

DOCUMENT RESUME

ED 045 153

L1 002 370

TITLE Design for Cataloging Non-Book Materials: Adaptable to Computer Use.

INSTITUTION Genessee Valley School Development Association, Rochester, N.Y.

PUB DATE 69

NOTE 31p.

EDRS PRICE MF-\$0.25 HC-\$1.65

DESCRIPTORS *Audiovisual Aids, Automation, *Cataloging, Design, *Films, *Instructional Media, Library Materials, Maps, *School Libraries, Slides, *Video Tape Recordings

IDENTIFIERS *Library Automation, Nonbook Materials

ABSTRACT

This design was developed in response to a need for cataloging non-book materials compatible to schools in a nine-county region. Cataloging procedures are outlined for charts, disc recordings, filmloops, filmstrips, flash cards, games, kits, maps and globes, picture slides, audio and video tapes, and transparencies.

(AB)

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DESIGN FOR CATALOGING NON-BOOK MATERIALS:

ADAPTABLE TO COMPUTER USE

THE GENESEE VALLEY SCHOOL DEVELOPMENT ASSOCIATION

100 Allens Creek Road

Rochester, New York 14618

LI 002 370

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CONTENTS

| | <u>Page</u> |
|--------------------------------|-------------|
| Foreword | 1 |
| General Instructions | 3 |
| Charts | 4 |
| Disc Recording | 5 |
| Filmloops | 9 |
| Filmstrips. | 10 |
| Flash Cards | 11 |
| Games | 12 |
| Kits | 13 |
| Maps and Globes | 15 |
| Models and Specimens | 17 |
| Pictures | 18 |
| Slides | 21 |
| Tapes - Audio & Video. | 24 |
| Transparencies | 26 |

1.

Foreword

When the G.V.S.D.A. was funded to establish a Title III Regional Educational Center and our Library Unit became operative, a question frequently asked by librarians, was how to catalog non-book materials.

Since G.V.S.D.A. is offering computer produced catalog cards for books, with labels for the spine, pocket, and book card, it seemed appropriate and necessary that we design a cataloging code that would be helpful to our schools in our nine-county region and compatible to computerized non-book material cataloging. This suggested cataloging code was the outgrowth of a position paper prepared and presented by Mr. Charles Morrison, Jr.

The committee was appointed in February 1968 and met several times during the Spring of 1968. The contents of this pamphlet were developed by the collective thinking of the following:

COMMITTEE

Miss Helen M. Cashman, Director of Library Services, GVSDA, Chairman

Mrs. Florence Anson, Librarian, Schröder Junior High School, Webster, New York

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Mrs. Agnes Mazzola, Librarian, Senior High School, Dansville, New York

Mr. Charles Morrison, Jr., Librarian, Irondequoit High School

Miss Irene Mullie, Curriculum Librarian, GVSDA

Mrs. Edith Wilcox, Library Resource Specialist, GVSDA

3.

GENERAL INSTRUCTIONS:

1. The use of plain white catalog cards with no color banding is recommended.
2. The use of the name of the different media in the singular is used throughout rather than symbols or codes.
3. Most media are cataloged by title (hanging indention); the title appearing on the material itself is used rather than any appearing in catalogs, advertisements, etc.

NOTE: There are a few exceptions to this recommendation, See PICTURE,
for example.

4. Media are classified according to the Dewey Decimal Classification System.
5. The call number for non-book materials is composed of the Dewey Decimal Classification System number with the name of the particular media (CHART, FILMLOOP, etc.) above it and the first 3 letters of the first word of the main entry below it.
6. For subject headings, the use of Sears List of Subject Headings, or Library of Congress latest editions is recommended.
7. The tracing on the card may vary according to the needs of the individual school or system and should begin at the first indention.
8. The various media (parts of a kit, tapes, etc.) should be marked with the school or system ownership stamp.
9. Instructional guides that accompany the various media should be indicated on all catalog cards.

CATALOGING PROCEDURE FOR CHARTS

DEFINITION

Any graphic representation of information in tabulated or methodical form such as a list, diagram, table, etc. is considered a chart.

CATALOGING

Charts are classified according to the Dewey Decimal Classification System. The call number is formed by placing CHART above this number and the first 3 letters of the entry below the number. A chart is entered under its title in entirety. The name of the publisher and the copyright date follow. On the next line the physical description of the chart or series is given at the second indention. This includes the number of charts, width and length, color/bw.

