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AUTHOR Little, Robert D., Ed.  
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ABSTRACT

The objective of this cataloging manual is to recommend specific methods for cataloging audiovisual materials for use in individual school media centers. The following types of audiovisual aids are included: educational games, filmstrips, flat graphics, kits, models, motion pictures, realia, records, slides, sound filmstrips, tapes, transparencies, and videotapes. The definition, cataloging, processing, housing, circulation and care of each is discussed. The two basic principles which were applied to this manual are: (1) instructional materials should be centralized, organized and administered for the maximum accessibility and use by students and teachers, and (2) the most important consideration in organizing materials is the content not the form. (SJ)

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## Cataloging, Processing, Administering

# AV MATERIALS

*A Model for Wisconsin Schools*

*Wisconsin Association of School Librarians — A Division of the Wisconsin Library Association*

1972

*Madison, Wisconsin*

LI 003 836

**WISCONSIN ASSOCIATION OF SCHOOL  
LIBRARIANS**

**Audiovisual Cataloging Manual Committee**

**Members**

Robert D. Little  
Chairman and Associate Professor of Library  
Science  
Department of Library Science  
Indiana State University  
Terre Haute, Indiana 47809

Elizabeth Anslow  
Library Supervisor  
Middleton Area Schools  
Middleton, Wisconsin 53562

Anne Canarie  
Librarian  
Casimir Pulaski High School  
Milwaukee, Wisconsin 53215

Bernard Franckowiak  
School Library Supervisor  
Wisconsin Department of Public Instruction  
Madison, Wisconsin 53702

Boyd Geer  
Librarian  
West High School  
Madison, Wisconsin 53705

Hazel Halfman  
Coordinator of School Libraries  
Menomonee Falls Public Schools  
Menomonee Falls, Wisconsin 53091

Rose Holmes  
Head, Technical Processing Center  
Department of Curriculum Development  
Madison Public Schools  
Madison, Wisconsin 53703

Carol Kaczmarck  
Visiting Lecturer  
School of Library and Information Science  
University of Wisconsin—Milwaukee  
Milwaukee, Wisconsin 53201

Reverend Francis Steffen  
Librarian  
Holy Name Seminary  
Madison, Wisconsin 53711

Sally Teresinski  
Librarian  
Educational Materials Center  
University of Wisconsin—Oshkosh  
Oshkosh, Wisconsin 54901

Evelyn Toms  
Assistant Professor  
Department of Library Science  
University of Wisconsin—Whitewater  
Whitewater, Wisconsin 53190

Dorothy Unger  
Librarian  
North Senior High School  
Oshkosh, Wisconsin 54901

Jay Wilson  
Director of Library Services  
Manitowoc Public Schools  
Manitowoc, Wisconsin 54220

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## INTRODUCTION

This cataloging manual has been prepared under the auspices of the Wisconsin Association of School Librarians. Its objective is to recommend specific methods for cataloging audiovisual materials for use in individual school media centers.

Ben Franckowiak, as president of the Wisconsin Association of School Librarians, appointed the committee to prepare the manual in mid 1970. The committee members were reappointed by Father Francis J. Steffen when he became president of the association.

The first meetings of the committee were devoted to the development of general principles. Then, subcommittees were appointed to prepare each section of the manual in draft form. These drafts were presented to the entire committee for discussion and revision. At all times an attempt was made to keep the suggested procedures in line with the general principles that had been developed. The final editing was done from these drafts and notes taken at the committee meetings.

For each type of media, the following information is given:

1. Definition
2. Cataloging
3. Processing
4. Housing
5. Circulation
6. Care

The patience shown by the members of the association in waiting for the completion of the manual has been appreciated.

Special thanks go to the individual members of the committee who devoted a great deal of time in preparing the draft materials and in attending the numerous committee meetings. We are indebted to Mrs. Rose Holmes who, in addition to her regular committee assignments, prepared the draft for flat graphics sections, supervised the preparation of the sample catalog cards, and worked with the artist, Nancy Rusch, on the illustrations. We are also thankful to the artist for the fine illustrations.

Finally, we wish to acknowledge the leadership and drive of Ben Franckowiak for initiating the project and without whose constant prodding this manual may never have been completed.

ROBERT D. LITTLE, Editor

## GENERAL PRINCIPLES

Audiovisual materials are a part of the total collection of instructional materials that need to be made readily available if we are to meet the individual interest and ability needs of today's student. Thus the organization of audiovisual materials needs to be compatible with the organization of the other instructional materials in the media center. This manual has been prepared to assist the librarian in organizing audiovisual materials so that they become a part of the total instructional materials available and not separate collections.

Two basic principles were used in preparing this manual:

**1. Instructional materials should be centralized, organized and administered for the maximum accessibility and use by students and teachers.** In carrying out this principle, a number of decisions which differ from some previous cataloging manuals for audiovisual materials have been made. They include:

a. *Using modern terminology.* To a student, a phonograph record is not a disc recording, but a record. Although there are many meanings for the word record, it would be obvious to the user that it means phonograph record. Thus the term "Record" has been used in this manual. The same principle has been applied to the assignment of names for each of the media used.

b. *Limiting the use of abbreviations.* An attempt has been made to limit the use of abbreviations to those which would be readily recognized by an average user. Thus the abbreviation "mm" is used for millimeter but no abbreviations are used for words like silent or sound.

c. *Eliminating the use of color coding.* Color coding began as a location device. Since all instructional materials should be intershelved, this is no longer necessary. There is an even more practical reason for eliminating the use of color coding. As variety of media formats increases, the number of colors becomes confusing.

d. *Eliminating media symbols above the call number.* Symbols are not always meaningful to the user. When materials are intershelved, this location information is no longer necessary.

**2. The most important consideration in organizing materials is the content not the form.** Students need information on a subject not information in specific formats. It is more important that the information is about colonial American life than that it is contained in a book, a record, a filmstrip or a motion picture. In carrying out this principle, the following decisions were made regarding the administering of audiovisual materials:

a. *Intershelving of materials.* All instructional materials should be intershelved so that a student or teacher is able to see the total range of materials available on any given subject without having to go to several different locations.

b. *Organizing by the Dewey Decimal system.* In order to carry out the intershelving of materials, it is necessary to assign a call number to them in the same manner that call numbers are assigned to print materials. Thus, the *Abridged Dewey Decimal Classification and Relative Index* should be used. Using accession numbers for organizing materials separates media on the same subject and thus should be discontinued.

c. *Following the Anglo-American Cataloging Rules.* In this manual variations on the Anglo-American Cataloging Rules have tended to simplify the information found on catalog cards and to change media designations to conform with modern usage.

This manual has been prepared as a guide for media personnel in organizing audiovisual materials for use by students in individual school building. Cataloging and processing of all instructional materials should be done on a district-wide or regional basis. This allows media personnel at the building level to work more closely with students and teachers. It is necessary that the cataloging of media be done by a qualified specialist who understands not only the methods of organizing but also the ways in which students use them in the learning process.

# EDUCATIONAL GAMES

## DEFINITION

A set of materials and/or equipment with set rules involving physical or mental competition used in an instructional context or play situation

## CATALOGING

### Main Entry

An educational game is entered under title followed by the media designation (Game)  
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Game)

### Imprint

The imprint statement includes:  
name of the manufacturer  
date (if no date is given, leave blank)

### Physical Description

Number of pieces — If the number of pieces is indicated on the container or if the number is less than 10, the number of pieces should be given  
If the number of pieces is not indicated and is 10 or more, record this fact by using the phrase "various pieces"

### Abbreviations

None recommended

### Notes

Unusual but important additional information should appear in paragraph form  
Use separate notes to provide the following types of information:  
the subject areas or learning skills the game reinforces  
the number of students that can play the game at one time  
the accompanying aids such as teacher's manuals, etc.

### Tracings

Assign subject headings using *Sears List Of Subject Headings*

## Call Number

The call number consists of:  
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

## Shelf List

Additional information which may be useful on the shelf list card includes:  
source of purchase  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)  
manufacturer's item or catalog number

## PROCESSING

For ease in shelving and locating, the storage container should be marked in an appropriate place with the call number  
Accompanying aids should be marked with the call number and school name

## HOUSING

Intershive games with other instructional materials by Dewey classification number  
When size makes it impossible to intershive, keep games in proximity to materials on the same subject

## CIRCULATION

A pocket and card should be attached inside the storage container so that the game can be circulated in the same manner as other instructional materials

## CARE

Games should be occasionally checked for number of pieces and damage to pieces

511

Ten Ten-tens counting frame (Game) Milton Bradley,  
1967.  
1 abacus

Teacher's guide.  
For individual or small group work in elemen-  
tary arithmetic.

1. Arithmetic 2. Abacus

511

Cui Cuisenaire cubes, squares and rods (Game)  
Cuisenaire Company of America, 1969.  
various pieces.

For use in developing skills in elementary  
mathematics.

1. Mathematical games 2. Mathematics

**"Use" Notes  
Are Helpful**

511

Num Number game (Game) Milton Bradley.  
1 plastic board, 100 pegs

For developing number sense in beginners.

1. Arithmetic



**A Large Number of  
Different Parts May  
Call for a Listing  
of the Contents**

301.43  
Gen Generation gap (Game) Western Publishing Company,  
1969.  
15 issue cards, 15 issue covers, 3 sets of  
10 each satisfaction cards, 15 each of letters  
A, O, B, and score sheets

1. Adolescence 2. Behavior 3. Parent and  
child

**Sample Shelf  
List Card**

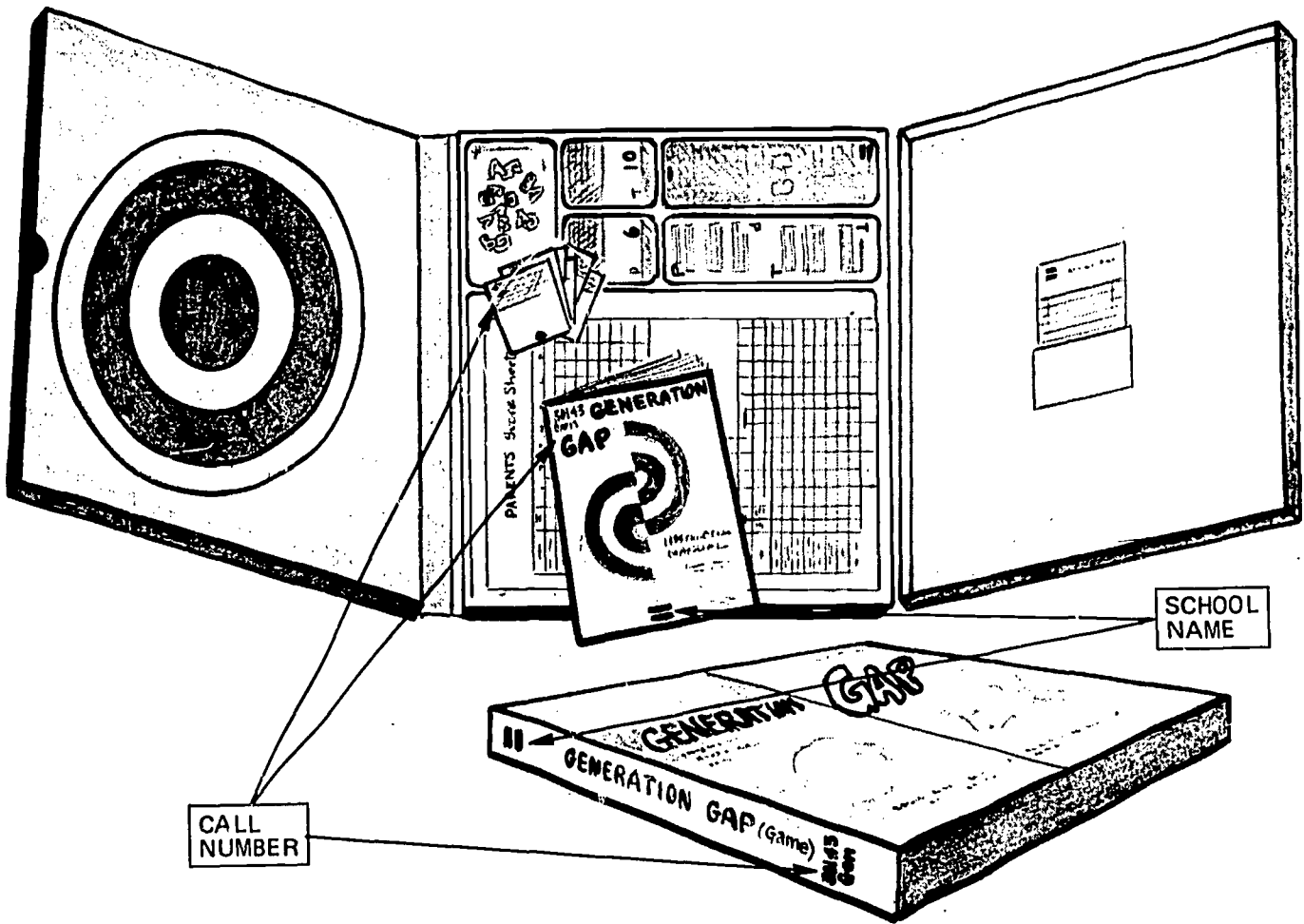
910  
Chi Children around the world--games and other  
activities (Study print) Child's World.  
8 prints color 18 x 13 in

Dir 7.95 8 Je '72 c.1

972  
Azt Aztecs and their way of life (Filmstrip) Ency.  
Brit. Films.  
45 frames color (Ancient American Indian  
civilization)

Dir 6.00 31 My '72 c.1 No. 11095

**Sample Shelf  
List Card**



CALL  
NUMBER

SCHOOL  
NAME

SCHOOL  
NAME

## FILMSTRIPS

### DEFINITION

A series of transparent, still pictures, with or without captions, placed in sequential order on 35mm film

NOTE: For filmstrips with accompanying sound on records or tapes see Sound Filmstrips

### CATALOGING

#### Main Entry

A filmstrip is entered under title followed by the media designation (Filmstrip)

A filmstrip based on a book is entered under the author, with the media designation (Filmstrip) following the title

A set or series of filmstrips issued without distinctive individual titles may be entered under the set or series title followed by the media designation (Filmstrip)

#### Imprint

The imprint statement includes:  
name of the producer  
date (if no date is given, leave blank)

#### Physical Description

Frames — Indicate the number of frames  
NOTE: If frames are not numbered they may be estimated using the formula, 30 inches = 40 frames

Color — Indicate whether the filmstrip is in black and white or color

#### Abbreviations

In cataloging filmstrips use the following abbreviation:

b&w = black and white

Do not use abbreviations for:  
color  
frames

#### Series

If a filmstrip is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

NOTE: If the main entry is under series title, the series statement should be omitted

#### Notes

Unusual but important additional information should appear in paragraph form

If there are no captions, indicate this by using the phrase "No captions"

Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

If the main entry is under series title, a contents note should list the individual titles of the series

#### Summary

A summary should be given in a separate paragraph

The summary should describe the content of the filmstrip without using evaluative words or phrases

#### Tracings

Assign subject headings using *Sears List of Subject Headings*

Title (when the main entry is under author)

Title Analytics (when the main entry is under series)

Series (when distinctive)

#### Call Number

The call number consists of:  
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

#### Shelf List

Additional information which may be useful on the shelf list card includes:

source of purchase  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)  
manufacturer's item or catalog number

### PROCESSING

Since filmstrips cannot be easily intershelved with other instructional materials, they and their accompanying aids should be stored in boxes or other flexible shelving devices which will allow them to be interfiled with other materials

A copy of the information appearing on the catalog card should be attached inside the box to provide potential users with an adequate description of the contents

For ease in shelving and locating, the box should have the call number marked on the spine of the container

The call number should be written on the lid and on the label around the original container in which the filmstrip is kept  
Accompanying aids should be marked with the call number and school name

#### HOUSING

Filmstrips should be intershelfed with other instructional materials by Dewey classification number

#### CIRCULATION

A pocket and card should be attached inside the box storage container so that the filmstrip can be circulated in the same manner as other instructional materials

#### CARE

Filmstrips should be regularly checked for damage  
Filmstrips should be cleaned periodically

973.6

Ala The Alamo (Filmstrip) Encyclopaedia Britannica  
Films, 1967.  
55 frames color (Westward expansion)

Summary: Why Americans moved westward into Texas; actions of Texans when Mexican rulers denied them freedom; Texas rebellion and results.

