

Wairarapa Library Service

Cataloguing and Classification Policy

Purpose

The purpose of this policy is to provide cataloguing entries that facilitate the use of library materials by making them more accessible to the users of the library.

The further purpose of the policy is to set agreed standards that enable stock to be catalogued consistently and effectively.

Introduction

The policy will allow stock to be catalogued to a level that reflects the needs of current and future library users, and to extend the use of the collections.

This policy will be managed by no more than two Wairarapa Library Service staff (although all WLS staff will contribute to the cataloguing) to maintain consistency and safeguard the integrity of the database catalogue.

The policy has simplified general library rules to improve efficiency in cataloguing, classification and shelving.

Changes to this policy will occur when agreement between library staff over any change is reached and that change is endorsed by the Library Committee.

Catalogue Records - General

1. All items acquired for inclusion in the Wairarapa Library Service collections will have a record created in the automated catalogue.
2. Those catalogue records will follow the standards prescribed in this policy.
3. Each item will be catalogued according to its collection requirement as specified in Appendix A.
4. The basic principle of providing appropriate access will apply to each category of record.
5. Appropriate access will be determined and agreed by library staff.
6. No catalogue record will be changed (other than authority headings) without reference to the library concerned.

Catalogue Records – Standards

1. The basic standard that applies to all records is **AACR2r** 1988.
2. The following NCS fields are valid for use in Wairarapa Library Service catalogue records, and, where appropriate, need to be completed. Some categories of records do not require all of these fields; see Appendix A for details.
3. All records (including donations but with the exception of magazines) need to be added via the Orders Input function of NCS, this will automatically take a certain amount of the required information across to the cataloguing record. This information should be supplemented in the NCS Maintenance and Enquiry file f;2.

Title – Field 1.01

Record the full title up to the field limit. Subtitles should be separated by a full colon “:”. Capitals are only used for the first word of any title and/or in proper nouns. e.g. ***Face to face: making dance and theatre in community.***

Author – Field 2.01

Authors should be recorded as per the Author Authority List in NCS. If no authority name appears on the title page. The form of name should be last name, first name(s) and initials. DO NOT add editors in this field. Second and subsequent authors should be added in 2.02-2.10. Dates of birth and death should be added where known. For examples and variations of author forms see Appendix C.

Editor and/or Illustrator – Field 3.01

Names formed as in author field above. Use 3.02-3.10 for subsequent editors and/or illustrators.

Publisher – Field 4.01

Record the name of the publisher from the Publisher Authority File. If one does not exist then record the new name along with place of publication as most commonly recorded on the verso of the title page. Do not use a distributor as a publisher. Examples of form of publication appear in Appendix D.

Date of Publication – Field 4.11

The whole year of publication for the edition being catalogued should be entered e.g. **1976 or 2000**. Where the date is uncertain use the circa form e.g. **c.1976 or c.2000**. Where the date is totally unknown use the notation n.d.

Note Field – Field 5.01

This field can be used to make a free text note about the book.

Call Number – Field 8.05

The appropriate classification is recorded in this field. The classification is to be formed as per the following Classification Standard as set by this policy for each category of item.

Subject Headings – Field 9.01

All subject headings are to be formed as *Patakataka: Dewey Decimal Classification and subject headings for New Zealand primary schools* Wellington: National Library of New Zealand, 2001 and supplemented by Library of Congress subject headings as verified on the *Te Puna database*. All newly created subject headings will be reviewed under the authority control provisions of this policy.

The form of heading will be *Heading – subheading – additional subheading*. Additional headings can be added in fields 9.02 –9.20.

Series – Field 10.01

Series titles should be added in this field. They are not to be added in the Title Field or any other field.

Edition – Field 11

It is only necessary to add edition information where this is critical to providing additional information such as when more than one edition of a work is held or clarification of which edition is held is required.

Volume – Field 14

As for Edition. It is not required for all records.

Cost – Field 17

This should be the actual price paid for the book, reflecting any discounts that may apply. It should be recorded in New Zealand dollars. For donations, large print and talking books see Appendix E.

Replacement Cost – Field 17.01

All records require a replacement cost. That cost should reflect the recommended retail cost of the book or, in the cases of donations, large print and talking books, then the amount according to Appendix E. The cost recorded here may equal the amount recorded in 17 above providing that reflects the actual recommended retail cost or the amount taken from Appendix E.

Category – Field 19

The appropriate category into which the book falls is to be recorded in this field. The authorised categories are listed in Appendix A.

Home Location – Field 21

Record the library symbol that reflects where the item will reside; CAP=Carterton, FP=Featherston, GTP=Greytown, MTP=Martinborough.

Status – Field 22

Choose the appropriate status for the situation from the system generated list. Remember that all issuable items require this field to be left blank.

Authority Control – Standards

1. Authority headings are authorised headings to maintain consistency within the catalogue. They apply to author, publication and subject headings.
2. All authority headings will be established centrally by being measured against appropriate library tools.
3. The updating and applying of authority headings shall be the responsibility of only two library staff members.
4. Only those designated staff members will be able to make changes to authority headings.
5. All staff will be able to apply authority headings to cataloguing records.
6. A variance report will be produced once a week for review and correction by the designated staff members.

Subject Headings

1. The purpose of subject headings in the database catalogue is to give additional points of access to information contained within any item of the collection.
2. ***Patakataka: Dewey Decimal Classification and subject headings for New Zealand primary schools*** Wellington: National Library of New Zealand, 2001 and supplemented by Library of Congress subject headings as verified on the ***Te Puna database*** will be the standards applied to all subject headings.
3. Subject headings will be formulated in the following format: ***Main Heading – subheading – additional subheading.***
4. All subject headings will be subject to the authority control standards above.
5. All non-fiction (adult, young adult or childrens) will require at least one subject heading.