SUGGESTED PHYSICAL PROCESSING

Label all charts with call numbers and the number of the series on the back so that the label appears at the front right corner of the storage drawer.

CHART

909

111

An illustrated chart showing the 5000 years
of the history of mankind. Book En-
terprises c1961
1 chart, 35 x 48, color.

TITLE
ENTRY

1 Civilization, Ancient 2 History, Ancient

CATALOGING PROCEDURE FOR A DISC RECORDING

CATALOGING

A disc recording is classified according to the Dewey Decimal Classification System with the call number being formed by placing the word RECORD above the classification number and the first 3 letters of the entry. For collections by several authors (composers, writers, etc.) the title entry is followed. After the composer and title entries, the recording company is indicated with the record number and date of recording if available. (Specifically, the musical recordings are cataloged by composer, title, form of music, performer, and instrument if it is an important part of the performance.) On the next line, the number of sides is listed first, then the size and revolutions per minute. On the following line, the performing artists are named, orchestra and/or chorus, and conductor. A contents note should list the titles. Records are cataloged fully with added entries for different titles and composers other than the main entry. Particularly at the high school level, subject headings are assigned appropriate to the retrieval of records for radio station programming, music appreciation, and period studies in the social studies, literature, and art courses. For elementary or middle schools, added entries for instruments are assigned when significant (in concertos or solos). Recordings of the spoken word are cataloged by author, title or narrator.

SUGGESTED PHYSICAL PROCESSING

The record is identified with the imprint label on the disc. The slipcase, reinforced if necessary, is marked with the call number in the upper left corner. The pocket for the circulation card is pasted in the lower left corner. On the card is typed the call number, author's name, title of the work, and the record number.

DISC RECORDING

RECORD

785.1

Bra Brahms, Johannes, 1833-1897
 Symphony no. 1. RCA 2711, 1964
 2s 12" 33 1/3rpm
 Boston Symphony Orchestra; Erich
 Leinsdorf, conductor.

1 Orchestral music 2 Symphony

COMPOSER
ENTRY

RECORD

782.1

Men Amahl and the night visitors.
 Menotti, Gian Carlo, 1911-
 Amahl and the night visitors. RCA
 2762, 1964
 2s 12" 33 1/3rpm
 Kurt Yaghjian, Amahl; NBC Opera Com-
 pany; Herbert Grossman, conductor.

TITLE CARD
FOR
COMPOSER
ENTRY

RECORD

785.1

Sib MUSIC, FINNISH
 Sibelius, Jean, 1865-1957.
 Finlandia. RCA 2666, 1963
 2s 12" 33 1/3rpm
 Morton Gould and his orchestra.

SUBJECT CAR
FOR
COMPOSER
ENTRY

Contents: 1. Finlandia; The Swan of
 Tuonela (English horn solo); Valse triste.
 2. Pohjola's daughter (cello solo); Lem-
 minkainen's return.

7.

DISC RECORDING

RECORD

811.5

Fro

Frost, Robert, 1874-1963.

Robert Frost reading his own poems.
Library of Congress, Reading Laboratory PL6,
1953

2s 12" 33 1/3rpm

Contents: The witch of Coos; The mountain;
Come in; Mowing; The pasture; Reluctance; Stop-
ping by woods on a snowy evening; The most of
it; An old man's winter night; Provide, provide;
The runaway; Acquainted with the night; Choose
(Continued on next card)

AUTHOR
ENTRY

RECORD

811.5

Fro

2

Frost. Robert Frost reading his own poems.

something like a star; A drumlin woodchuck;
Why wait for science; Departmental; A con-
siderable speck; One step backward taken;
On looking up by chance at the constellation;
A soldier; The gift outright.

AUTHOR
ENTRY--
EXTENSION
CARD

RECORD

822.3

Sha

Shakespeare, William, 1564-1616.

As you like it. Shakespeare Recording
Society SRS-M 210, 1962

6s 12" 33 1/3rpm

Starring Vanessa Redgrave, Keith Michell,
Max Adrian, and Stanley Holloway, with sup-
porting cast; Peter Wood, director.

Analytical notes by G. B. Harrison on
cover; text of the play (89p.) laid in.

AUTHOR
ENTRY

I Title

DISC RECORDING

RECORD

920

Ken

Kennedy, John Fitzgerald, 1917-1963.