1. U. S.--History--War with Mexico, 1845-1848  
I. Series

#### A Filmstrip in a Series Cataloged as Individual Titles

#### Filmstrip Based Upon a Book

591

Pod Podendorf, Illa  
The true book of animal babies (Filmstrip)  
Society for Visual Education, 1964.  
31 frames color (True book filmstrips of natural science)

An adaptation of the book, c1955.  
Summary: Animal babies who need a mother's care and others who care for themselves from the beginning.

1. Animals--Habits and behavior I. Title

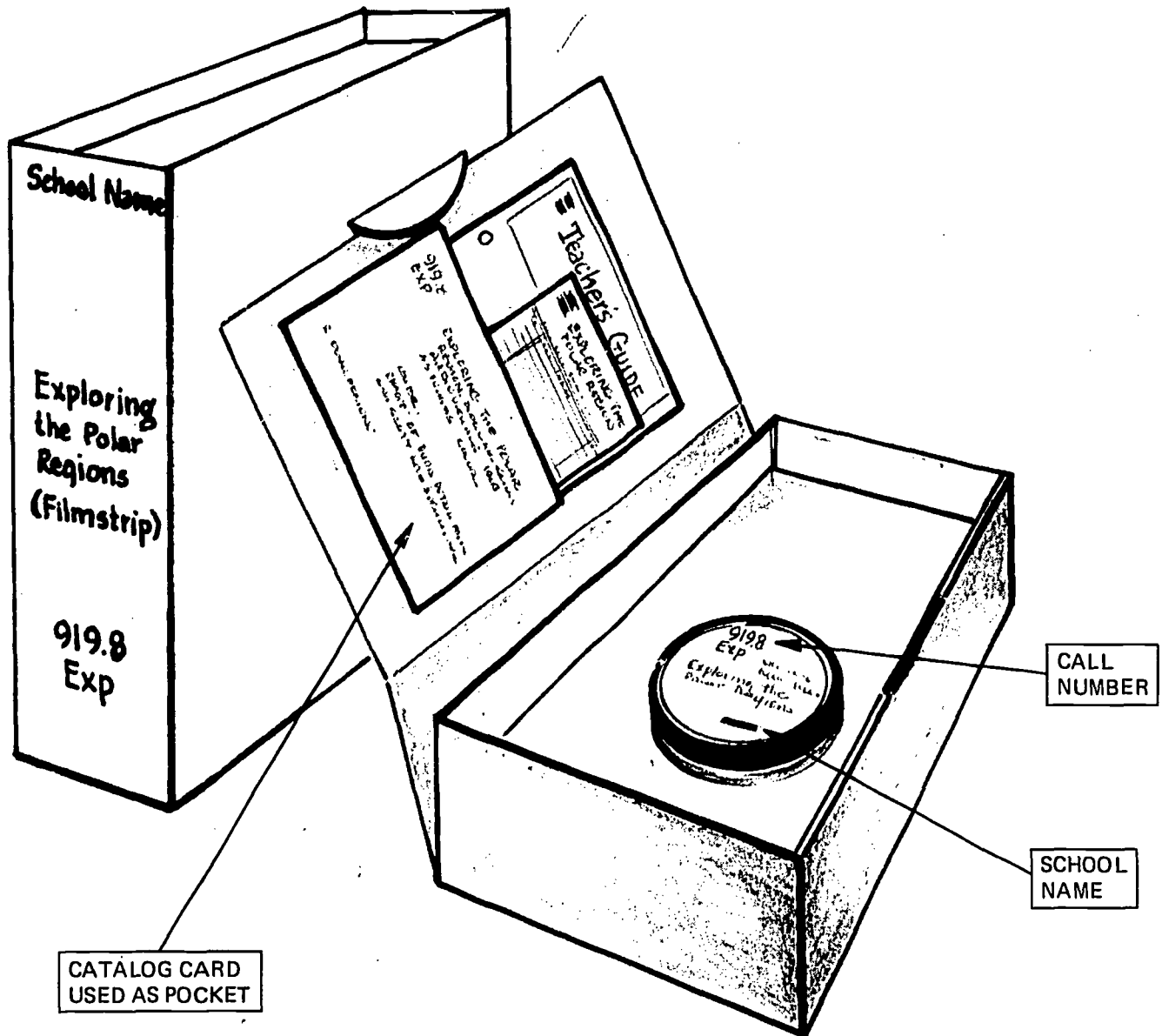
**A Series of Filmstrips  
Cataloged as One Unit**

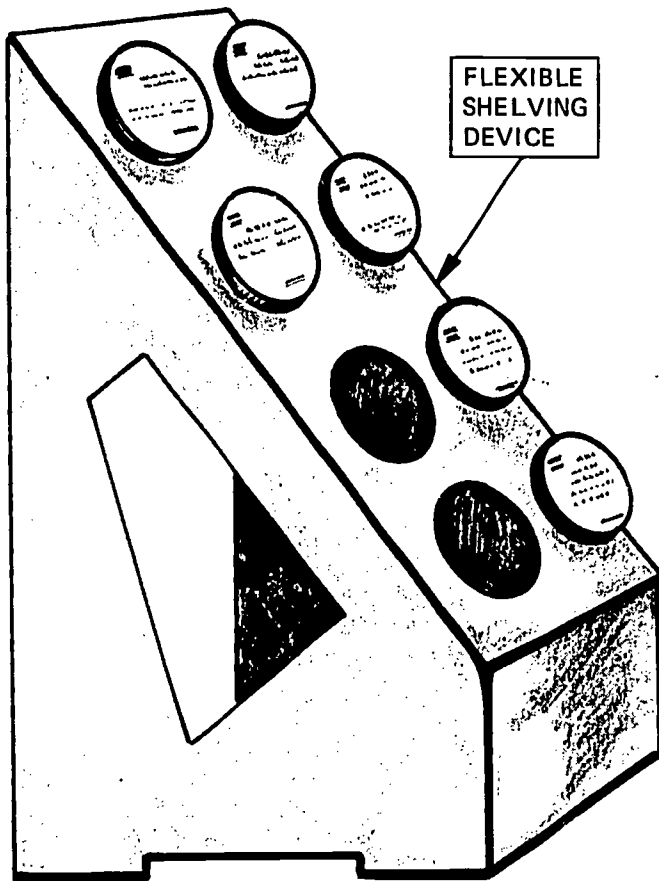
511  
Per

Per cents and percentage applications (Filmstrip)  
Society for Visual Education, 1965.  
4 filmstrips color

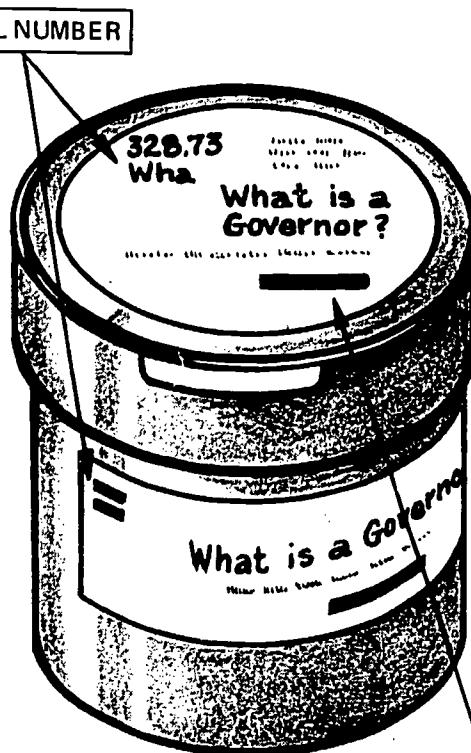
Contents.--Meaning and understanding of per cent and percentage. Buying and selling.-- Applications of per cent.--Commission. Meaning and application.--Interest. Borrowing and investing.

1. Arithmetic I. Title anal.





FLEXIBLE SHELVING DEVICE



CALL NUMBER

SCHOOL NAME

# FLAT GRAPHICS ART PRINTS, PICTURES

## DEFINITIONS

Art print — A printed reproduction of a work of art

Picture — A representation of persons, places, objects or ideas in the form of a drawing, painting, portrait, photograph or print

## CATALOGING

### Main Entry

An art print or picture is entered under the artist with the media designation (Art print) or (Picture) following the title

If the artist is unknown, the art print or picture is entered under title followed by the media designation (Art print) or (Picture)

A set or series of art prints or pictures may be entered under the set or series title followed by the media designation (Art print) or (Picture)

### Imprint

The imprint statement includes:  
name of the manufacturer  
date (if no date is given, leave blank)

### Physical Description

Number — If more than one, indicate the number

Color — Indicate whether the art print or picture is in black and white, color, or sepia

Size — Give the height and width in inches

Mounted or unmounted — If mounted indicate by use of the word "mounted"

Framed or unframed — If framed indicate by use of the word "framed"

### Abbreviations

In cataloging art prints and pictures use the following abbreviations:

comp = compiler  
b&w = black and white  
sep = sepia

Do not use abbreviations for:

color  
framed  
inches  
mounted

### Series

If an art print or picture is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description  
NOTE: If the main entry is under series title, the series statement should be omitted

### Notes

Unusual but important additional information should appear in paragraph form  
Compiler of collection, series or set  
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

### Tracings

Assign subject headings using *Sears List of Subject Headings*  
Title  
Series

### Call Number

The call number consists of:  
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

### Shelf List

Additional information which may be useful on the shelf list card includes:  
source of purchase  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)  
manufacturer's item or catalog number

## PROCESSING

The prints or pictures should be marked in an appropriate place, preferably on the reverse side of the picture or print, with the call number and school name

Pictures or art prints and accompanying aids should be placed in brown Kraft filing envelopes, vinyl or plastic envelope containers or in suitable boxes, if size permits, and inter-shelved with other instructional materials

For ease in shelving and locating, mark the call number in an appropriate place on the envelope, container or box

Accompanying aids should be marked with the call number and school name

### HOUSING

Intershelve pictures or art prints with other instructional materials by Dewey classification number

When size makes it impossible to intershelve unframed prints or pictures, they should be housed flat in map drawers

Framed prints or pictures should be stored upright in cabinets or displayed

### CIRCULATION

Pictures or prints kept in storage containers should have a pocket and circulation card attached to the container

For other pictures and prints a pocket and circulation card should be attached to the reverse side of the picture or print

### CARE

Art prints and pictures should be handled carefully to insure longer wear and preferably mounted to make them stronger

759.44

Mat

Matisse, Henri

The painter's family (Art print) Owen Publishing Company, 1962.

color 13 x 15 in (Instructor modern art series, no. 9)

**Artist as Main Entry  
Title Traced**

1. Painting, French I. Title II. Series

759.13

Hom

Homer, Winslow

Breezing up (Art print) Shorewood.

color 16 x 25 in framed

Collection: National Gallery of Art, Washington, D. C.

1. Painting, American I. Title



759.94

Rem Rembrandt, Hermanszoon van Rijn  
The night watch (Art print) Shorewood.  
color 18 x 22 in mounted

Collection: Rijksmuseum.

1. Painting, Dutch I. Title

291

Pic Pictures from mythology (Picture) Educational  
Audio Visual Inc.  
30 pictures color 11 x 13 in

Teacher's manual..

1. Mythology--Pictures

828

Lis Listening time story pictures (Picture) Bowmar.  
32 pictures color 10 x 12 in

Pictorial representations of the songs and stories in the Listening time record albums. Designed for use on flannel board for tracing and cutout.

1. Animals--Stories

380.5

Sim Simple transportation (Picture) Instructo  
Corporation, 1969.  
24 pieces color (Instructo flannel board  
visual aids, no. 141)

Teaching guide.

1. Transportation

# FLAT GRAPHICS CHARTS, MAPS, STUDY PRINTS

## DEFINITIONS

Chart — A sheet giving information by means of outline, graph, diagram, table, or picture

Map — A drawing or representation of part or all of the earth or of a celestial area

Study print — A representation of places, persons, objects, or ideas with accompanying text designed for instructional purposes

## CATALOGING

### Main Entry

A chart, map, or study print is entered under title followed by the media designation (Chart), (Map), or (Study print)

If no title is given, a subject oriented title should be assigned, and this title followed by the media designation (Chart), (Map), or (Study print)

A set or series of charts, maps or study prints may be entered under the set or series title followed by the media designation (Chart), (Map), or (Study print)

### Imprint

The imprint statement includes:  
name of the manufacturer  
date (if no date is given, leave blank)

### Physical Description

Number — If more than one, indicate the number

Color — Indicate whether the chart, map, or study print is in black and white or color

Size — Give the height and width in inches

### Abbreviations

In cataloging charts, maps or study prints, use the following abbreviations:

b&w = black and white

Do not use abbreviations for:

color  
inches

### Series

If a chart, map or study print is produced as part of a series, the series title is recorded in paren-

thesis immediately following the physical description

NOTE: If the main entry is under series title, the series statement should be omitted

### Notes

Unusual but important additional information should appear in paragraph form

Indicate the name of the person responsible for the contents

Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

For maps, include information about scale

### Tracings

Assign subject headings using *Sears List of Subject Headings*

Series

### Call Number

The call number consists of:

a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*

the first three letters of the main entry (disregarding articles)

### Shelf List

Additional information which may be useful on the shelf list card includes:

source of purchase

price

date of acquisition

copy number (the use of a copy number replaces the need for an accession number)

manufacturer's item or catalog number

## PROCESSING

Charts, maps, and study prints should be marked in an appropriate place, preferably on the reverse side of the chart, map, or print, with the call number and school name.

Charts, maps, study prints and accompanying aids should be placed in brown Kraft filing envelopes, vinyl or plastic envelope containers or in suitable boxes

For ease in shelving and locating, mark the call number in an appropriate place on the envelope, container or box

Accompanying aids should be marked with the call number and school name

## HOUSING

Intershelve charts, maps, and study prints with other instructional materials by Dewey classification number

When size makes it impossible to intershelve, keep charts, maps, and study prints in map drawers

## CIRCULATION

Charts, maps or study prints kept in storage containers should have a pocket and circulation card attached to the container

Charts, maps, and study prints not kept in storage containers should have a pocket and circulation card attached to the reverse side of the chart, map, or study print

796.4

Dia Dial-a-skill (Chart) Burgess Publishing Company, 1963.

4 charts color 10 x 14 in

Contents.--Animal walks & demonstration.--  
Beginning balance beam skills.--Stick activities.  
--Dual chair activities.

1. Gymnastics 2. Physical education and training

796.325

Vol Volleyball technique charts (Chart) American Association for Health, Physical Education and Recreation, 1969.

12 charts b&w 9 x 11 in

1. Volleyball

810.9

Lit Literary development of the United States (Map)  
Denoyer-Geppert, 1952.  
color 17 x 11 in

Edited by Henry J. Firley.

1. American literature--History and criticism  
--Maps

912

Lou Louisiana (Map) Denoyer-Geppert, 1964.  
color 52 x 60 in

Scale 1: 135,000.  
Shows important physical features.

1. Louisiana--Maps

**Subject Oriented  
Title Supplied  
By Cataloger**

**Contents  
Listed**

910

Chi Children around the world--games and other  
activities (Study print) Child's World.  
8 prints color 18 x 13 in

Teacher's guide.  
Contents.--France.--Switzerland.--Japan.--  
Russia.--Puerto Rico.--China and Indonesia.--  
Italy.--Africa.

1. Children in foreign countries

973.2

Col Colonial America (Study print) Fideler Visual  
Teaching, 1971.  
32 prints b&w 12 x 9 in (American history  
and culture)

Visual teaching text.

