James Bennett
Customised Library Services

Fiction: CLAFIC, CLAJSO, CLAFSO, CLASFP

Non Fiction: CLANNF, CLAPSO, CLAVSO, CLANSP

CUSTOMISED LIBRARY SERVICES PROFILE

Clarence Regional Library

Group Code:	**CLANCE**	**Invoicing Day:**	**Monday**
Contract No:		**Contract Ends:**	
Library LMS:	Spydus	**Profile Date:**	4 December 2014

Library Contact Details

Marty Williams Team Leader (Collections and Reference) Clarence Regional Library Locked Bag 23 GRAFTON NSW 2460	**T:** 02 6642 7588 **M:** 0424 280 904 **HQ**: 02 6641 0111	**E:** martyn.williams@clarence.nsw.gov.au **W:** www.crl..nsw.gov.au 126-144 Pound St, Grafton 2460
Kathryn Breward Regional Librarian	**T:** 02 6642 7588 **F:** 02 6643 1152	**E:** kathryn.breward@clarence.nsw.gov.au
Monique Buchbach Senior Technical Services Officer	**T:** 02 6642 7588	**E:** monique.buchbach@clarence.nsw.gov.au

James Bennett Contact Details

Sarah Cavanagh Sales Manager – Public Libraries	**T:** 0403 115 362	**E:** scavanagh@bennett.com.au
Pauline Burns CLS Operations & Quality Manager	**T:** 02 8988 5105	**E:** pburns@bennett.com.au
Mary Bejte CLS Administration	**T:** 02 8988 5053	**E:** mbejte@bennett.com.au
Bernard McMahon Sales Executive	**T:** 0417 735 002	**E:** bmcmahon@bennett.com.au
Paula DeVita Customer Service Coordinator	**T:** 02 8988 5068 **F:** 02 8988 5031	**E:** pdevita@bennett.com.au

Pricing – Programmed and automatically applied to all units with these codes

FLAT Price Fiction Books:	**$5.37** (GST inclusive)	**FLAT Price Non-Fiction Books:**	**$3.52** (GST inclusive)

Revision Control Status

Date	Details	Approved by
12 May 14	Amended format added Series info to profile – per MB email – MB	Pauline Burns
14 May 14	Change GN cutter to series name – per Monique B email – MB	Pauline Burns
29 May 14	Add full stop after entry in 830 tag + add Numerical order inst for CAT. MW email - MB	Pauline Burns
18 July 14	Wording for Series numbering in 830 tag amended	
20 Nov 14	Add e instruction - If Bio + Indigenous-need both labels – per MB email - MB	Pauline Burns
4 Dec 14	Add Delete 260 field from records to tag table – per MB email - MB	Pauline Burns

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Standard Terms and Conditions

This profile is strictly confidential and remains the property of James Bennett Pty Limited at all times. It is only intended for use by the named library for the purpose of procuring materials and services from James Bennett Pty Limited during the current contract period of supply.

It is not to be distributed to or shared with any third parties without the express written approval of James Bennett Pty Limited.

- If you wish to make any changes to this profile, please contact James Bennett Customised Library Services.
- Whilst every effort is made to fully meet this specification, there may be times when we will use professional judgment to apply the criteria.
- Additional tasks or combinations will be priced on application to your James Bennett Representative.
- Servicing instructions – please supply information regarding Genre and Collection labels at time of order.
- Purchases under all codes within this profile will be charged as per this profile regardless of any minimisation.
- Genre determination is based on publication data and can be open to interpretation.
- James Bennett can (if required) provide Barcodes during term of current contract.
- James Bennett to provide Genre and other labels (if required) during the term of current contract.
- James Bennett provide catalogue records and these are checked using in-house authorities. We use LC authorities and endeavour to keep these up to date. These may be different to authorities in your LMS.
- There may be additional tags in your catalogue record. The tags defined here are a minimum set and others may be included on the record. We use Libraries Australia and Library of Congress as our main source of records.
- Please provide feedback without delay as this will allow us to rectify any issues promptly. No feedback tells us that there are no issues.
- Repackaged items are individually priced based on contents and will be assessed at the time of processing
- After the initial catalogue record has been provided by James Bennett, all further catalogue record maintenance is the library's responsibility.
- Where a catalogue record has an expiry date in respect to access (such as for e-books) the process of removal from the Library Management System is not the responsibility of James Bennett.
- PRC, Fund and Location details must be provided at time of order placement to ensure reliable cataloguing content.
- All prices are in Australian dollars, include GST and are correct as at the date of this profile
- James Bennett reserves the right to review prices every 12 months, or with any change in specification unless otherwise specified in a contract.
- Requests for Credit must be made within four (4) weeks of receipt of items, unless otherwise specified in a contract.
- Due to costs incurred by both parties when facilitating a credit and in order to maintain the lowest possible pricing for Customised Library Services, James Bennett generally does not process any requests for credit under a minimum amount of $25.00

