

# Processing Specifications

School or Library Name \_\_\_\_\_

Date \_\_\_\_\_

School District Name \_\_\_\_\_

**Processing Method**

Street Address \_\_\_\_\_

Attached (Shelf-Ready)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Unattached (Loose)

Phone \_\_\_\_\_ Email \_\_\_\_\_

## CATALOGING PROFILE

### Subject Headings

Library of Congress  
Sears  
LC Children's Headings

### Author/Main Entry Capitalization

All Letters Capitalized (ABC)  
First Letter Capitalized (Abc)

### Fiction

FIC 3 letters of Author's last name  
F Full Author's last name  
Fic  
Other \_\_\_\_\_

### Easy Fiction

E 3 letters of Author's last name  
Follow Fiction Option Full Author's last name  
Other \_\_\_\_\_

### Nonfiction

Abridged Dewey (cut at 1<sup>st</sup> prime)  
End Abridged Dewey \_\_\_\_\_ places after decimal  
Other \_\_\_\_\_ 3 letter of Author's last name  
Full Author's last name

### Fiction Graphic Novels

741.5 3 letters of Author's last name  
GN Full Author's last name  
FIC  
Other \_\_\_\_\_

### Easy Nonfiction

Abridged Dewey (cut at 1<sup>st</sup> prime)  
E 3 letters of Author's last name  
E + Dewey Full Author's last name  
Follow Nonfiction option  
Other

### Nonfiction Graphic

Follow Nonfiction option 3 letters of Author's last name  
Follow Fiction Graphic Option Full Author's last name  
Other \_\_\_\_\_

### Individual Biography

92 3 letters of Biographee's last name  
921 Full Biographee's last name  
B  
BIO  
Other \_\_\_\_\_

### Story Collections

SC 3 letters of Author's last name  
808.8 Full Author's last name  
Follow Fiction option  
Other \_\_\_\_\_

### Spanish

SP 3 letters of Author's last name  
SP + Dewey Full Author's last name  
Follow Dewey Cataloging  
Other \_\_\_\_\_

### Collective Biography

920 3 letters of Author's last name  
92 Full Author's last name  
B  
BIO  
Other \_\_\_\_\_

### eBook Prefix

None  
eBook EBK EB EBOOK  
Other \_\_\_\_\_

### Reference

REF + Dewey 3 letters of Author's last name  
R + Dewey Full Author's last name  
Other \_\_\_\_\_