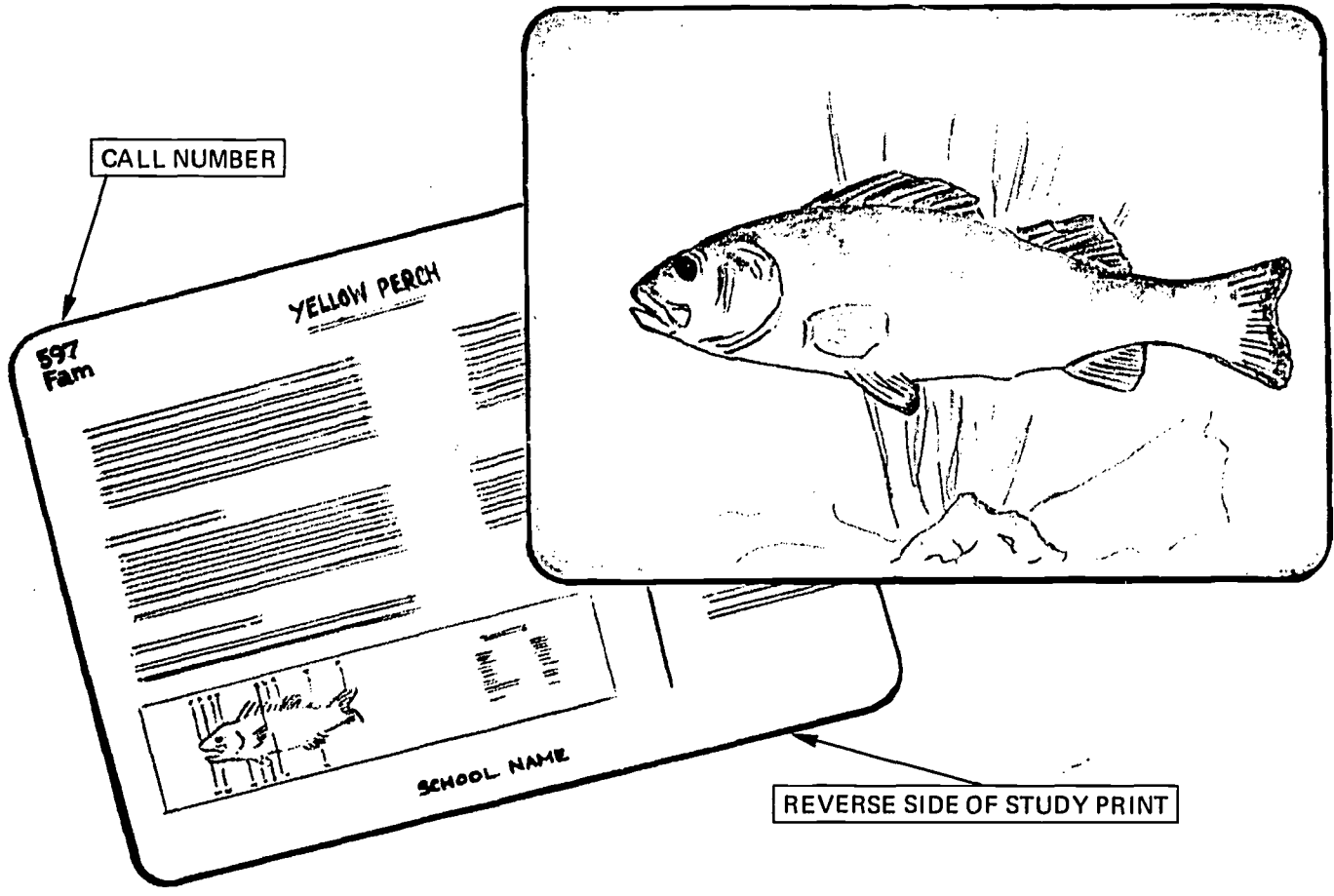
1. U. S.--History--Colonial period. I. Series

394.269

Chr Christmas in many lands (Study print) Fideler  
Visual Teaching, 1969.  
24 prints b&w 9 x 11 in (Social studies  
pictures)

With teaching text.

1. Christmas 2. Jesus Christ--Nativity



## KITS

### DEFINITION

A combination of two or more types of media (sound filmstrips excepted) designed to be housed in a single container and to be used as one unit

### CATALOGING

#### Main Entry

A kit is entered under title followed by the media designation (Kit)

A kit containing materials based on a single book is entered under the author with the media designation (Kit) following the title

#### Imprint

The imprint statement includes:  
name of the manufacturer  
date (if no date is given, leave blank)

#### Physical Description

Contents — List the number and types of media included

A detailed physical description of each item is not necessary

#### Abbreviations

Abbreviations used should be consistent with those for the same types of media found in other sections of this manual

#### Notes

Unusual but important additional information should appear in paragraph form  
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

#### Summary

When the objective of the kit is not evident from the main entry, a summary should be given in a separate paragraph

#### Tracings

Assign subject headings using *Sears List of Subject Headings*

Title (when the main entry is under author)

Kits containing several items based upon books should have author and title tracings for the individual authors and titles

### Call Number

The call number consists of:

a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

### Shelf List

Additional information which may be useful on the shelf list card includes:

source of purchase  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)  
manufacturer's item or catalog number

### PROCESSING

List the contents of the kit inside the cover of the container (a copy of the main entry card may be used)

For ease in shelving and locating, mark the call number on the spine of the container

Place the call number on each of the significant items in the kit

Use the same procedures for marking each type of media as recommended under the appropriate section for that type of media in this manual

Accompanying aids should be marked with the call number and school name

### HOUSING

Intershive kits with other instructional materials by Dewey classification numbers

When size makes it impossible to intershive kits, keep kits in proximity to materials on the same subject

### CIRCULATION

Kits should be circulated only as a unit

A pocket and card should be attached inside the container, so that the kit can be circulated in the same manner as other instructional materials

### CARE

The kit should be checked for number of items and condition of items after each circulation



700

Art

Art and environment (Kit) Research Studies and Development in the Arts, University of Wisconsin, 1967.

80 slides

1 tape (reel)

Fall-Winter, 1967 issue of Arts in Society magazine

10 charts

Teacher's guide.

1. Art and society 2. Anthropogeography  
I. Wisconsin. University. Research Studies  
and Development in the Arts

370.19

Par

Parents and teachers together (for the benefit of children) (Kit) National Education Assoc., 1972.

2 filmstrips

1 record

1 book: Parents: active partners in education, by Mary Lou Sayler.

Guide, script, and checklist.

The entire kit is based on Miss Sayler's book, pub. in 1971.

1. Home and school I. Sayler, Mary Lou.  
Parents: active partners in education

**A Kit Containing  
Materials Based Upon  
a Book or Books**

412

Com

Communications: the problems approach (Kit)  
Paul S. Amidon & Associates.

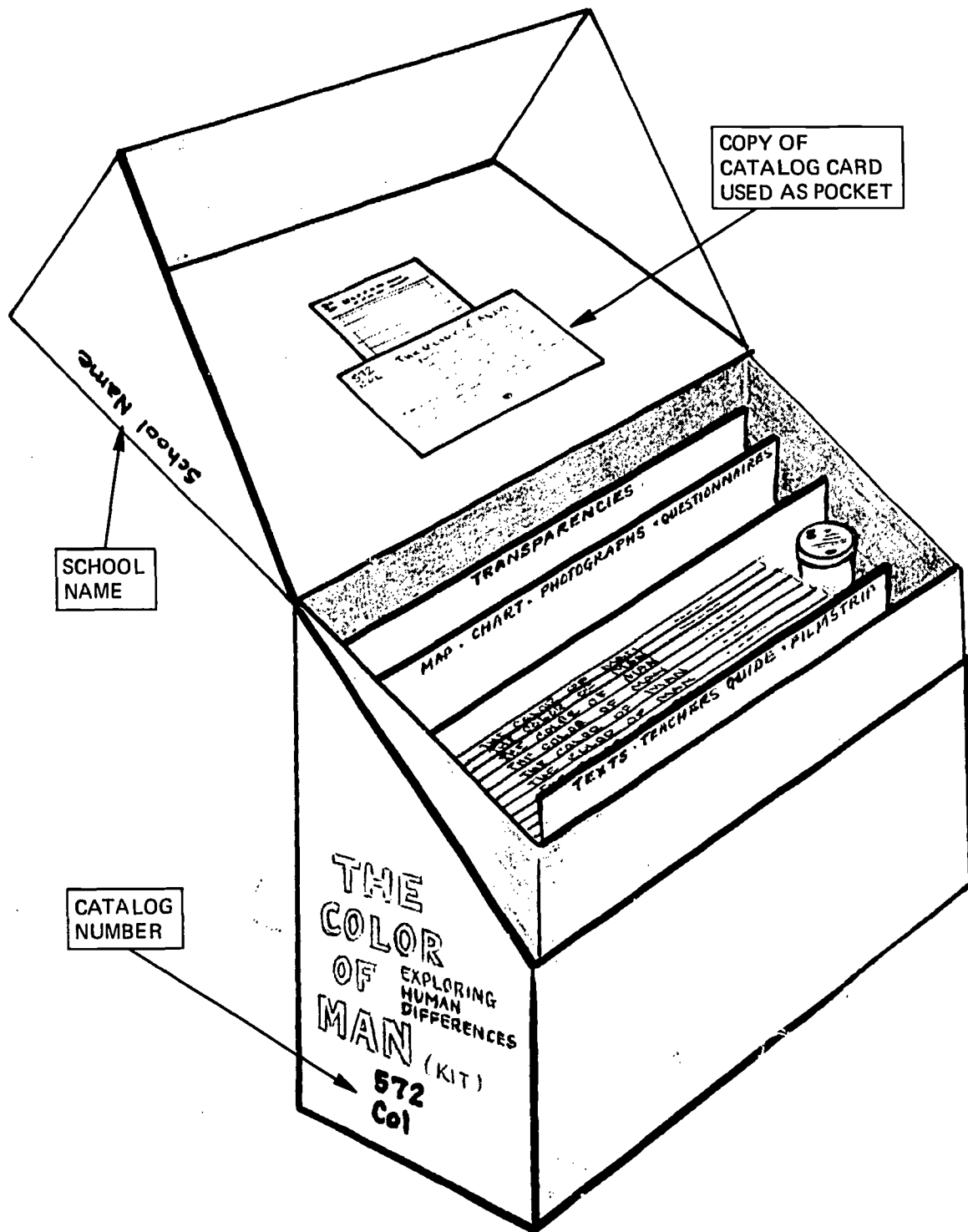
10 tapes (reel)

20 transparencies

Teacher's guide.

Summary: Students learn how inadequate language can lead to interpersonal difficulties.

1. English language 2. Semantics 3. Thought  
and thinking 4. Vocabulary



## MODELS

### DEFINITION

A 3-dimensional representation of an object, either exact or to scale  
Includes: models, globes, relief maps, etc.

### CATALOGING

#### Main Entry

A model is entered under title followed by the media designation (Model)  
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Model)

#### Imprint

The imprint statement includes:  
name of the manufacturer  
date (if no date is given, leave blank)

#### Physical Description

Number of pieces — If the number of pieces is indicated on the container or if the number is less than 10, the number of pieces should be given. If the complete number of pieces is not indicated, record this fact by using the phrase "various pieces"

Size — Size information will vary with type of media  
globes — give the diameter  
models — give the height and width

#### Abbreviations

Do not use abbreviations for:  
inches  
pieces

#### Notes

Unusual but important additional information should appear in paragraph form  
When appropriate, provide the following type of information:  
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

### Tracings

Assign subject headings using *Sears List of Subject Headings*

### Call Number

The call number consists of:  
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

### Shelf List

Additional information which may be useful on the shelf list card includes:  
source of purchase  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)  
manufacturer's item or catalog number

### PROCESSING

If the model is kept in a storage container, the call number should be marked on the container  
When possible, mark the model with the call number in a prominent place on or near the base using an indelible ink  
Accompanying aids should be marked with the call number and school name

### HOUSING

Intershelve models with other instructional materials by Dewey classification numbers  
When size makes it impossible to intershelve models, keep models in proximity to materials on the same subject

### CIRCULATION

Because of the difficulty of attaching pockets and cards to models, general circulation cards should be used to circulate models.

### CARE

Models should be occasionally checked for damage and cleaned

912

Phy

c Physical, political, terrestrial globes (Model)

Cram Co.

1 globe 16 in scale: 1 in=500 mi

With guide.

1. Globes

**A Model That  
Is a Globe**

574.87

Uni

Unit of life cell (Model) Educational Products,  
Inc.

14 sided crystal

Teacher's discussion guide.

Visible model of a typical animal-vegetable  
cell.

1. Cells

582

Tre

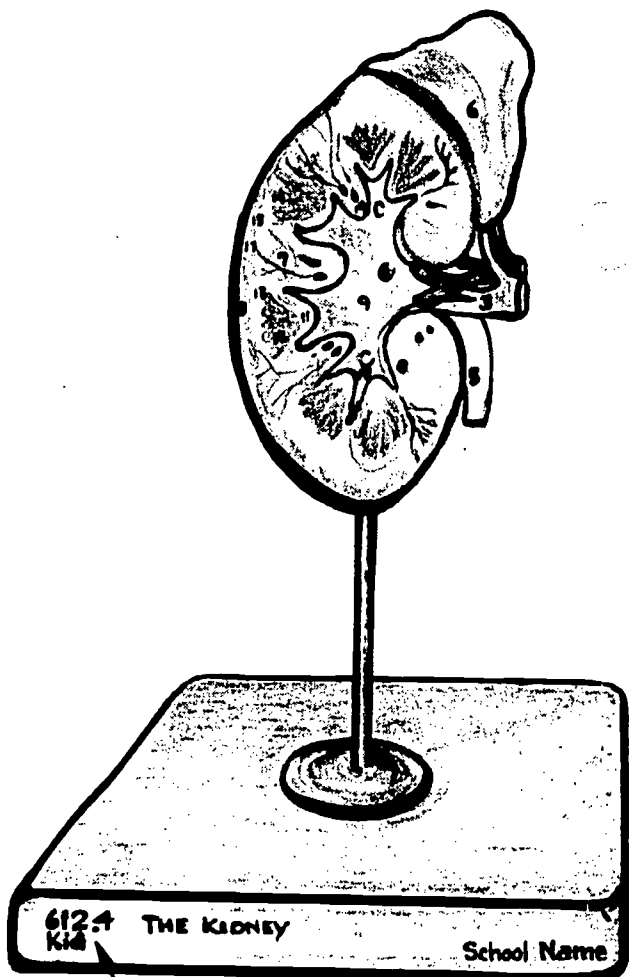
Trees of your immediate environment (Model)  
NASCO, 1971.

8 packets of leaf replicas (Discovering  
your environment)

Teacher's discussion guide.

With descriptive paragraphs for each of 29  
different leaves.

1. Trees--Wisconsin



612.4 THE KIDNEY School Name  
Kid

CALL NUMBER

GENERAL CIRCULATION CARD

AUDIOVISUAL MATERIAL  
MEDIA Model  
CALL NO. 612.4 Kid  
DESCRIPTION Kidney  
NAME Gov. Brown  
ADDRESS 26 Spruce St.  
TEL. No. 354-0012  
DATE TAKEN OUT  
11/15/72

# MOTION PICTURES

## DEFINITION

A series of transparent still pictures in a definite sequence producing motion when shown at standard speeds, with or without sound

Formats are: 16mm, super, and standard 8mm (including film loops)

## CATALOGING

### Main Entry

A motion picture is entered under title followed by the media designation (Motion Picture)

A motion picture based on a book is entered under the author, with the media designation (Motion Picture) following the title

### Sponsor

The name of the individual company, institution, or organization responsible for the film's coming into existence follows the title

### Producer

If the film was made, i.e. photographed, edited and/or sound recorded, by someone other than the "sponsor," the information is given following the phrase "Made by"

### Release

If a film is released by a company other than the sponsor or producer, the name of the United States releasing agent follows the name of the producer and is preceded by the phrase "Released by"

### Date of Release

The year in which the film was released is given, following the name of the company which released the film

If this date is not known, use the copyright date  
If no date is given, leave blank

### Physical Description

Length — Length is given in minutes

Sound or silent — Indicate a sound track by use of the term "sound" and the lack of a sound track by use of the term "silent"

Color — Indicate whether the film is in black and white, sepia or color

Width—The width is given in millimeters

The most commonly used will be 16mm, 8mm or super 8mm

For the 8mm, indicate special format features such as: super 8mm loop, super 8mm reel

## Abbreviations

In cataloging motion pictures, use the following abbreviations:

b&w = black and white

min = minutes

mm = millimeters

Do not use abbreviations for:

color

sepia

silent

sound

## Series

If a film is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

## Notes

Unusual but important additional information should appear in paragraph form

Indicate accompanying aids such as discussion guides, notes and teacher's manuals, etc.

