction Audiocassettes (Spoken)	Cassette Picture Book Dewey Cutter	CAS-BOOK	PICT-BKNF	Juvenile
Reader Non-fiction Audiocassettes (Spoken)	Cassette Reader Dewey Cutter	CAS-BOOK	READER	Juvenile
Junior Non-fiction Audiocassettes (Spoken)	Cassette Junior Dewey Cutter	CAS-BOOK	JUNIOR-NF	Juvenile
Young Adult Non-Fiction Audiocassettes (Spoken)	Cassette Young Adult Dewey Cutter	CAS-BOOK	JUNIOR-NF	YA
Juvenile Non-fiction Audiocassettes in other languages (Spoken)	Lao Cassette Junior Dewey Cutter	CAS-BOOK	JUNIOR-NF	Juvenile
Juvenile Non-fiction Holiday Audiocassettes (Spoken)	Holiday Cassette Reader Dewey Cutter	CAS-BOOK	READER	Juvenile
Juvenile Music Audiocassettes	Cassette Junior Dewey Cutter	CAS-MUSIC	JUNIOR-NF	Juvenile
Juvenile Music Audiocassettes (Subject categories)	Cassette CHILDREN XXXX	CAS-MUSIC	JUNIOR-NF	Juvenile
Picture Book Fiction Compact Discs (Spoken)	Compact Disc Picture Book Cutter	CD-BOOK	PICT-BKFIC	Juvenile
Reader Fiction Compact Discs (Spoken)	Compact Disc Reader Cutter	CD-BOOK	READER	Juvenile
Junior Fiction Compact Discs (Spoken)	Compact Disc Junior FICTION Cutter	CD-BOOK	JUNIOR-FIC	Juvenile
Young Adult Fiction Compact Discs (Spoken)	Compact Disc Young Adult FICTION Cutter	CD-BOOK	JUNIOR-FIC	YA
Juvenile Fiction Compact Discs in other languages (Spoken)	Spanish Compact Disc Picture Book Cutter	CD-BOOK	PICT-BKFIC	Juvenile
Picture Book Non-fiction Compact Discs (Spoken)	Compact Disc Picture Book Dewey Cutter	CD-BOOK	PICT-BKNF	Juvenile
Reader Non-fiction Compact Discs (Spoken)	Compact Disc Reader Dewey Cutter	CD-BOOK	READER	Juvenile
Junior Non-fiction Compact Discs (Spoken)	Compact Disc Junior Dewey Cutter	CD-BOOK	JUNIOR-NF	Juvenile

Young Adult Non-fiction Compact Discs (Spoken)	Compact Disc Young Adult Dewey Cutter		JUNIOR-NF	YA
Juvenile Non-fiction Compact Discs in other languages (Spoken)	Spanish Compact Disc Picture Book Dewey Cutter		PICT-BKNF	Juvenile
Juvenile Non-fiction Holiday Compact Discs (Spoken)	Holiday Compact Disc Reader Dewey Cutter	CD-BOOK	READER	Juvenile
Juvenile Music Compact Discs	Compact Disc Junior Dewey Cutter	CD-MUSIC	JUNIOR-NF	Juvenile
Juvenile Music Compact Discs (Subject categories)	Compact Disc CHILDREN XXXX	CD-MUSIC	JUNIOR-NF	Juvenile
Juvenile Music Compact Discs (ANSCR)	Compact Disc ZM XXXX XXX Accession #	CD-MUSIC	JUNIOR-NF	Adult
Juvenile Videocassettes (Accession numbers)	Video Cassette VHS-XXXX	Movie VHS	JUNIOR-FIC or JUNIOR-NF	Juvenile
Picture Book Fiction Videocassettes	Video Cassette Picture Book Cutter	Movie VHS	PICT-BKFIC	Juvenile
Reader Fiction Videocassettes	Video Cassette Reader Cutter	Movie VHS	READER	Juvenile
Junior Fiction Videocassettes	Video Cassette Junior FICTION Cutter	Movie VHS	JUNIOR-FIC	Juvenile
Young Adult Fiction Videocassettes	Video Cassette Young Adult FICTION Cutter	Movie VHS	JUNIOR-FIC	YA
Picture Book Non-fiction Videocassettes	Video Cassette Picture Book Dewey Cutter	VHS-NF	PICT-BKNF	Juvenile
Reader Non-fiction Videocassettes	Video Cassette Reader Dewey Cutter	VHS-NF	READER	Juvenile
Junior Non-fiction Videocassettes	Video Cassette Junior Dewey Cutter	VHS-NF	JUNIOR-NF	Juvenile
Young Adult Non-fiction Videocassettes	Video Cassette Young Adult Dewey Cutter	VHS-NF	JUNIOR-NF	YA
Juvenile DVDs (Accession numbers)	DVD Junior XXXX	DVD-FIC or DVD-NONFIC	JUNIOR-FIC or JUNIOR-NF	Juvenile
Picture Book Fiction DVDs	DVD Picture Book Cutter	DVD-FIC	PICT-BKFIC	Juvenile
Reader Fiction DVDs	DVD Reader Cutter	DVD-FIC	READER	Juvenile
Junior Fiction DVDs	DVD Junior FICTION Cutter	DVD-FIC	JUNIOR-FIC	Juvenile
Young Adult Fiction DVDs	DVD Young Adult FICTION Cutter	DVD-FIC	JUNIOR-FIC	YA