Profiles in courage. RCA VDM-103, 1965

2s 12" 33 1/3rpm

Narrated by Senator Edward M. Kennedy.

Contents; Oscar W. Underwood; Mary S. McDowell; Thomas Hart Benton; Frederick Douglass; Andrew Johnson; John Peter Altgeld; Richard T. Ely.

AUTHOR
ENTRY

1 U.S.--Politics and government 2 Underwood,
(Continued on next card)

RECORD

920

Ken

2

Kennedy. Profiles in courage.

Oscar W. 3 McDowell, Mary S. 4 Benton, Thomas
Hart 5 Douglass, Frederick 6 Johnson, Andrew
7 Altgeld, Governor John Peter 8 Ely, Richard
T. I Title

AUTHOR
ENTRY--
EXTENSION
CARD

RECORD

784

Cum

Cumberland mountain folksongs; sung by
Paul Clayton with guitar and dulcimer
accompaniment. Folkways FP 2007
2s 33 1/3rpm
1 leaflet

TITLE
ENTRY

1 Folk songs

CATALOGING PROCEDURE FOR FILMLOOPS

DEFINITION

A filmloop is any motion film which is endless in form.

CATALOGING

Filmloops are classified according to the Dewey Decimal Classification System. The call number is formed by placing the word FILMLOOP or FILMLOOP SOUND above the classification number and the first three letters of the entry below it. Filmloops are entered under the full title, not the producer or distributor. The title is followed by the producer's name and date. Following this are the size of the film (regular or super), cartridge system, color/bw, and the time. Next the series is given and the producer's identification number for the item.

SUGGESTED PHYSICAL PROCESSING

The call number is placed on the back of the box holding the filmloop. An ownership label is placed on the loop and the box; a charge card is placed inside the box. The library may find it necessary to label the cartridge as well as the box.

FILMLOOP

582

See Seeds sprouting. Ealing 1959
 8mm, super, Technicolor cartridge,
 color, 2 min. (Walt Disney Nature
 Library, 81-965)

TITLE
ENTRY

1 Biology 2 Botany 3 Germination

•

CATALOGING

Filmstrips are classified according to the Dewey Decimal Classification System, the call number being formed by placing the word FILMSTRIP or FILMSTRIP SOUND above the number and the first 3 letters of the entry below it. Filmstrips are entered under the title or the main entry followed by the name of the producer and the date of production, if meaningful. On the next line, sound, speed and any other accompanying media should precede the series note.

Note: In cataloging the FILMSTRIP SOUND, the time factor is considered important and should be included in the collation (sound, speed, etc.)

FILMSTRIP SOUND

375

Dec Deciding what to teach. NEA cl965
Color; record, 33 1/3rpm, 18min.
Study guide; script and suggestions
for presentation.

TITLE
ENTRY

1 Education--Curricula

11.

CATALOGING PROCEDURES FOR FLASH CARDS

DEFINITION

A flash card set is a series of cards having words, numerals or pictures on them.

CATALOGING

Sets of flash cards are entered under the general title of the set and classified according to the Dewey Decimal Classification System. Above the classification number is the term FLASH CARD and below it are the first 3 letters of the entry. The publisher and copyright date follow the title with the series being noted after the imprint. If significant, the author, editor or publisher may appear as an added entry.

Two lines below the imprint the number of individual cards is given. If a teaching guide accompanies the flash cards, this is noted in the next line.

SUGGESTED PHYSICAL PROCESSING

The classification number is placed on each card along with the school stamp. The charge card and pocket identified by the school stamp are placed, if possible, on the inside of the box containing the cards. The call number and title are placed on the side of the box depending upon the position in which it is housed.

FLASH CARD

596

Tea

Teach me about fishes.

Gelleswidmer c1962

48 cards, guide.

TITLE
ENTRY

1 Fishes--Study and teaching

CATALOGING PROCEDURE FOR GAMES

CATALOGING

Games are classified according to the Dewey Decimal Classification System with the word GAME placed above the number and the first 3 letters of the entry below the number. Games are entered under the title followed by the producer and copyright date. At the second indention on the next line appear the series name and the identification number of this game. Two lines below the necessary parts of the game are listed.

SUGGESTED PHYSICAL PROCESSING

The call number is lettered on the box and the charge card is placed on the inside of the box.