## Summary

A summary should be given in a separate paragraph

The summary should describe the content of the film without evaluative words or phrases

## Tracings

Assign subject headings using *Sears List of Subject Headings*

Title (use only when the main entry is not the title)  
Series

## Call Number

The call number consists of:

a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*

the first three letters of the main entry (disregarding articles)

### Shelf List

Additional information which may be useful on the shelf list card includes:

- source of purchase
- price
- date of purchase
- copy number (the use of a copy number replaces the need for an accession number)

### PROCESSING

A copy of the information appearing on the catalog card should be attached inside the storage container to provide potential users with an adequate description of the contents

For ease in shelving and locating the storage container should have the call number marked on the spine of the container

Film which is not in a cartridge should have spliced onto the beginning of the film a head leader preprinted with the name of the school

The title should be written on the leader using an indelible ink

Loop film enclosed in a cartridge should have the call number and school name marked on the cartridge near the title

If the cartridge does not contain a statement of the title, this should be added.

Accompanying aids should be marked with the call number and school name

### HOUSING

Motion picture film should be intershelved with other instructional materials by Dewey classification numbers

The storage container should be kept in an upright position

### CIRCULATION

A pocket and card should be attached inside the storage container so that the motion picture can be circulated in the same manner as other instructional materials. The size of 8mm loop containers requires that a circulation card be cut down before placing it inside the box.

### CARE

Motion picture film which is not self contained in a loop cartridge should be inspected after each circulation for damage and repaired when necessary

In addition, a program should be developed to provide for the periodic cleaning of the films. When the collection is used extensively, a motion picture cleaner and conditioner should be purchased and motion pictures should be cleaned after every use

Because film loops are in cartridges, their maintenance is minimal

560

Fos

Fossils are interesting (Motion picture) Film  
Associates of California, 1958.  
11 min sound color 16mm

Summary: The changes which have occurred in the earth and the animals inhabiting it.

1. Nature study 2. Fossils 3. Earth

917.41

Mcc

McCloskey, Robert

Time of wonder (Motion picture) Weston  
Woods Studios, 1961.

13 min color 16mm

Based on the book pub. by Viking, 1957.

Summary: The story of children enjoying their  
summer home on a Maine island.

1. Maine--Description and travel I. Title

914.2

For

Forward a century (Motion picture) Made by  
British Information Services. Released by  
Contemporary Films, 1952.

30 min sound b&w 16mm

Summary: The industrial and social life of  
England during the past century.

1. Gt. Brit.--Social life and customs--  
20th century

**A Motion Picture  
Based Upon a Book**

598.12

Sna

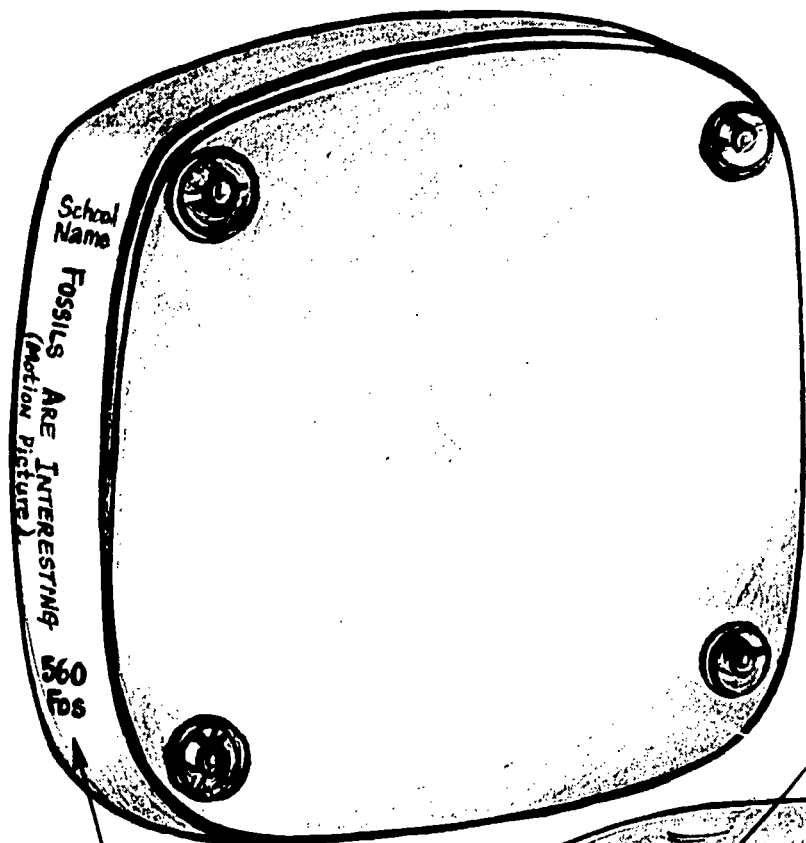
Snakes (Motion picture) Walt Disney Productions.  
Released by International Communication Films,  
1968.

3 min silent color super 8mm loop (Walt  
Disney nature library)

Summary: Shows a snake shedding its skin,  
climbing a narrow twig, and swallowing a large  
bird egg whole.

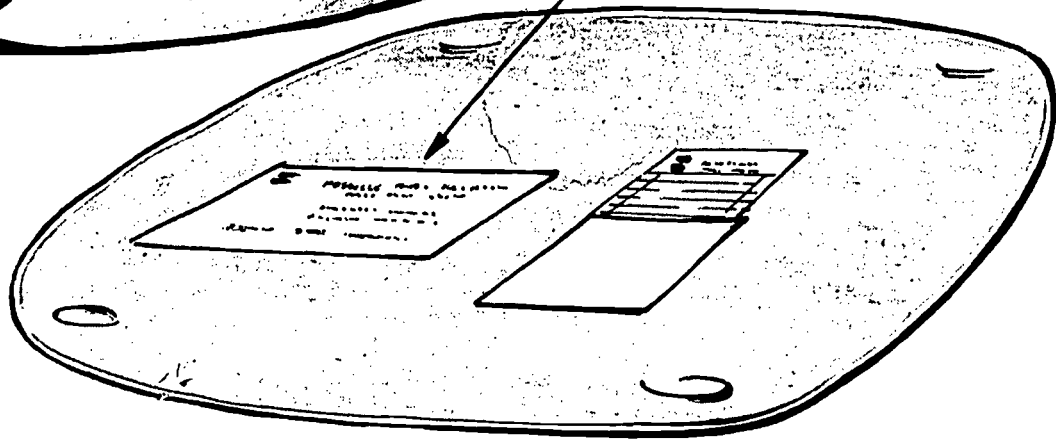
1. Snakes 2. Reptiles I. Series

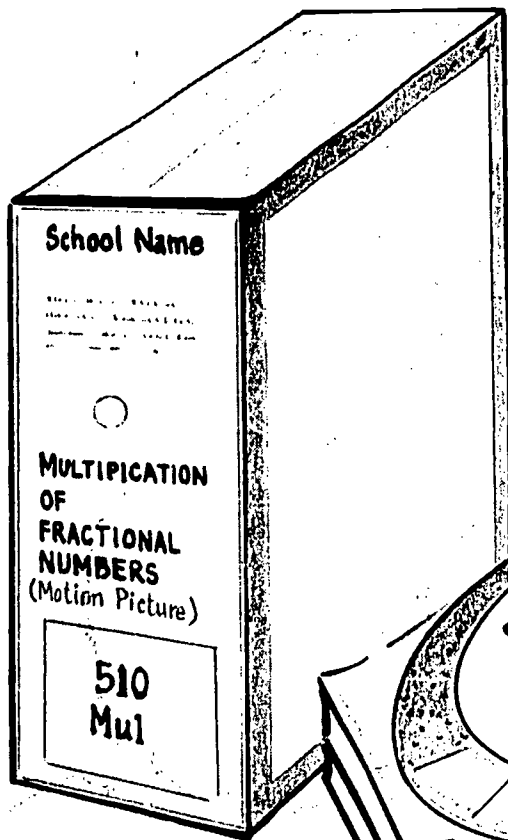




CALL  
NUMBER

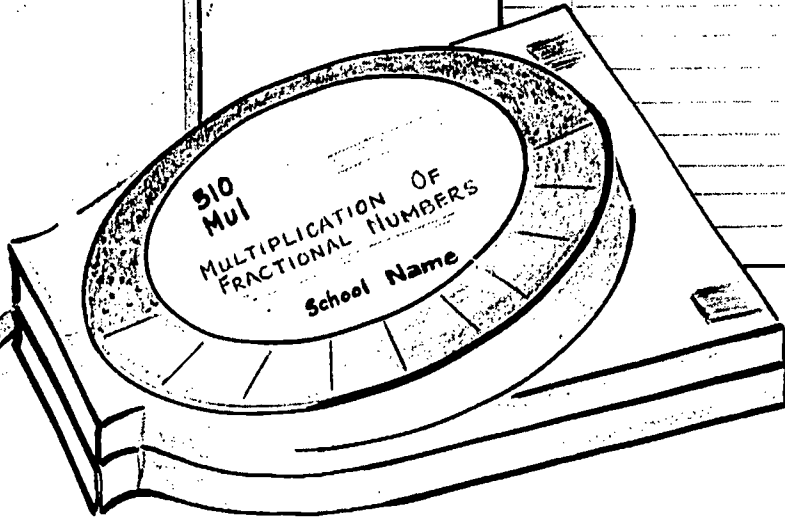
COPY OF CATALOG CARD  
ATTACHED TO INSIDE  
OF THE LID





CIRCULATION CARD CUT TO FIT STORAGE CONTAINER

510 Mul		Multiplication of fractional numbers	
DATE DUE	REMOVED TO	NAME	NUMBER



# REALIA

## DEFINITION

An actual or authentic object used to relate classroom teaching to real life  
Includes: artifacts, coins, rock collections, costumes, musical instruments that can be played, specimens, etc.

a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

## CATALOGING

### Main Entry

Realia is entered under title followed by the media designation (Realia)  
When no title is provided, a subject oriented title should be assigned followed by the media designation (Realia)

### Imprint

The Imprint statement includes:  
name of the source or supplier of the realia

### Physical Description

Number of pieces — If the number of pieces is less than 10, the actual number should be given; if the number of pieces is 10 or more, the phrase "various pieces" may be used.

### Abbreviations

None recommended

### Notes

Unusual but important additional information should appear in paragraph form  
A note may be used to give a description of intended use  
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

### Tracings

Assign subject headings using *Sears List of Subject Headings*

### Call Number

The call number consists of:

### Shelf List

Additional information which may be useful on the shelf list card includes:  
source of purchaser  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)  
manufacturer's item or catalog number

## PROCESSING

If realia is kept in a storage container, the call number should be marked on the container  
When possible, print the call number and school name on the realia using a permanent marking pen  
For some realia it may be advisable to attach tags printed with the call number and school name  
Accompanying aids should be marked with the call number and school name

## HOUSING

Intershive realia that is kept in storage containers with other instructional materials by Dewey classification number  
When realia does not lend itself to intershelfing, keep realia in proximity to materials on the same subject

## CIRCULATION

Because of the difficulty of attaching pockets and cards to realia, general circulation cards should be used

## CARE

Realia should occasionally be checked for damage and cleaned

574.92

Sur Survey sea life collection (Realia) Hubbard  
Scientific.  
24 specimens

A general survey of sea life: the sand crab,  
sea urchin, sand dollar, coral, sponge, and  
others.

1. Marine biology

595.7

Gar Garden insects (Realia) NASCO.  
24 insects

Displayed in glass tubes in a 16 x 2 x 1 inch  
glass case.

1. Insects, Injurious and beneficial

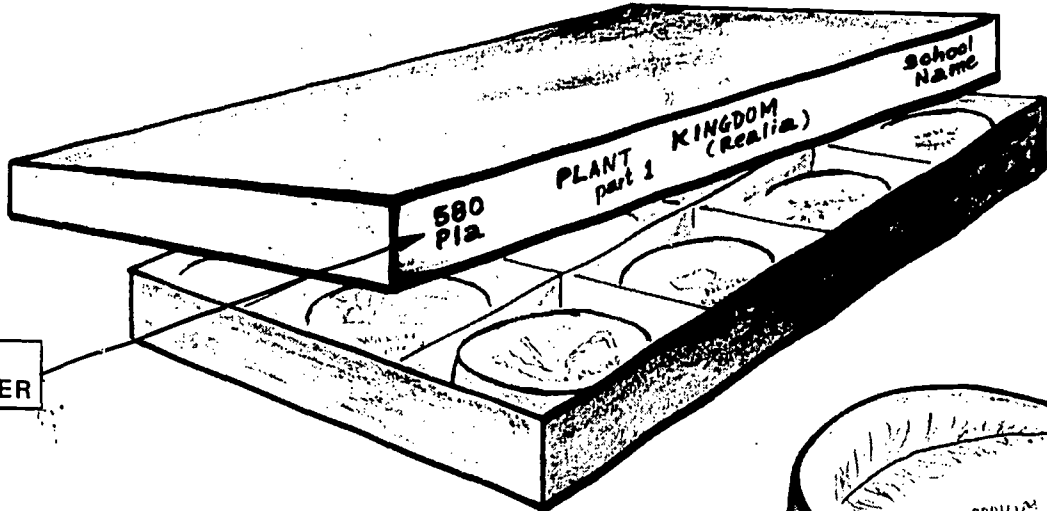
552

Roc Rocks and minerals (Realia) Ideal.  
24 rocks and minerals

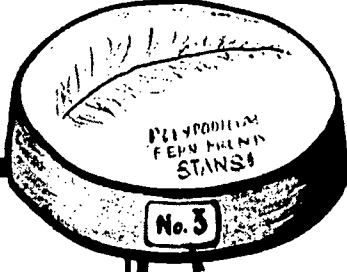
Teacher's manual.

1. Geology 2. Rocks 3. Mineralogy

**Subject Oriented  
Title Assigned  
By Cataloger**



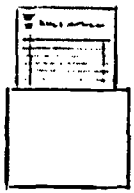
CALL NUMBER



ITEM NUMBER

- Contents:
1. Willow Catkin
  2. Pine Cone
  3. Polypodium Fernfrond
  4. Marchantia Liverwort
  5. Sphagnum Moss
  6. Cladonia Lichen
  7. Mushroom
  8. Bracket Fungus
  9. Red Algae
  10. Brown Algae
  11. Green Algae
  12. Nestle Blue-Green Algae

LIST OF SPECIMEN CONTENTS



# RECORDS

## DEFINITION

A monaural or stereophonic disc recording 7, 10, or 12 inches in diameter, designed to be played at speeds of 16, 33 $\frac{1}{3}$ , 45 or 78 revolutions per minute, on which is recorded one or more selections

## CATALOGING

### Main Entry

Records which contain only one person's works are entered under the composer or author  
Records which contain the works of more than one author or composer are entered under the collective title supplied by the manufacturer  
Records which lack a collective title supplied by the manufacturer are entered under composer or author of the work on side 1, band 1

### Title

Enter under the title followed by the media designation (Record)  
The title statement for musical composition is given as it appears on the record label

### Imprint

The imprint statement includes:  
name of the manufacturing company  
serial number(s) of the record(s)  
date of release (if no date is given, leave blank)

### Physical Description

Sides — Indicate the number of sides

Speed — Speed should be indicated in revolutions per minute (16, 33 $\frac{1}{3}$ , 45 or 78)

Monaural or stereophonic — Indicate whether monaural or stereophonic

### Abbreviations

In cataloging records use the following abbreviations:

min = minutes  
mono = monaural  
rpm = revolutions per minute  
stereo = stereophonic  
s = sides

Do not use abbreviations for:  
inches

## Series

If a record is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

## Notes

Unusual but important additional information should appear in paragraph form  
Separate paragraphs, in the order listed below, should be used for each of the following types of notes as needed:

A variation between the title used and the title found on the record jacket should be indicated by a note which begins with the phrase "Title on slip case:"

The performer, orchestra, conductor, or reader

Indicate accompanying aids such as teacher's manuals, scripts, etc.

When the main entry and/or title do not adequately represent the contents, this information should be provided in a note beginning with the word "Contents"

If other works are included on the record or records, this information appears in a note introduced by the word "With:"

## Tracings

Assign subject headings using *Sears List of Subject Headings* or *Mary D. Person's List of Subject Headings for Recorded Music* (for classical music)

Title  
Series

## Call Number

The call number consists of:

a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

## Shelf List

Additional information which may be useful on the shelf list card includes:

source of purchase  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)

## PROCESSING

For single records, the call number should be marked in the upper left hand corner of the record slipcase

Albums of two or more records enclosed in a container should have the call number marked on the spine

Slipcasses and albums should be marked with the name of the school

The call number should be printed on side one of the record label

The name of the school should be indicated on the record label

Accompanying aids should be marked with the call number and school name

## HOUSING

Records should be intershelved with other instructional materials by Dewey classification number

The record slipcase or album should be kept in an upright position

## CIRCULATION

Records should be circulated in the same manner as other instructional materials

A pocket and card should be attached inside an album cover

For single records, vinyl plastic jackets with heat sealed pockets are recommended

## CARE

Records are best maintained in a dust free environment

Records should be kept away from damp walls, proximity to heat pipes and direct sunlight

Records should be periodically examined for damage and cleaned

782.1

Puc

Puccini, Giacomo

Tosca (Record) London OSA 1284, 1970.

