

Harrington Library Consortium

Cataloging Packets for Books and Other Print Material

Step 1: Books—photocopy **title page or pages**, **copyright page** and, if present, **table of contents**.

The following information **must** be included; photocopy additional pages as necessary:

Title, subtitle, series title, author, publisher, publisher's location, date of publication/copyright, ISBN.

Periodicals—photocopy **cover** and **masthead**. The following information **must** be included; photocopy additional pages as necessary:

Title of publication, date of issue, volume and issue numbers, name and address of publisher, ISSN, frequency of publication.

Please make photocopies before placing labels or stickers on the item.

- If item is accompanied by a DVD, CD, cassette, etc., photocopy its label.
- If book is part of a series, photocopy a page on which the series title appears.
- If book has different ISBNs inside and on cover, photocopy both.
- If book has different titles on cover and title page, photocopy both.
- If book is a facsimile reprint, photocopy both original and new publisher information.

Step 2: Complete the “books or other print materials” packet form.

- Information which appears on the photocopies *and is readable* need not be entered on the form.
- For periodicals, the only entries necessary are SIZE and BRIEF RECORD information.
- If book has no ISBN, enter “**none**” on the form.
- If book does not have page numbers, enter “**unpaged**” on the form.
- The LAST NUMBERED PAGE is the last page with a printed page number, including acknowledgements, index, and other back matter. Exception: ignore advertisements.
- If book includes more than one sequence of numbered pages, enter the LAST NUMBERED PAGE of each sequence. (Example: A novel ends on page 262, followed by discussion questions on pages numbered 1 through 5. Enter on form: 262, 5.)
- Mark all applicable categories in ILLUSTRATIONS. Decorative graphics don't count as illustrations. “Pictures” includes drawings, paintings, and photographs. Mark “none” if and only if book contains no illustrations.
- Measure HEIGHT and WIDTH in **centimeters**. Fractions round **up** to next higher whole number. (Example: 23 ½ cm and 23 ¼ cm both round up to 24 cm.) If height of book is greater than width, leave WIDTH blank.
- If book is bilingual or in a language other than English, enter language information in NOTES.
- If item has no date, publisher, author or editor, say so in NOTES.
- If item is accompanied by a DVD, CD, cassette, or anything else, say so in NOTES.

Step 3: Complete Brief Record area on packet form.

- If a brief record is entered for the item, the BRIEF RECORD area must be completed. You may supply the item id by photocopying the bar code label instead of writing it on the form.
- If a brief record *is not* entered for the item, write N/A in the Item ID blank.