GAME

973

Uni

United States lotto. Milton Bradley cl958
Lotto series, #63.

TITLE
ENTRY

6 lotto cards, 24 buttons, 48 cover cards.

1 Games

13.

CATALOGING PROCEDURE FOR KITS

DEFINITION

A kit is a collection of a variety of media on the same or related subject.

CATALOGING

A kit is classified according to the Dewey Decimal Classification System, and the call number is formed by placing the word KIT above the classification number and the first 3 letters of the entry below it.

The kit is entered under its title, followed by the producer and date at the second indention. If there is a study guide, this should be indicated on the next line. In the contents note all items of the kit should be listed with data pertinent for identification purposes.

SUGGESTED PHYSICAL PROCESSING

The call number should be lettered on the case of the kit and all the individual items.

KIT
958
Afg

Afghanistan kit. International Communica-
tions Foundation 1961
Study guide.
24 study prints with Instructor's guide,
b/w.
4 Filmstrips Sound, color, 2 records,
33 1/3rpm: Record 1, side 1, Afghan pano-
rama; side 2, Exploring Afghanistan: The
people and their country. Record 2, side
1, Trade routes that built Afghanistan;
side 2, If you were a boy born in Afghan-
(Continued on next card)

TITLE
ENTRY

KIT
958
Afg

Afghanistan.

istan.

Realia: 1 handmade shoe, 1 prayer rug,
1 karakul fur sample, 1 pocket mirror,
1 wooden comb, 1 skull cap and a turban,
coins, 1 flag.

TITLE
ENTRY--
EXTENSION
CARD

1 Afghanistan 2 Music--Afghanistan

CATALOGING PROCEDURE FOR MAPS AND GLOBES

CATALOGING

Maps and globes are classified according to the Dewey Decimal Classification System, with the word MAP or GLOBE above the classification number and the first 3 letters of the entry below it to form the call number. Enter maps under the title appearing on the article with the name of the projection as a sub-title. The company holding the copyright is regarded as the publisher and along with the copyright date appears on the next line at the second indentation. On the second line below, indicate the series and number in series, the number of maps (if more than one), their width and length, and type (roller, flat or folding). On the next line state the information concerning the scale used. For globes, follow the same procedure as for maps above, giving the same information where applicable.

SUGGESTED SUBJECT HEADINGS FOR MAPS - BASED ON SEARS LIST OF SUBJECT HEADINGS

Asia--Maps, Physical-Political.
 Asia--Maps, Political.
 Asia--Maps, Physical.

Australia--Maps, Political.
 Australia--Maps, Physical.
 Australia--Maps, Physical-Political.

Europe--History-to 476--Maps.
 Europe--History--476-1492--Maps.
 Europe--History--1492-1789--Maps.

U.S.--History--Colonial period--Maps.
 U.S.--History--Revolution--Maps.
 U.S.--History--1783-1865--Maps.

MAPS AND GLOBES

MAP
912.4

Eur Europe, physical-political; simple conic
projection.
Denoyer-Geppert c1964

Jrp series, J2rp, 40x60; folding.
Scale 1:4,750,000; 1"= 75 miles.

TITLE
ENTRY

1 Europe--Maps, Physical-Political

GLOBE
912

Pic Pictorial relief globe.
Nystrom and Company n.d.

12" diameter, 1 scale strip.
Scale 1:9,000,000; 1"= 230 miles.

TITLE
ENTRY

1 Earth--Maps, Physical 2 Globes

CATALOGING PROCEDURE FOR MODELS AND SPECIMENS

CATALOGING

Models and specimens are entered under the name of the object unless there is a specific title on the object itself in which case that will appear on the first line. They are classified under the Dewey Decimal Classification System with the word MODEL or SPECIMEN above the classification number and the first 3 letters of the entry below it to form the call number. On the next line after the title and at the second indentation, indicate the name of the producer and the model or specimen number as it appears in the producer's catalog. If there is a guide, this should be shown on the next line. If the guide is for teachers' use, indicate this by the designation, Teachers Guide. Two lines below in the form of a note the parts of the model or specimen should be identified.

SUGGESTED PHYSICAL PROCESSING

Label model in an inconspicuous place with the classification number. The charge card should be kept with the object.

MODEL

612

Ear

Ear.

Nystrom Biological Model Company. AM 113.
Guide.