4 s 33 1/3 rpm stereo

Starring Leontyne Price, soprano; Vienna Philharmonic Orchestra; Herbert von Karajan, conductor.

With English translation and program notes.

1. Operas I. Title

**Record with Entry  
Under Composer**

**Record and  
Book**

Dau

Daugherty, James Henry

Andy and the lion (Record) Columbia CC71007.

2 s 45 rpm mono (Scholastic book & record companion series)

Read by Daniel Ocko.

Accompanied by the book pub. by Viking, c1938.

Summary: Andy aids a lion in distress, then has his friendship repaid when the circus comes to town.

1. Lions--Stories I. Title

821.8

Cla     Classic poems of suspense & horror (Record)  
          Literary Records LR 6003.  
          2 s 33 1/3 rpm stereo

Read by Marvin Miller.  
Contents.--Side 1: The ballad of Reading  
Goal, by Oscar Wilde. Side 2: The highwayman,  
by Alfred Noyes.--The raven, by Edgar Allan Poe.--  
Bells, by Edgar Allan Poe.

1. Poetry--Collections I. Title anal.

**Record with  
Title Entry**

793.3

LeC     LeCrone, Harold  
          Skip, tag or festival dance, by Harold and  
Mary Jane LeCrone (Record) Rhythm Record Co.  
RRC-303.  
          1 s 33 1/3 rpm mono

Musical games and dances for primary children.  
With: Children's dance time.

1. Dances 2. Rhythm I. Title II. Title:  
Children's dance time

**Record Cataloged Under  
First Side, Second Side  
in Note and Tracing**

292

Evs     Evslin, Bernard  
          Heroes, gods and monsters of the Greek myths  
(Record) Spoken Arts SA 989, 1000-1004, 1968.  
          12 s 33 1/3 rpm stereo

Read by Richard Kiley and Julie Harris.  
Guide.  
From the book of the same title published by  
Four Winds Press.

1. Mythology, Greek and Roman I. Harris,  
Julie II. Kiley, Richard III. Title



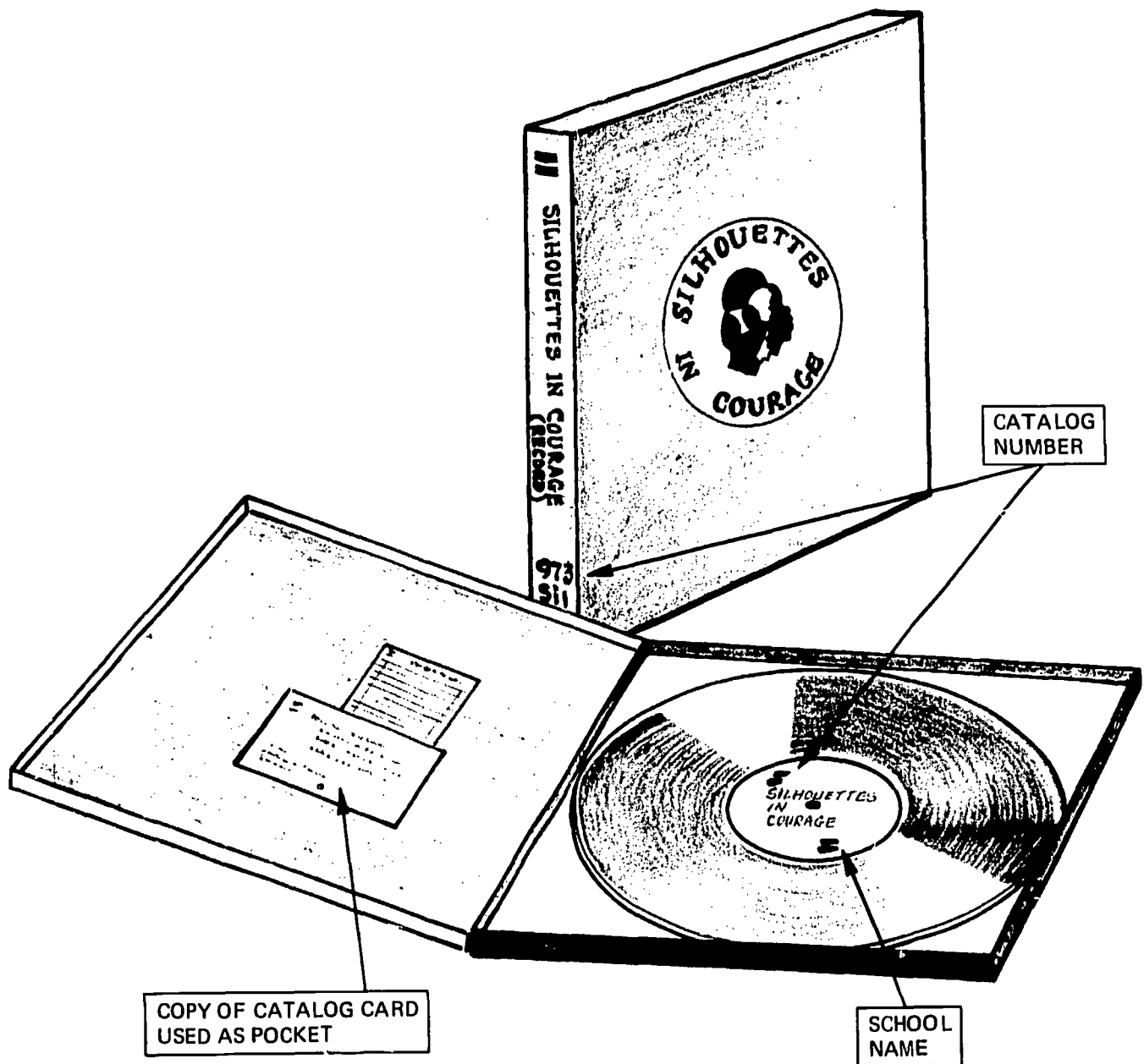
784.756

Eve An evening with Belafonte and Makeba (Record)  
RCA Victor LSP 3420, 1965.  
2 s 33 1/3 rpm stereo

Sung in Xhosa, Zulu, Sotho, or Swahili by  
Harry Belafonte and Miriam Makeba, with instru-  
mental ensemble and chorus.

1. Folk songs, African I. Belafonte, Harry
- II. Makeba, Miriam





## SLIDES

### DEFINITION

Transparent material containing an image, mounted in rigid format and designed for use in a slide viewer or projector

### CATALOGING

#### Main Entry

A set of slides is entered under title of the set followed by the media designation (Slide)

If no title is given for the set, a subject oriented title should be assigned and this title followed by the media designation (Slide)

Slides not in sets should be entered under a subject oriented title and this title followed by the media designation (Slide)

Art slides are entered under the name of the artist with the media designation (Slide) following the title

#### Imprint for Sets of Slides and Art Slides

The imprint statement includes:

name of the producer or the person responsible for the photography  
date (if no date is given, leave blank)

#### Physical Description for Sets of Slides and Art Slides

Number — If more than one, indicate the number of slides followed by the word "slides"

Color — Indicate whether the slide is black and white or color

#### Abbreviations

In cataloging slides, use the following abbreviation:

b&w = black and white

Do not use abbreviations for:

color  
slides

#### Series Statement for Sets of Slides and Art Slides

If a set of slides or an art slide is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

### Notes

Unusual but important additional information should appear in paragraph form

#### Tracings for Sets of Slides and Art Slides

Assign subject headings using *Sears List of Subject Headings*

Series

Title (only for art slides)

#### Call Number

The call number consists of:

a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

#### Shelf List

Additional information which may be useful on the shelf list card includes:

source of purchase  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)  
manufacturer's item or catalog number

### PROCESSING

A number of different types of storage containers are available for slides

Where possible for slides in sets, a copy of the information appearing on the catalog card should be attached inside the storage container to provide potential users with an adequate description of the contents

For ease in shelving and locating, the storage container should be marked in an appropriate place with the call number

Each slide mount should be marked on the front top left side with the call number and for sets, the individual slide number

School name should be stamped on the front bottom of the slide mount

## HOUSING

Storage containers of slides should be inter-shelved with other instructional materials by Dewey classification number

## CIRCULATION — SLIDES IN SETS

A pocket and card should be attached inside the storage container so that slides in sets can be circulated in the same manner as other instructional materials.

## CIRCULATION — GROUPED BY SUBJECT

General circulation cards should be used to circulate slides that are housed in groups by subject

## CARE

Slides should be cleaned periodically with a soft, slightly dampened cloth

759.2

Gai Gainsborough, Thomas  
Master John Heathcote (Slide) National  
Gallery of Art.  
color

1. Painting, British I. Title

**Entry Under  
Artist**

759.05

Imp Impressionist painting (Slide) Universal Slide  
Co.  
20 slides color

**Title Entry**

French impressionist paintings including  
works by Cassatt, Degas, Manet, Monet, Renoir,  
and others.

1. Impressionism (Art) 2. Art, French

**A General Entry Card  
for Slides Not in Sets  
and Not Entered  
Under Artist**

574.5  
Eco      «Ecology» (Slide)

Miscellaneous slide materials on ecology.

**Microscope  
Slide**

588.33  
Mar      Marchantia (Slide) A. Reid Enterprises.  
8 slides (glass) stained

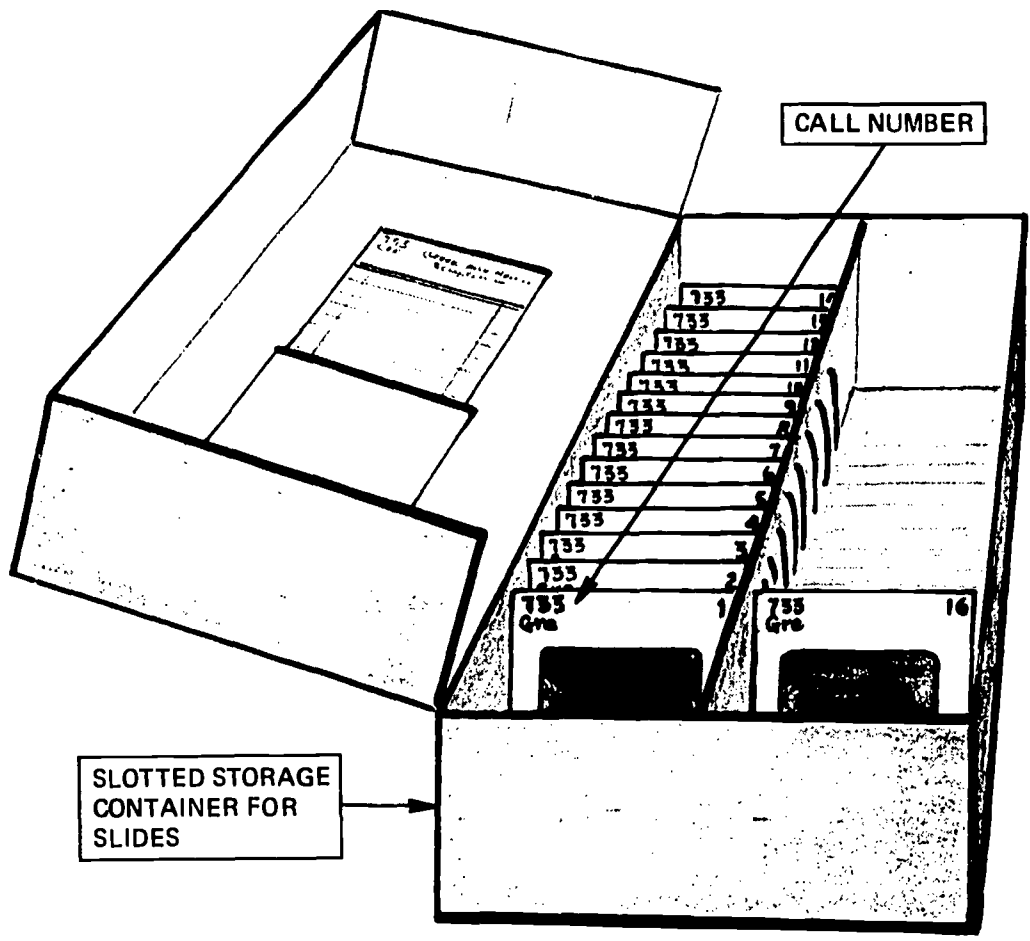
Classroom set containing similar sections  
of Marchantia.

1. Liverworts

595.7  
Ins      Insects and other arthropods (Slide) Society  
for Visual Education.  
20 slides color

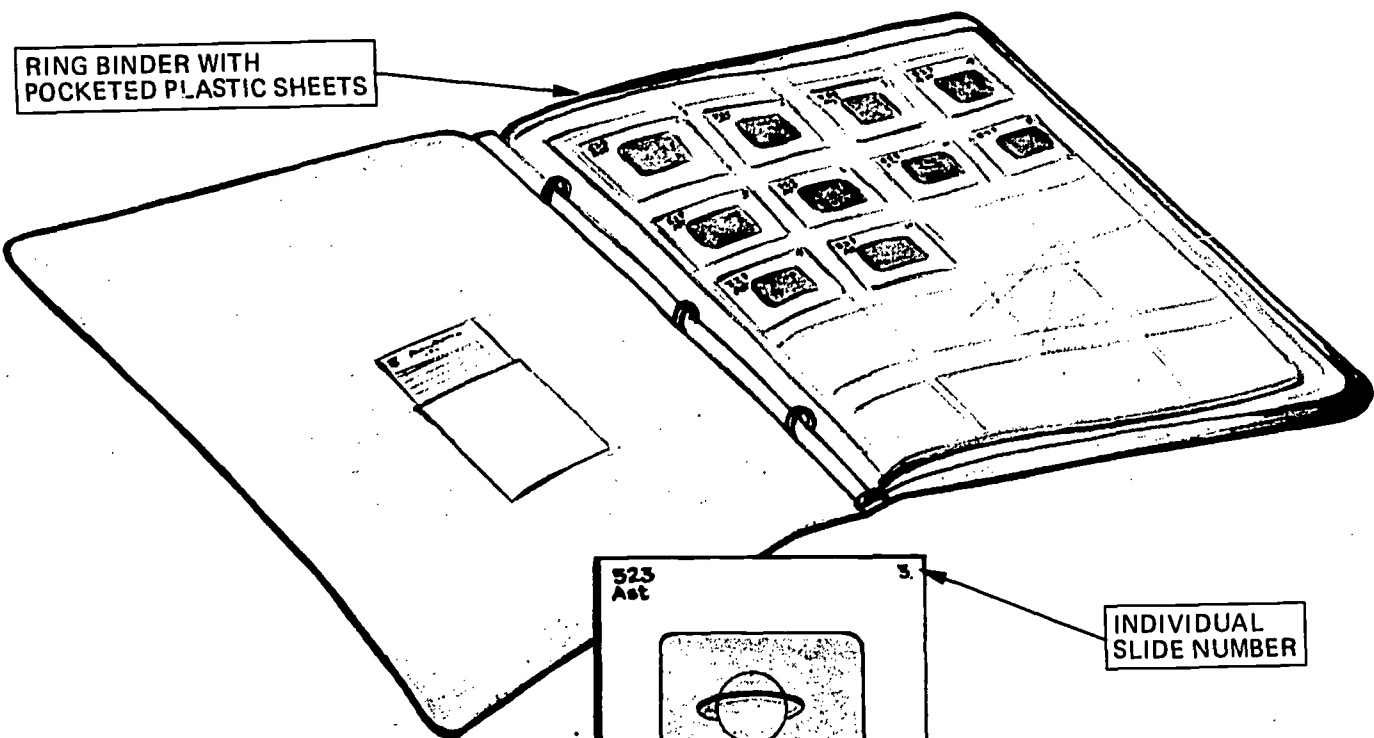
Guide.