6. Fiction will only receive subject headings if they portray an historic event, involve a real person or contain specific subject content.

Main Entry – Standards

1. The Main Entry of any item shall determine the three letters to be used in the classification.
2. Most records the Main Entry shall be derived from the author entry for the work.
3. Where there is more than one author the author listed first on the title page shall be the Main Entry author. (Other authors are still listed in fields 2.02-2.10)
4. In cases where the author is not the Main Entry the following applies:

When there is an editor or illustrator the title becomes the Main Entry (editors and illustrators are entered in field 3.01).

Where there is no author or editor use the title as Main Entry.

Classification – Standards

1. The Wairarapa Library Service uses the Dewey Decimal Classification system as prescribed in *Patakataka: Dewey Decimal Classification and subject headings for New Zealand primary schools* Wellington: National Library of New Zealand, 2001.
2. Local variations will be accepted as agreed by library staff and recorded in the copies of *Patakataka* used by the libraries.
3. Decimal places will not exceed four.
4. Dewey numbers will be followed by the first three letters of the Main Entry. Exceptions will be noted in Appendix B.
5. All records for fiction books (adult, young persons and childrens), including talking books and large print books, shall contain the first three letters of the Main Entry.

Appendix A: Item Categories and Requirements

Category List

bb (Board Books)	
cd (Compact Discs)	
fc (Free Classics)	
ff (Free Fiction)	Discontinued November 2002
fm (Free Magazine)	
fnz (Free New Zealand)	
fr (First Reader)	
grp (Government Reports)	
hb (Hardback)	Discontinued November 2002
il (Interloans)	Discontinued July 2001
jf (Junior Fiction)	
jm (Junior Maori)	
jnf (Junior Non-Fiction)	
loch (Local History)	
lp (Large Print)	
mb (Mills and Boon)	
nf (Non-Fiction)	
pb (Picture Book)	
prf (Premium Rental Fiction)	Discontinued November 2002
pz (Jigsaw Puzzles)	
rd (Readers)	
ref (Reference)	
res (Resource Books)	Discontinued July 2001
rf (Rental Fiction)	
rm (Rental Magazine)	
tb (Talking Books)	
vd (Videos)	
ya (Young Adults)	

Category Requirements

Minimum for all categories are:

Fields:

2.01-2.20	Authors
8.05	Call Number
17	Cost
17.01	Replacement Cost
21	Home Location
22	Status

Optional for all categories, or for use when appropriate only are:

5.01	Notes
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10.01	Series
11	Edition
14	Volume

Optional for all EXCEPT nf, jnf and non-fiction portion of ya where they are compulsory are:

9.01-9.20 Subject Headings

Appendix B: Variations to Main Entry use in Classifications

Appendix C: Main Entry Forms

1. In general Main Entries will be the author or first cited author as recorded on the title page of any item being catalogued.
2. The form of the name should be that by which the author is commonly known as specified in *AACR2r* 1988 rule 22.1 e.g. James K Baxter 1926-1972 should be recorded as ***Baxter, James K. 1926-1972*** NOT ***Baxter, James Keir 1926-1972***.
3. The variations given below are a guide to the most common encountered by Wairarapa Library Service staff.
4. Other variations will be determined through the authority control process using the relevant section of *AACR2r* 1988 rule 22.

Examples of Variations

Smith, Frederick Joseph – if this appears on the title page. Only use full forms of the name if necessary to distinguish them from another person with the same name sequence e.g. ***Smith, Frederick Joseph and Smith, Frederick John and Smith, Francis Joseph***

Bradford, Barbara Taylor – where the person has an UN-hyphenated surname.

Saro-Wiwa, Ken – where the hyphen is present.

The problem of the prefixes de, De, du, Du, van, Van and von, Von. If the prefix is capitalised use it as the start of the surname, if it is not then it forms part of the first name. E.g. ***Goethe, Johann Wolfgang von and Vom Ende, Erich***

When the author uses initials only enter these straight as they appear e.g. ***H.G.*** appears as the author on the title page then use ***H.G.*** as the author entry.

Nobility enter as they are known with the title of state that is most appropriate e.g. ***Queen Elizabeth II Queen of England or Gustaf I Vasa King of Sweden***

Appendix D: Forms of Publication

Field 4.01 is used to record the name of the publisher and the place of publication.

These elements should be separated by .

The publisher should be the one that was responsible for that edition of the item as recorded on the item and not as taken from the order form or assumed as an earlier publisher of the item (even if this is stated on the item).

The publisher should be recorded as written in the item with the exception of the phrases “and sons” or “Limited (Ltd)” or “Company (Co)” which may be omitted.

The place of publication is the first place mentioned in association with the publication.

The place should be limited to the town or city of publication only. Only add a recognised abbreviation for a country or state if this will reduce confusion over where the item was published.

Appendix E – Replacement Costs

1. The following table gives general costs and replacement costs for items that are not directly purchased by the Wairarapa Library Service but enter the collections.

Large Print	\$20.00
Talking Books	\$74.00
Donation – adult hardback	\$25.00
Donation – adult paperback	\$5.00
Donation – childrens	\$5.00
Donation - other	\$5.00

2. If the purchase cost of a given book in the above table is known then that maybe used in place of the tabulated amount.
3. These amounts should be entered in the Costs 17 Field and the Replacement Cost Field 17.01.