TITLE
ENTRY

Notes: Enlarged, unbreakable plastic model
containing 3 parts: 1 ear, 1 eardrum, and 1
cochlea and semicircular canals.

1 Ear 2 Biology

CATALOGING PROCEDURE FOR PICTURES

DEFINITION

Drawings, paintings, portraits, photographs, posters, or prints of any of these, are considered pictures. Also included in this category are reproductions of documents such as the U.S. Constitution.

CATALOGING

Pictures are entered under the name of the artist, if they are a collection or a single work by one artist. If they are a collection by several artists, they are entered under the compiler. Pictures are classified according to the Dewey Decimal Classification System, with the recommendation that the more specific numbers should be favored rather than those more general in scope. To form the call number, the word PICTURE is placed above the classification number and the first 3 letters of the entry below it. The title, publisher and date of publication appear in the usual order. The description is comparable to the collation and contains the size, color/bw. If the title is the name of the collection, a contents note should list the pictures in the collection.

SUGGESTED PHYSICAL PROCESSING

The call number should be lettered on the reverse side of the picture where the pocket for the charge card should be attached.

19.

PICTURES

PICTURE

759.13

Bel Bellows, George, 1882-1925.
 Sand team. Bro-Dart n.d.
 15 1/2 x 26 color (Bro-Dart Master
 Colorprints, Series 3 A)

ARTIST
ENTRY

1 Painters, American 2 Animals in art
3 Composition (Art) 1 Title

PICTURE

523.2

Dis Discoveries about sun and sky. Tiny Tots
 Publishers 1966
 12 pictures with developmental activities
 on reverse side 10 3/4 x 13 1/2 color

TITLE
ENTRY

Contents: Sunrise; Sunset; Fog; Hail;
Three quarter moon; Full moon; Day time moon;
Moonday sun; Flight in the skies; Clouds;
Thunder and lightning.

1 Weather 2 Astronomy

PICTURES

PICTURE

590

Rep Reptiles and amphibians. Society for Visual
 Education 1964
 8 pictures 12 x 20 color

TITLE
ENTRY

Contents: Toad; Box turtle; Alligator;
Bullfrog; Leopard lizard; Spotted salamander;
Five-lined skunk; Garter snake.

1 Biology 2 Zoology

CATALOGING PROCEDURES FOR SLIDES

DEFINITION

In this category are 2" x 2" and 3½" x 4" slides and microscope slides.

CATALOGING

Slides are classified according to the Dewey Decimal Classification, the call number being formed with the word SLIDE or MICROSCOPE SLIDE above the classification number and the first three letters of the entry below it.

The main entry for an individual slide is the artist, if known; if the artist is not known, the title of the slide or the place and name of the object portrayed is used, in hanging indention position. When the artist is the main entry, the title appears on the second line, at second indention. Entry by title, or the place and name of the object portrayed, is followed by the imprint, which includes the producer and the producer's catalog number for the slide. The next line includes the size of the slide, whether it is in color or in black and white, and the producer's series or set title, if any.

When a set of slides is cataloged as a set, the main entry is the artist, if all slides are by one person. On the second line the title of the set follows at the second indention. Entry by title of the set, in hanging indention form, is used if the slides represent the work of several people. The collation is the same, except that the number of slides in the set precedes the size of the slides. A contents note may be made for slides cataloged as sets. The individual school may wish to indicate the type of equipment needed.

The main entry for a microscope slide is the name of the object represented, or the type of objects represented in a set, in hanging indention position. The entry is followed by the imprint, which includes the producer and the producer's catalog number.

SUGGESTED PHYSICAL PROCESSING

The classification number appears in available space on the slide margin.

A charge card is made for each slide or set of slides.

SLIDES

SLIDE

759.13

Woo

Wood, Grant, 1892-1942.

Daughters of the American Revolution.

American Library Color Slide 207.

2 x 2 color (Regional American painting, CS 460)

ARTIST
ENTRY

1 Paintings, American I Title

SLIDE

722.8

Del

Delphi, Greece. The Sacred Way: the Treasury of the Athenians, view from the east.

Herbert E. Budek

2 x 2 color (Delphi. Set 1, no.8)

TITLE
ENTRY
INDIVIDUAL
SLIDE.

1 Architecture, Greek 2 Sacred Way

23.