1. Insects   2. Spiders   3. Butterflies



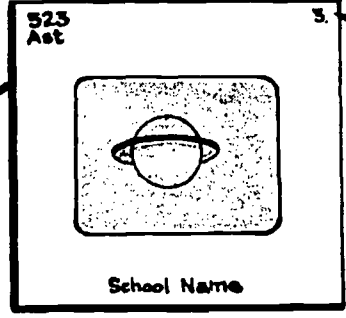
SLOTTED STORAGE CONTAINER FOR SLIDES

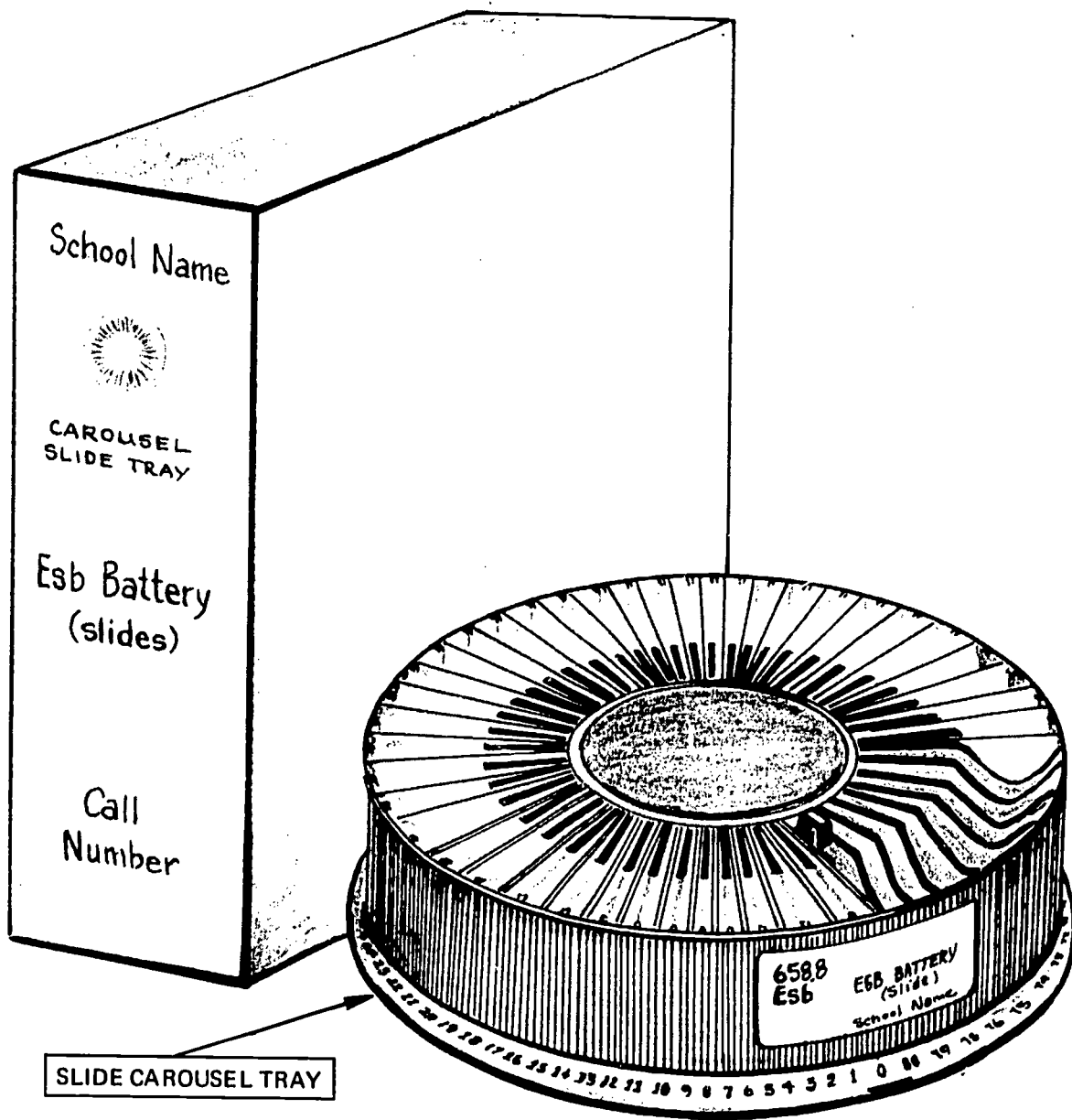
CALL NUMBER



RING BINDER WITH POCKETED PLASTIC SHEETS

INDIVIDUAL SLIDE NUMBER





SLIDE CAROUSEL TRAY

# SOUND FILMSTRIPS

## DEFINITION

A series of transparent, still pictures, placed in sequential order on 35mm film with accompanying sound on record or tape

## CATALOGING

### Main Entry

A sound filmstrip is entered under title followed by the media designation (Sound Filmstrip)

A sound filmstrip based on a book is entered under the author, with the media designation (Sound Filmstrip) following the title

A set or series of sound filmstrips issued without distinctive titles may be entered under the set or series title followed by the media designation (Sound Filmstrip)

### Imprint

The imprint statement includes:  
name of the producer  
date (if no date is given, leave blank)

### Physical Description

Frames—Indicate the number of frames

NOTE: If frames are not numbered, they may be estimated by using the formula 30 inches = 40 frames

Color — Indicate whether the filmstrip is in black and white or color

Filmstrips with records — For filmstrips with accompanying records indicate "and record:2s"

Filmstrips with tapes — For filmstrips with accompanying tapes indicate "and tape" followed by the type (reel, cassette, or cartridge) in parenthesis

### Abbreviations

In cataloging filmstrips use the following abbreviations:

b&w = black and white  
s = sides

Do not use abbreviations for:

cartridge  
cassette  
color  
frames  
reel

### Series

If a filmstrip is produced as part of a series, the

series title is recorded in parenthesis immediately following the physical description

NOTE: If the main entry is under series title, the series statement should be omitted

### Notes

Unusual but important additional information should appear in paragraph form

Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

If the main entry is under series title, a contents note should list the individual titles of the series

### Summary

A summary should be given in a separate paragraph

The summary should describe the content of the filmstrip without using evaluative words or phrases

NOTE: A summary may not be necessary for filmstrips which have a series title main entry and a contents note

### Tracings

Assign subject headings using *Sears List of Subject Headings*

Title (when the main entry is under author)

Title analytics (when the main entry is under series)

### Call Number

The call number consists of:

a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*

the first three letters of the main entry (disregarding articles)

### Shelf List

Additional information which may be useful on the shelf list card includes:

source of purchase

price

date of acquisition

copy number (the use of a copy number replaces the need for an accession number)

manufacturer's item or catalog number

## PROCESSING

Sound filmstrips usually come in box storage containers that can be intershelved with other instructional materials

If they do not, they should be placed in such containers



A copy of the information appearing on the catalog card should be attached inside the box to provide potential users with an adequate description of the contents

For ease in shelving and locating, the box should have the call number marked on the spine of the container

The call number should be written on the lid and on the label around the original container in which the filmstrip is kept

The call number should be written on side one of the record label

A section of white leader tape marked with the title should be spliced to the beginning of reel-to-reel tape

Tapes in cartridge or cassette form should have the call number marked on the cartridge or cassette near the title

Accompanying material should be marked with the call number and school name

## HOUSING

Sound filmstrips should be intershelved with other instructional materials by Dewey classification numbers

## CIRCULATION

A pocket and card should be attached inside the box so that the sound filmstrip can be circulated in the same manner as other instructional materials

## CARE

Filmstrips and the accompanying records or tapes should be checked periodically for damage  
Filmstrips should be cleaned periodically

### Sound Filmstrips With Author Entry

398.22

Kea Keats, Ezra Jack

John Henry: an American legend (Sound filmstrip) Guidance Associates, 1967.

45 frames color and tape (cassette) 2 s

Discussion guide.

Adapted from the book of the same title.

Summary: Story of the black folk hero who stood against the mighty steam drill symbolizing the industrialization of our society.

1. Railroads--Fiction 2. Folklore--U. S.
3. John Henry I. Title

E

Mac

MacDonald, Golden

The little island (Sound filmstrip) Weston Woods.

36 frames color and record 1 s

Picture-cued text booklet.

Based on the book of same title pub. by Doubleday, 1946.

Summary: The author chronicles the passing of the seasons on a small island.

1. Seasons--Fiction 2. Islands--Fiction
- I. Title

Mel Melville, Herman  
Moby Dick (Sound filmstrip) Educational  
Dimensions Corporation, 1968.  
97 frames color and record 1 s (Great  
novels of the 19th century)

Teacher's guide.

Summary: Tells of Captain Ahab's pursuit of  
Moby Dick, the white whale who defies capture.

I. Title II. Series

759

Gre Great men of art, series II (Sound filmstrip)  
Encyclopaedia Britannica Educational Corpo-  
ration, 1970.  
6 filmstrips color and 6 tapes (cassette)

Guides.

Contents.--El Greco.--Bernini.--Rubens.--  
Rembrandt.--Velasquez.--Goya.

1. Painters I. Title anals.

**Accompanying Sound:  
Cassette Tape**

973.9

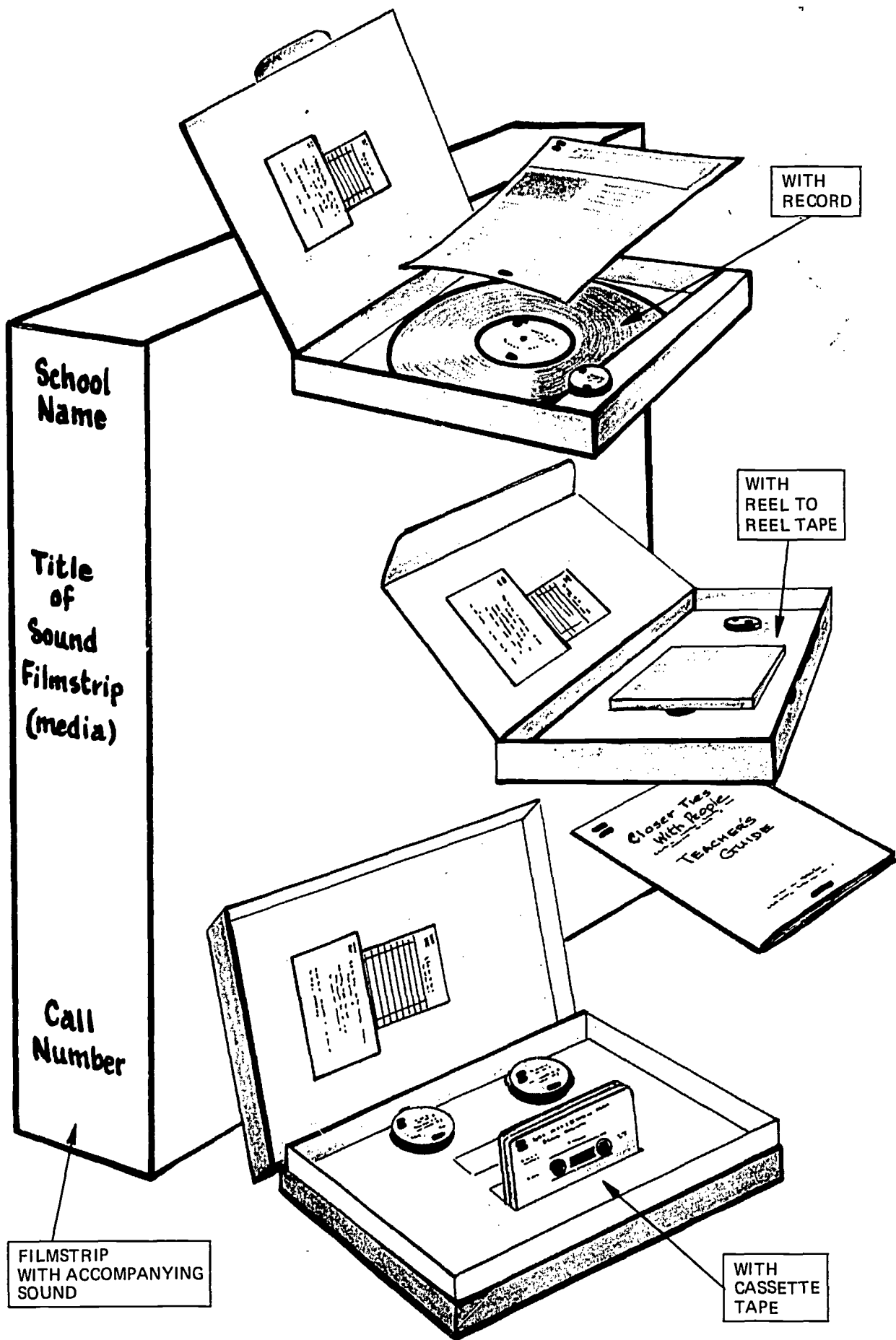
Clo Closer ties with our neighbors (Sound filmstrip)  
Eye Gate, 1965.  
39 frames color and tape (reel)

Teaching manual.

Summary: Discusses U. S. foreign relations  
with Canada and Mexico.

1. U. S.--Foreign relations--Canada 2. U. S.  
--Foreign relations--Mexico

**Accompanying Sound:  
Reel-to-Reel Tape**



## TAPES

### DEFINITION

Magnetic tape with sound recorded at various speeds: 1 $\frac{1}{8}$ , 3 $\frac{3}{4}$ , 7 $\frac{1}{2}$  inches per second  
Formats include: reel-to-reel (open), cassette (reel-to-reel enclosed in a casing), and cartridge (loop tape enclosed in a casing)

### CATALOGING

#### Main Entry

Tapes which contain only one person's works are entered under the composer or author  
Tapes which contain the works of more than one author or composer are entered under the collective title supplied by the manufacturer  
If the author or composer cannot be identified, enter under title

#### Title

Enter under the title followed by the media designation (Tape)  
Indication of the tape format does not appear here, but is designated in the physical description

#### Imprint

The imprint statement includes:  
name of the manufacturing company  
date (if no date is given, leave blank)

#### Physical Description

Format — Indicate the format using the following terms:  
reel  
cassette  
cartridge

Speed — Speed, in inches per second, should be indicated for reel-to-reel tapes only

Length — Length is given in minutes

Tracks — Indicate the number of tracks when appropriate

Monaural or stereophonic — Indicate whether monaural or stereophonic

#### Abbreviations

In cataloging tapes use the following abbreviations:

ips = inches per second  
min = minutes  
mono = monaural  
stereo = stereophonic

Do not use abbreviations for:  
cartridge  
cassette  
reel

#### Series

If a tape is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

#### Notes

Unusual but important additional information should appear in paragraph form  
Any or all of the following types of information may appear in the first note: performer, orchestra, conductor, or reader  
Indicate accompanying aids such as teacher's manual, script, etc.  
A separate note should be used to indicate that the tape is based upon previously existing material and this information should be preceded by the phrase "Based on"

#### Tracings

Assign subject headings using *Sears List of Subject Headings* or *Mary D. Pearson's List of Subject Headings for Recorded Music* (for classical music)  
Title  
Series

#### Call Number

The call number consists of:  
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

#### Shelf List

Additional information which may be useful on the shelf list card includes:  
source of purchase  
price  
date of acquisition  
copy number (the use of a copy number replaces the need for an accession number)  
manufacturer's item or catalog number

## PROCESSING

A copy of the information appearing on the catalog card should be attached inside the container to provide potential users with an adequate description of the contents

For ease in shelving and locating, the storage container should have the call number marked on the spine

Splice white leader to tape which is not self contained in a cartridge or cassette

The title should be written on the leader using an indelible ink

Tapes enclosed in cartridges or cassettes should have the call number and school name marked on the cartridge or cassette, near the title

Accompanying material should be marked with the call number and school name

## HOUSING

Tapes should be intershelved with other instructional materials by Dewey classification number  
The storage container should be kept in an upright position

## CIRCULATION

A pocket and card should be attached inside the box so that the tape can be circulated in the same manner as other instructional materials

## CARE

Occasional use of the tape improves storage characteristics

Keep tapes away from magnets

Care should be taken that the area in which tapes are housed is not subject to extreme temperatures

### Cassette Tape

301.3

Dan Dangers of pollution; experts probe the hazards of water, soil and air pollution (Tape)  
Learning Plans, 1969.  
cassette 46 min mono (Man and his physical environment)

1. Pollution 2. Man--Influence on nature  
I. Series

301.3

Alb Albert, Eddie  
Survival (Tape) Center for the Study of Democratic Institutions.  
1 reel 3 3/4 ips 27 min mono

The tragic effects... of our violation of nature.