Picture Book Non-fiction DVDs	DVD Picture Book Dewey Cutter	DVD-NON	PICT-BKNF	Juvenile
Reader Non-fiction DVDs	DVD Reader Dewey Cutter	DVD-NON	READER	Juvenile
Junior Non-fiction DVDs	DVD Junior Dewey Cutter	DVD-NON	JUNIOR-NF	Juvenile
Young Adult Non-fiction DVDs	DVD Young Adult Dewey Cutter	DVD-NON	JUNIOR-NF	YA

Juvenile CD-ROMs (Accession number)	CD-ROM Junior XXXX	CD-ROM	JUNIOR-FIC or JUNIOR-NF	Juvenile
Juvenile Fiction CD-ROMs	CD-ROM Junior FICTION Cutter	CD-ROM	JUNIOR-FIC	Juvenile
Juvenile Non-fiction CD-ROMs	CD-ROM Junior Dewey Cutter	CD-ROM	JUNIOR-NF	Juvenile

### Periodicals

Adult magazines	Periodical	MAGAZINE	NONFICTION	Adult
Juvenile magazines	Periodical	MAGAZINE	JUNIOR-NF	Juvenile
Young Adult magazines	Periodical	MAGAZINE	JUNIOR-NF	YA

### Other formats

Microforms		MICROFORM		
Newspapers		NEWSPAPER		
Computer software on floppy disk	Computer Software Dewey Cutter	COMP-DISC	FICTION or NONFICTION	Adult or Juvenile
Art prints		ART-PRINT		
Maps and atlases	Map Dewey Cutter	MAP	NONFICTION	Adult or Juvenile
Print musical scores	Dewey Cutter	SCORES	NONFICTION	Adult
Games		GAMES		
Film		FILMS		
Mixed media kits	Kit Junior Dewey Cutter	KITS	NONFICTION or JUNIOR-NF	Adult or Juvenile
Slides		SLIDES		
Puzzles	Picture Book Cutter	PUZZLES	PICT-BKFIC	Juvenile
3-dimensional models		MODEL		
Toys	Kit Picture Book Cutter	TOY	PICT-BKFIC	Juvenile
Book club bags	Book Club Bag FICTION Cutter or Junior Book Club Bag Dewey Cutter	BKCLUBBAG	FICTION or NONFICTION or JUNIOR -FIC or JUNIOR-NF	Adult or Juvenile
Pamphlets/vertical file		PAMPHLETS		
Reserves collection	Reserve Dewey Cutter	RESERVES	BOOK	Adult
Special collections of materials		SPECIAL		