SLIDES

SLIDE
581.46

Wil Wild fruits. Society for Visual Education
S80S
10 slides 2 x 2 color

TITLE
ENTRY
SET

Contents: Bird cherries; Blueberries;
Choke cherries; Cranberry; Firethorn; Japan-
ese barberry; Mountain holly; Red elderberry;
Red raspberry; Wayfaring bush

1 Fruit

MICROSCOPE SLIDE

581

Ele Elementary botany. Ward's 95 W 0200
12 slides

TITLE
ENTRY

1 Botany

MICROSCOPE SLIDE

613.32

Sto Stomach, Human. Section through fundic
region with gastric glands. Ward's
93 W 6764

TITLE
ENTRY

1 Biology 2 Stomach

CATALOGING PROCEDURE FOR TAPE - AUDIO AND VIDEO

CATALOGING

Tapes are classified according to the Dewey Decimal Classification System. Form the call number by placing TAPE, AUDIO or TAPE, VIDEO, whichever applies, above the classification number and the first 3 letters of the entry below it. For tapes, the cataloging procedure is practically the same as for Disc Recording, p.5. Additions to the descriptive data for audio tape are stereo or monaural, number of tracks, speed and time, physical format, e.g. cassette or reel to reel. (indicate by word, reel) Additions to video tape are time and physical format, e.g. tape size and playback equipment needed.

SUGGESTED PHYSICAL PROCESSING

The call number is entered on the spine of the tape box. An ownership label is attached to the tape reel or cassette and in addition a leader on which is printed identification.

TAPE, AUDIO

639.2

Foo

Food from the sea; the hunting stage.

Smith and Sons cl962

Monaural, 1 track 7 1/2ips 15min

reel (The Ocean Depths: a New Frontier
Series #65)TITLE
ENTRY

1 Ocean 2 Food supply

TAPE, VIDEO

TAPE, VIDEO

655.24

Pic Pica and elite, produced by the City School District of Rochester, New York; distributed by New York State Education Department, Division of Educational Communications, Albany, New York 1968.
19 1/2 min 2" helical scan Ampex 660
(Typewriting series)
Teacher's guide and student workbook

TITLE
ENTRY

1 Type 2 Typewriting

CATALOGING PROCEDURE FOR TRANSPARENCIES

DEFINITION

Transparencies are the illustrations (about 8 x 11 in size) used with the overhead projector.

CATALOGING

Enter them under their most significant aspect, usually title, but occasionally author, title, series or subject. Since they rarely have authors, transparencies are usually in the form of hanging indentions.

Give the title, followed by producer's code number, any other distinguishing information printed on the item, and the producer. If the copyright date is available, include it. Series name can be noted after this information in parenthesis.

Below the imprint the parts of the transparency can be listed, overlays, teaching guides, etc.

Many teacher-made transparencies may be accumulated. They can be grouped by subject and listed on the main entry card.

SUGGESTED PHYSICAL PROCESSING

The call number label should be fastened to the frame of each transparency, or the envelope which holds the series.

TRANSPARENCIES

TRANSPARENCY

500

Ele Elementary science projectuals; prepared by
Leonard L. Goodale. Raytheon Ed. Co.
6 sets (86 titles) with carrying case

Contents: Set 1- 13 titles; Set 2- 14
titles; Set 3- 14 titles; Set 4- 15 titles;
Set 5- 14 titles; Set 6- 16 titles.

1 Nature study 2 Animals 3 Plants 4 In-
sects 5 Astronomy 6 Physics 7 Earth

TITLE
ENTRY
FOR
SET

TRANSPARENCY

808.06

Eng English composition; figures of speech.
Sixteen transparencies.

Contents: Alliteration; Allusion; Analogy;
Climax; Discussion; Epigram; Hyperbole; Irony;
Metaphor; Metonymy; Onomatopoeia; Parallel
construction; Personification; Puns; Simile;
Understatement.

1 Rhetoric

TITLE
ENTRY
FOR
TEACHER
MADE

TRANSPARENCIES

TRANSPARENCY

629.4

Spa Space exploration. CM-1 through CM-6, Commun-
ications. Hubbard Scientific Co.
6 transparencies

**TITLE
ENTRY**

1 Telecommunication

TRANSPARENCY

629.4

Spa Space exploration. FM-1 through FM-6, Flight mechanics. Hubbard Scientific Co. 6 transparencies with teacher's guide.

**TITLE
ENTRY**

1 Space science