1. Man--Influence on nature I. Title

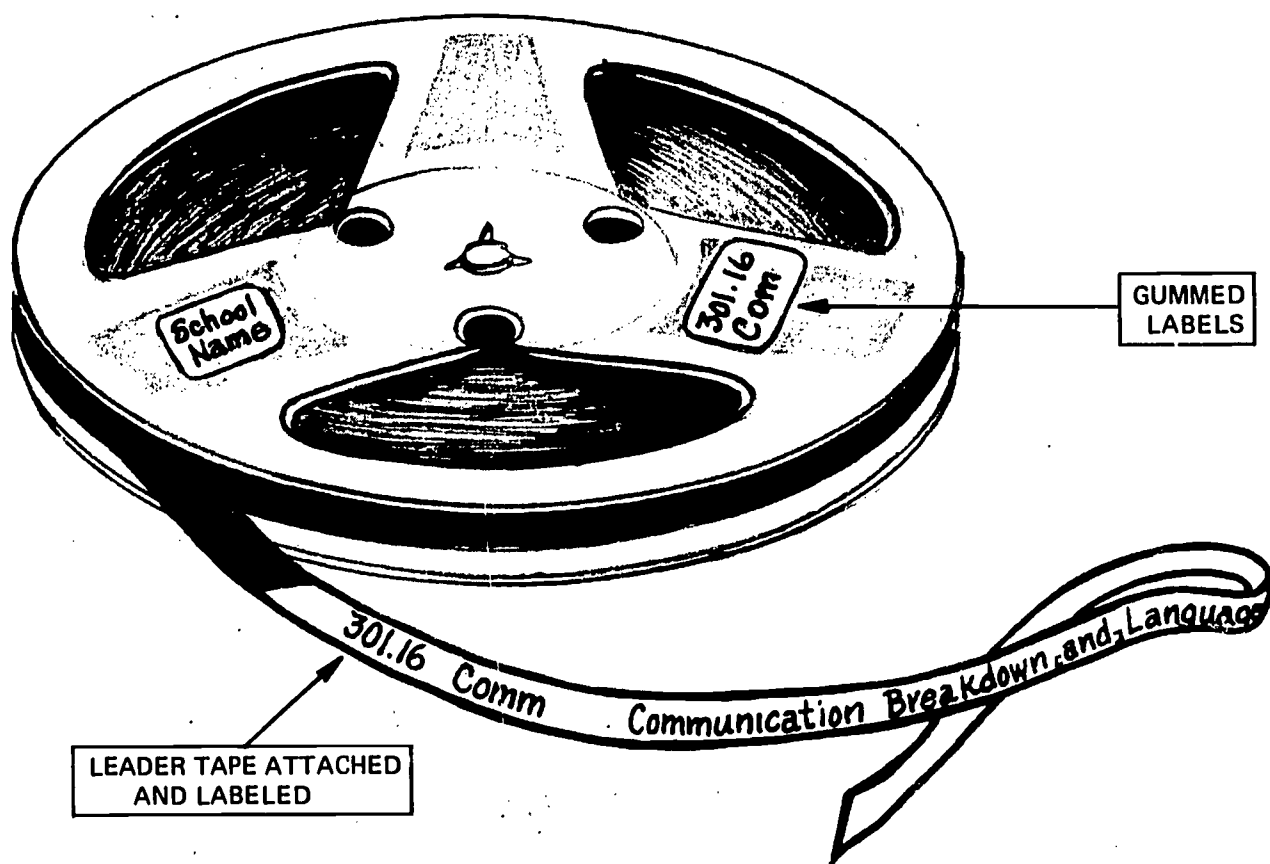
### Author Entry, Reel-to-Reel Tape

461.5

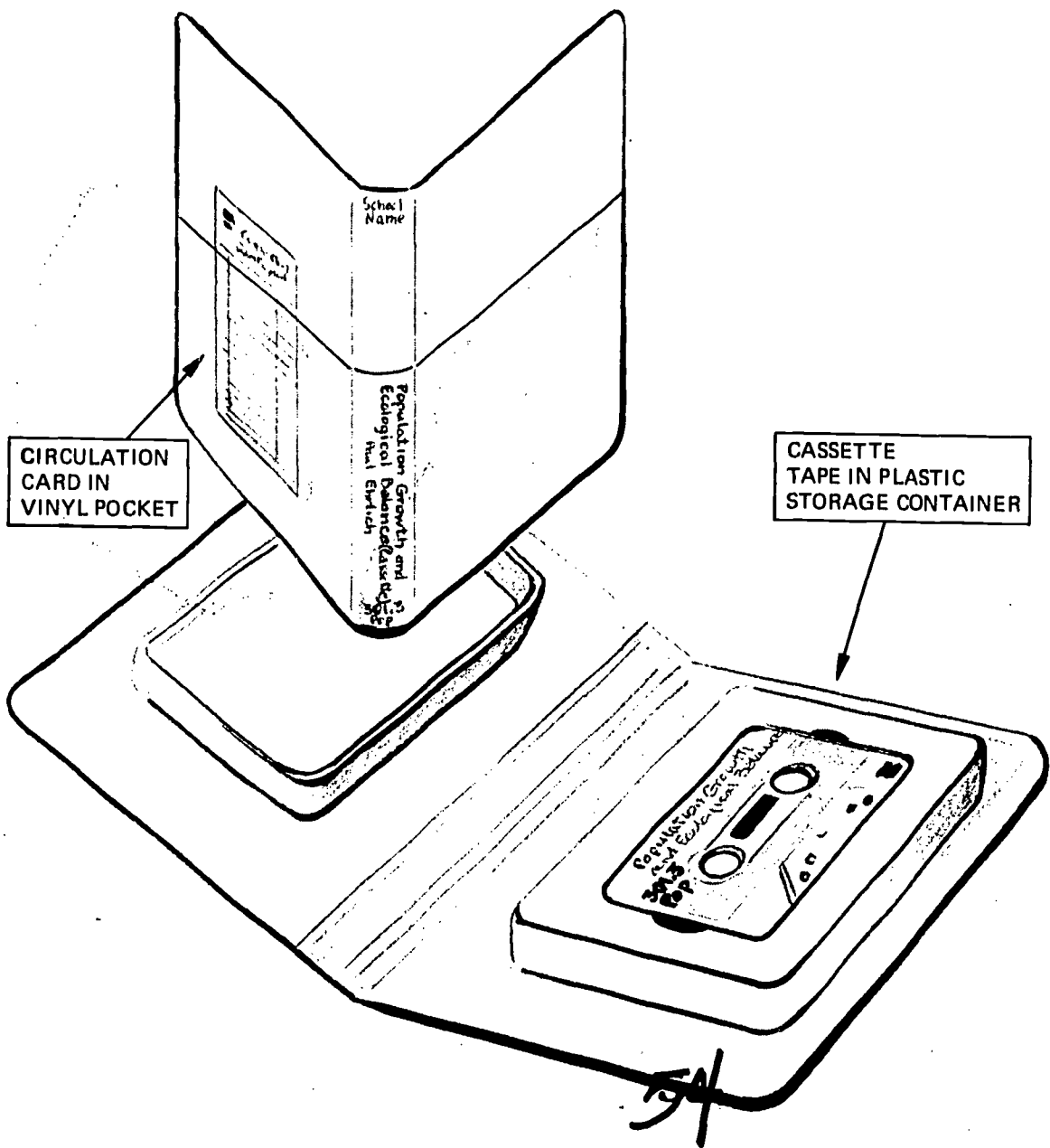
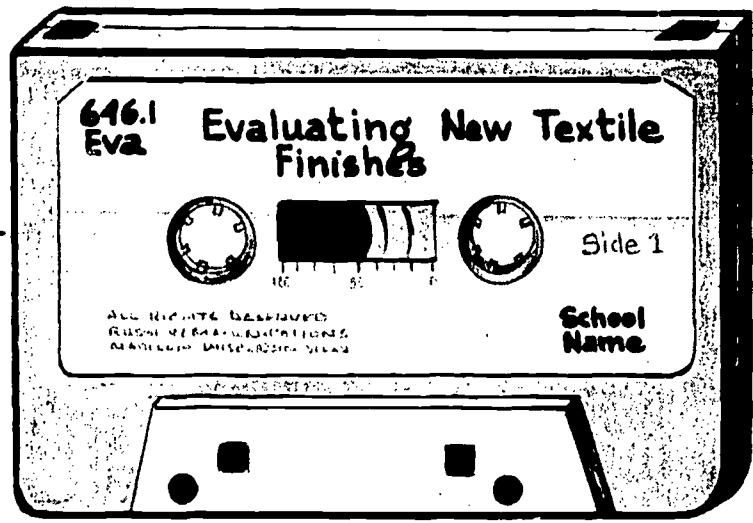
Sou The sounds of Spanish (Tape) EMC Corp.  
1 reel 3 3/4 ips 27 min mono (Language  
teacher's library)

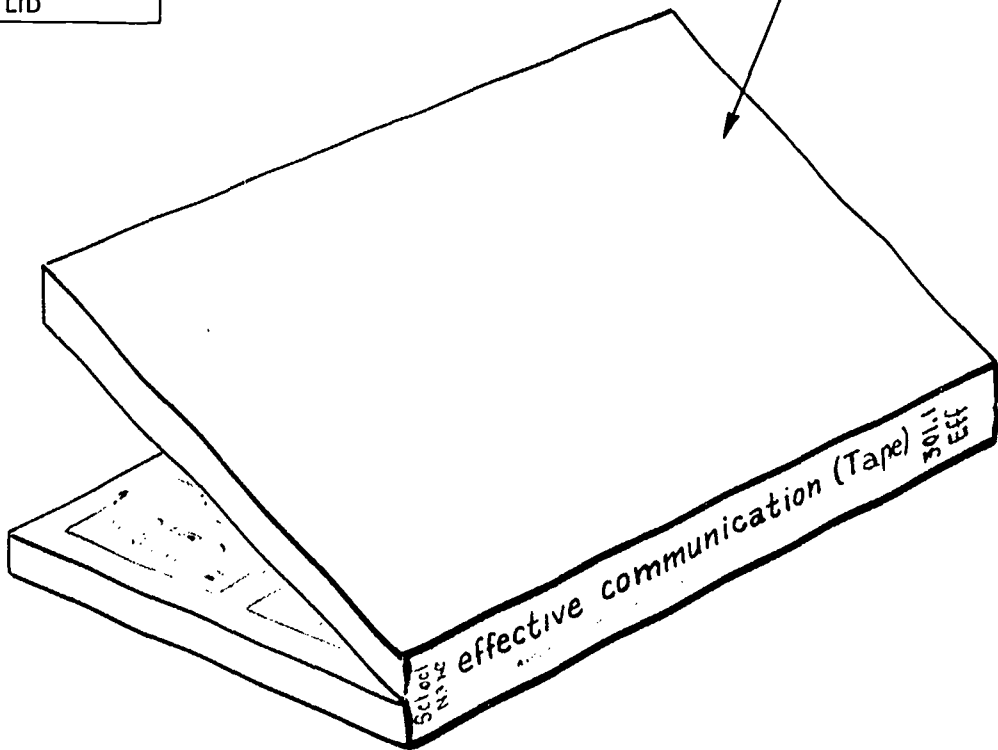
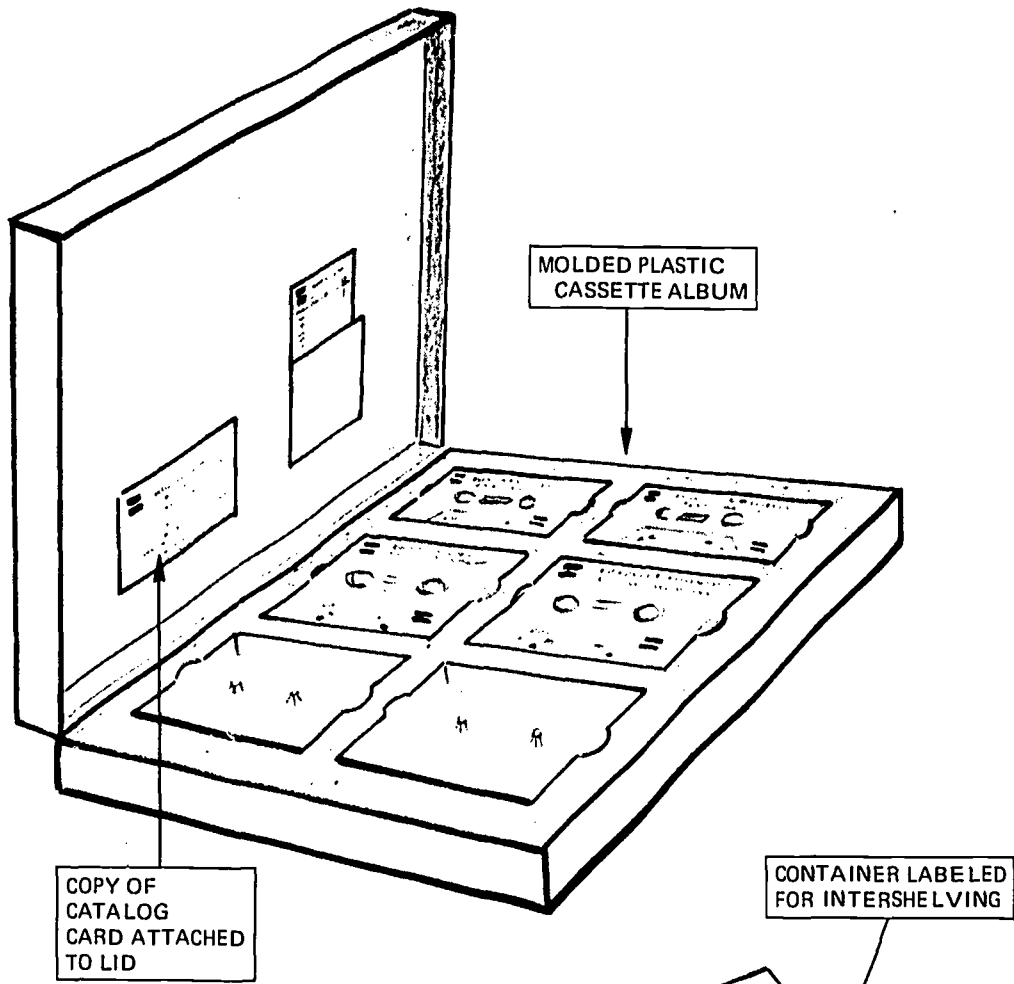
Accompanied by booklet.  
Spanish language.

1. Spanish language--Audio-visual instruction

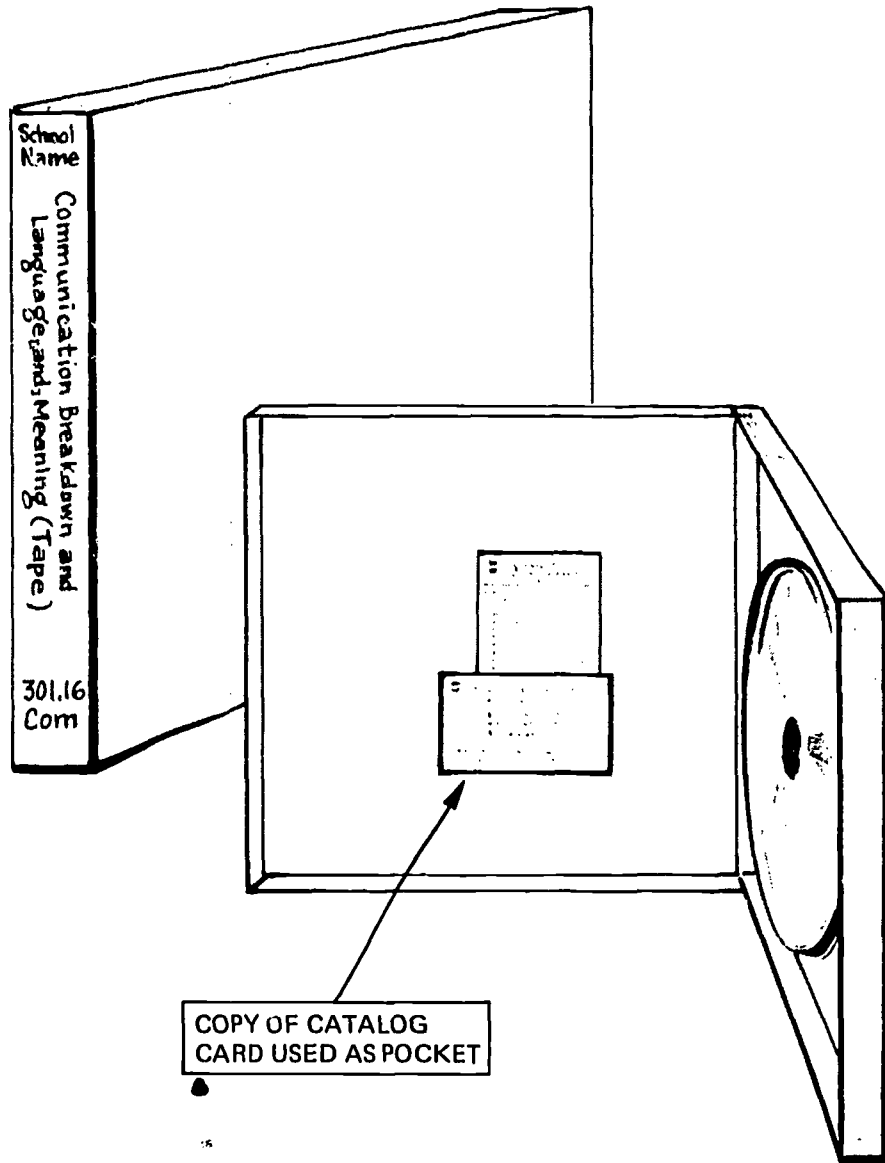


CASSETTE  
TAPE









## TRANSPARENCIES

### DEFINITION

A picture, diagram, or design printed on plastic film or translucent substance made visible by light shining through

### CATALOGING TRANSPARENCIES OF PERMANENT VALUE

#### Main Entry

A single transparency or set of transparencies is entered under title followed by the media designation (Transparency)

If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Transparency)

#### Imprint

The imprint statement includes:  
name of the publisher  
date (if no date is given, leave blank)

#### Physical Description

Number — If more than one, indicate the number of transparencies followed by the word "transparencies"

Color — Indicate whether the transparency is black and white or color

#### Abbreviations

In cataloging transparencies, use the following abbreviations:  
b&w = black and white

Do not use abbreviations for:  
color

#### Series

If a transparency is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

#### Notes

Unusual but important additional information should appear in paragraph form

A note should be used to indicate the presence or number of overlays

Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

#### Tracings

Assign subject headings using *Sears List of Subject Headings*  
Series

#### Call Number

The call number consists of:  
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

#### Shelf List

Additional information which may be useful on the shelf list card includes:  
source of purchase  
price  
date of acquisition  
copy number (the use of copy number replaces the need for an accession number)  
manufacturer's item or catalog number

### CATALOGING TRANSPARENCIES OF EPHEMERAL VALUE

#### Main Entry

Transparencies of ephemeral value are entered under general subject headings  
The first time a subject is used a catalog card is prepared with the subject as a main entry followed by the media designation (Transparency)  
Additional transparencies may be added under the same subject without the need to prepare additional catalog cards

#### Call Number

The call number consists of:  
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

### PROCESSING TRANSPARENCIES OF PERMANENT VALUE

For ease in shelving and locating, the storage container should have the call number marked on the spine

For storage containers too thin to have the call number marked on the spine, mark the call number and school name in the upper left hand corner

Each transparency should have the call number and school name marked in the upper left hand corner

### PROCESSING TRANSPARENCIES OF EPHEMERAL VALUE

Transparencies of ephemeral value should be kept in storage containers by subject

The first time a subject is used a storage container should be prepared

Additional transparencies on the same subject may be added to the storage container

For ease in shelving and locating, the storage container should have the call number marked on the spine

Each transparency and overlay should have the call number marked in the upper left hand corner

Accompanying aids should be marked with the call number and school name

### HOUSING

Transparencies should be intershelved with other instructional materials by Dewey classification number

### CIRCULATING TRANSPARENCIES OF PERMANENT VALUE

A pocket and card should be attached inside the box so that the transparencies can be circulated in the same manner as other instructional materials

### CIRCULATING TRANSPARENCIES OF EPHEMERAL VALUE

General circulation cards should be used to circulate transparencies of ephemeral value

### CARE

When transparencies are smudged they may be wiped clean with a soft, slightly dampened cloth

### Transparency With Overlays

535.32

Ima Images from lens (Transparency) Keuffel & Esser  
Co., 1962.  
color

4 overlays.

1. Lenses 2. Optics, Geometrical

551

Ear Earth is born (Transparency) Life Education  
Program, 1970.  
8 transparencies color

Lecture notes.

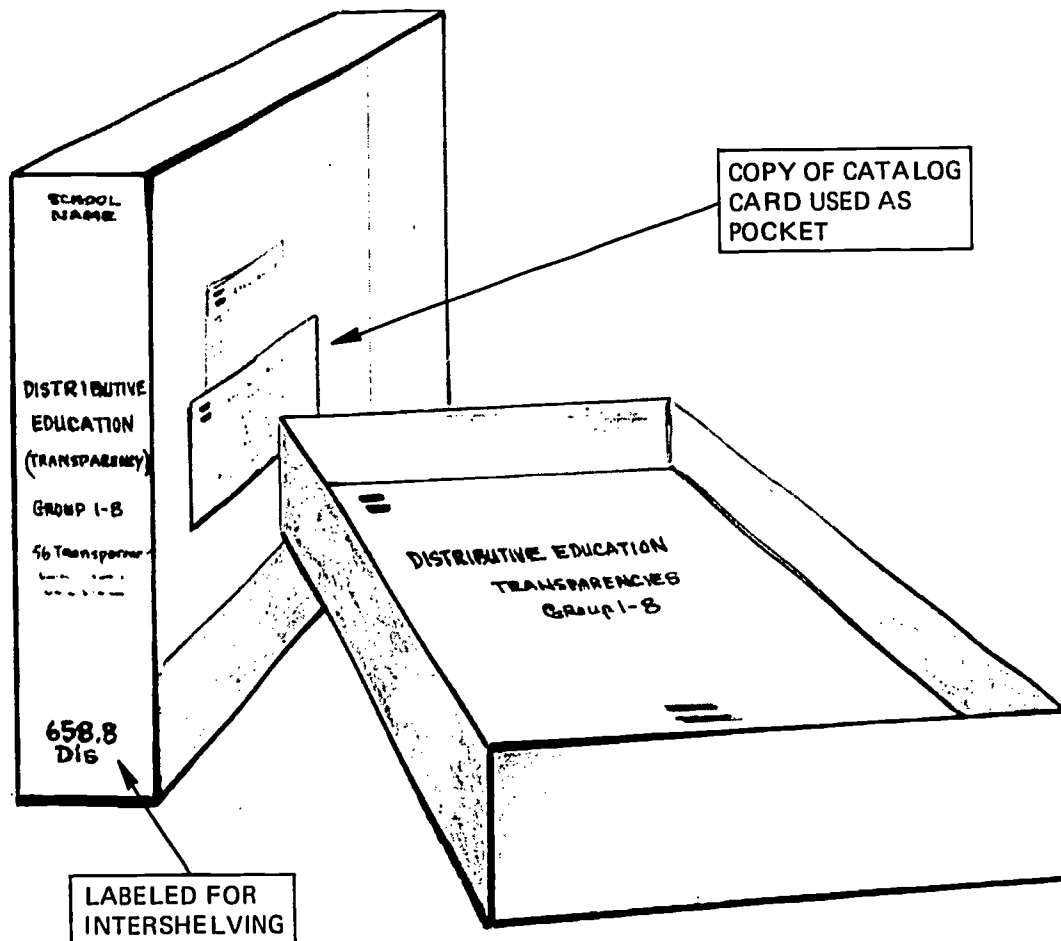
1. Geology 2. Earth

938  
Gre

«Greece» (Transparency)

Miscellaneous transparencies on the history  
and civilization of Greece.

**A General Entry Card  
for Transparencies  
of Ephemeral Value**

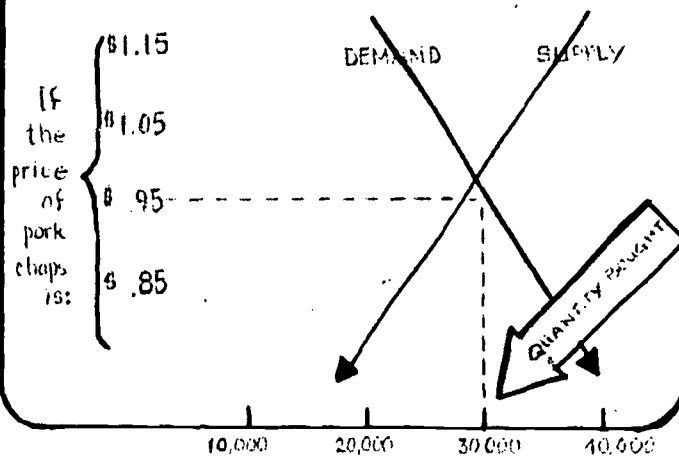


640.73

640.73

640.73  
Man

### SUPPLY AND DEMAND OF PORK CHOPS



QUANTITIES OF PORK CHOPS SUPPLIED AND DEMANDED:

School Name

School Name

School Name

TRANSPARENCIES OF PERMANENT VALUE

# VIDEOTAPES

## DEFINITION

Electro-magnetic tape ½, 1, or 2 inches wide on which the electronic impulses produced by the video and audio portion of a television program, motion picture, etc., are recorded (by special equipment) for subsequent playback and broadcasting at a speed compatible with the recorder

## CATALOGING

### Main Entry

A videotape is entered under title followed by the media designation (Videotape)  
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Videotape)

### Responsible Party

The name of the person, institution, or organization responsible for the videotape's coming into existence follows the title and is preceded by the phrase "Videotaping by"

### Producer

If the videotape was made by someone other than the "responsible party," this information is given following the phrase "Made by"

### Date

The year in which the videotape was produced is given following the "producer"  
If no date is readily available, leave blank

### Physical Description

Length — Length is given in minutes

Sound or silent — Indicate the presence of sound on the videotape by use of the term "sound" and the lack of sound on the videotape by use of the term "silent"

Color — Indicate whether the videotape is in black and white or color

Width — Width is given in inches  
Indicate whether the videotape is on a reel or in a cartridge

Playback equipment — A statement of the manufacturer and model number of the equipment on which the videotape can be played back should be included and is preceded by the word "For"

## Abbreviations

In cataloging videotapes, use the following abbreviations:

b&w = black and white  
min = minutes

Do not use abbreviations for:

color  
inches  
silent  
sound

## Series

If a videotape is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

## Notes

Unusual but important additional information should appear in paragraph form  
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.  
Indicate the narrator or performer only if this information would be a factor in determining use of the videotape. When used, this information follows the word "Talent"

## Summary

A summary should be given in a separate paragraph  
The summary should describe the content of the videotape without evaluative words or phrases

## Tracings

Assign subject headings using *Sears List of Subject Headings*  
Series statement

## Call Number

The call number consists of:  
a classification number from the latest edition of the *Abridged Dewey Decimal Classification and Relative Index*  
the first three letters of the main entry (disregarding articles)

## Shelf List

Additional information which may be useful on the shelf list card includes:  
source of purchase  
price  
date of acquisition

copy number (the use of a copy number replaces the need for an accession number) manufacturer's item or catalog number

## PROCESSING

A copy of the catalog card should be attached inside the container to provide potential users with an adequate description of the contents  
For ease in shelving and locating, the storage container should have the call number marked on the spine  
For videotapes on reels, the title should be written on the leader using an indelible ink  
For videotape in cartridges, the call number and school name should be marked on the cartridge near the title  
Accompanying aids should be marked with the call number and school name

## HOUSING

Videotapes should be intershelved with other instructional materials by Dewey classification number  
The storage container should be kept in an upright position

## CIRCULATION

A pocket and card should be attached inside the container so that the videotape can be circulated in the same manner as other instructional materials

## CARE

Videotape should be regularly checked for distortion  
Be sure to have adequate leader and trailer tape to avoid loss of actual video footage  
Splicing must be done electronically

371.33

Bul Bulletin boards (Videotape) Videotaping by Milwaukee Public Schools, Dept. of Instructional Resources. Made by George Burns, 1970. 30 min sound b&w 2 in for quadruplex (Using technology: the materials)

Summary: Ideas, materials, color schemes, layouts, techniques of constructing bulletin board displays.

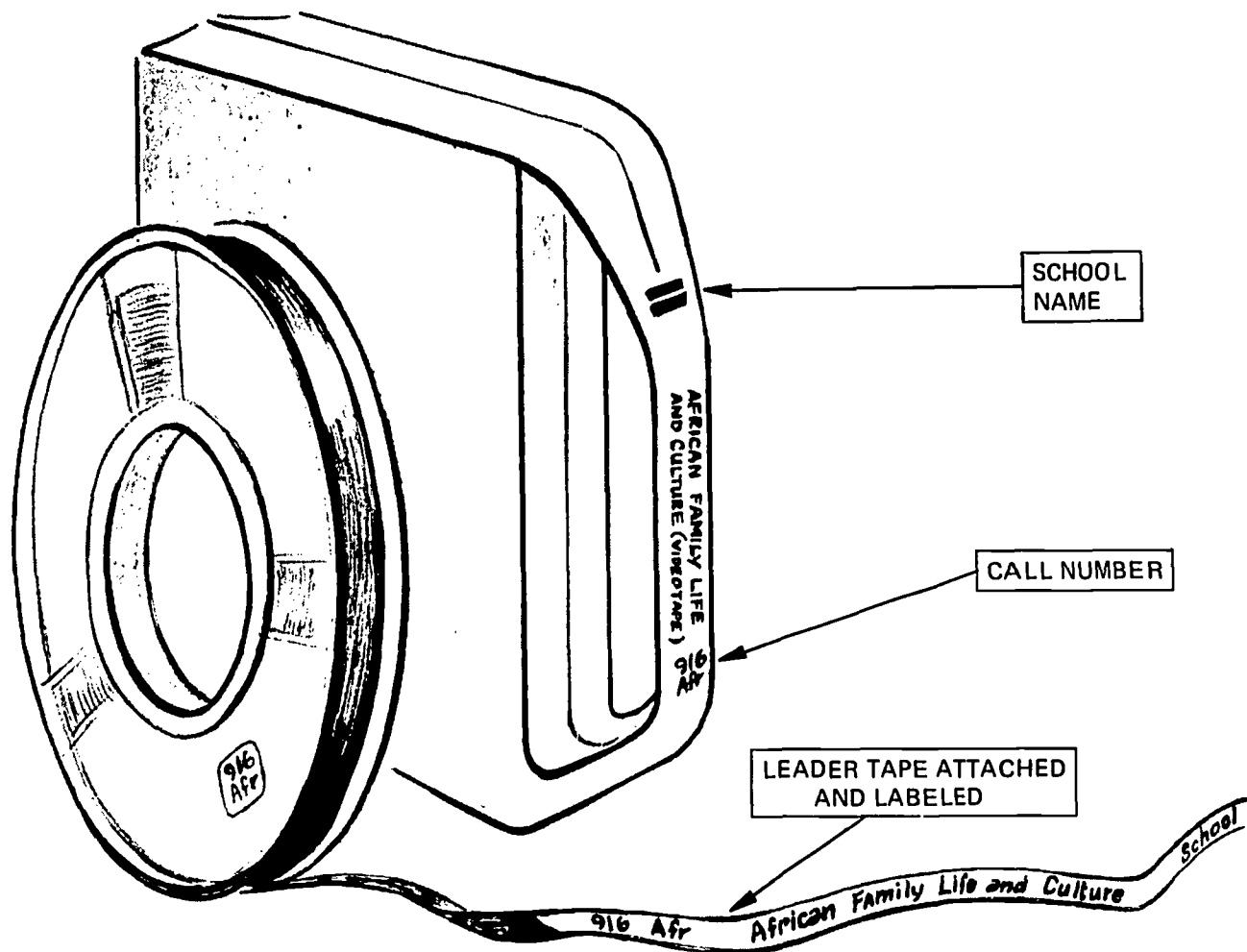
1. Teaching--Aids and devices I. Series

916

Afr African family life and culture (Videotape) Videotaping by Department of Curriculum Development, Madison, Wisconsin, Public Schools, 1970. 35 min sound b&w 1 in for Panasonic 8100

Slides are also available.

1. Africa--Social life and customs 2. Africa--Civilization



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