- **Please replenish supplies promptly when requested. We will monitor stock levels and advise when running low.**

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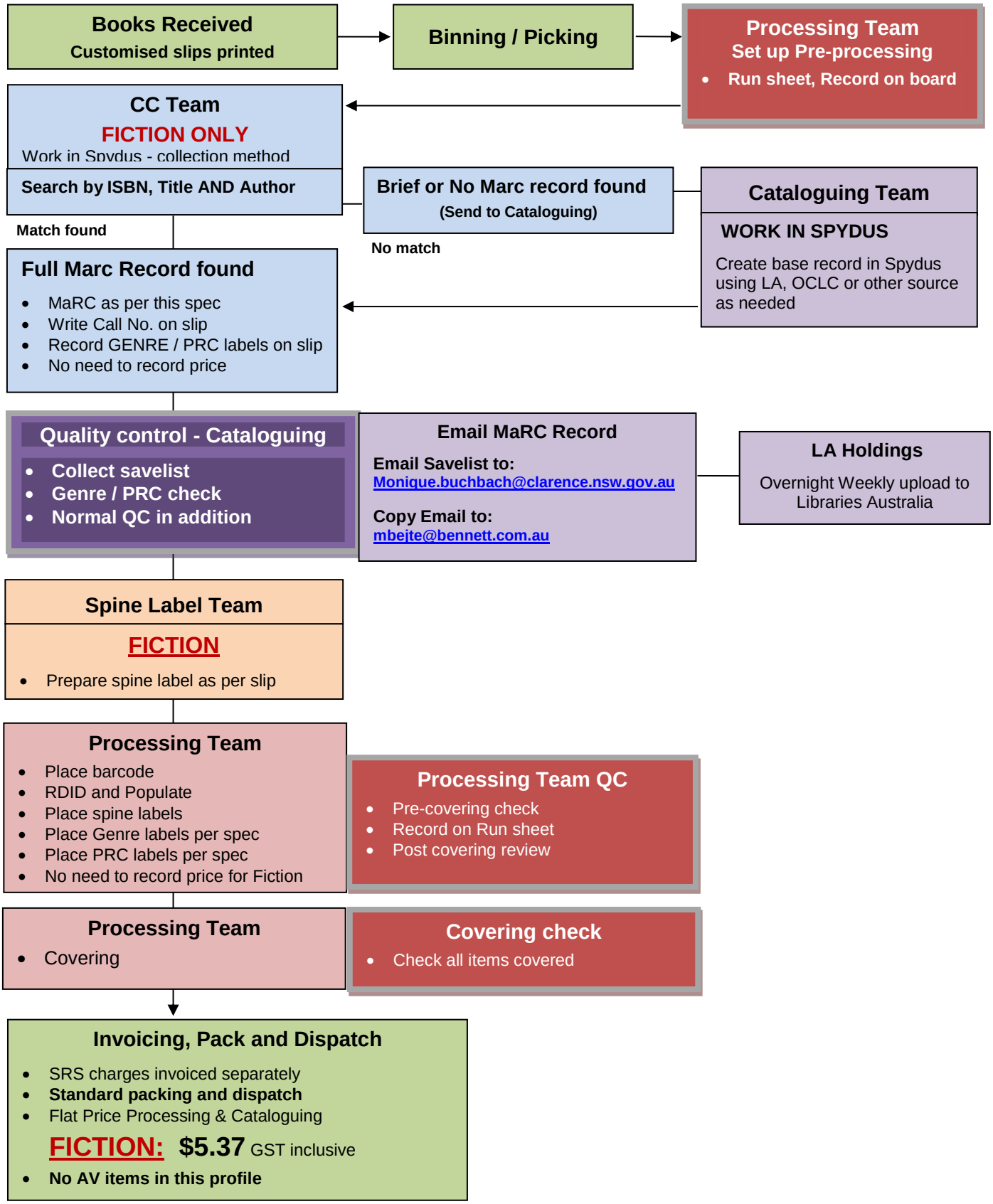
WORKFLOW – 1

FICTION - ALL ITEMS - codes: CLAFIC, CLANSP, CLAJSO, CLAFSO, CLASFP

CATALOGUE and PROCESS

Keep Records in Numerical Order



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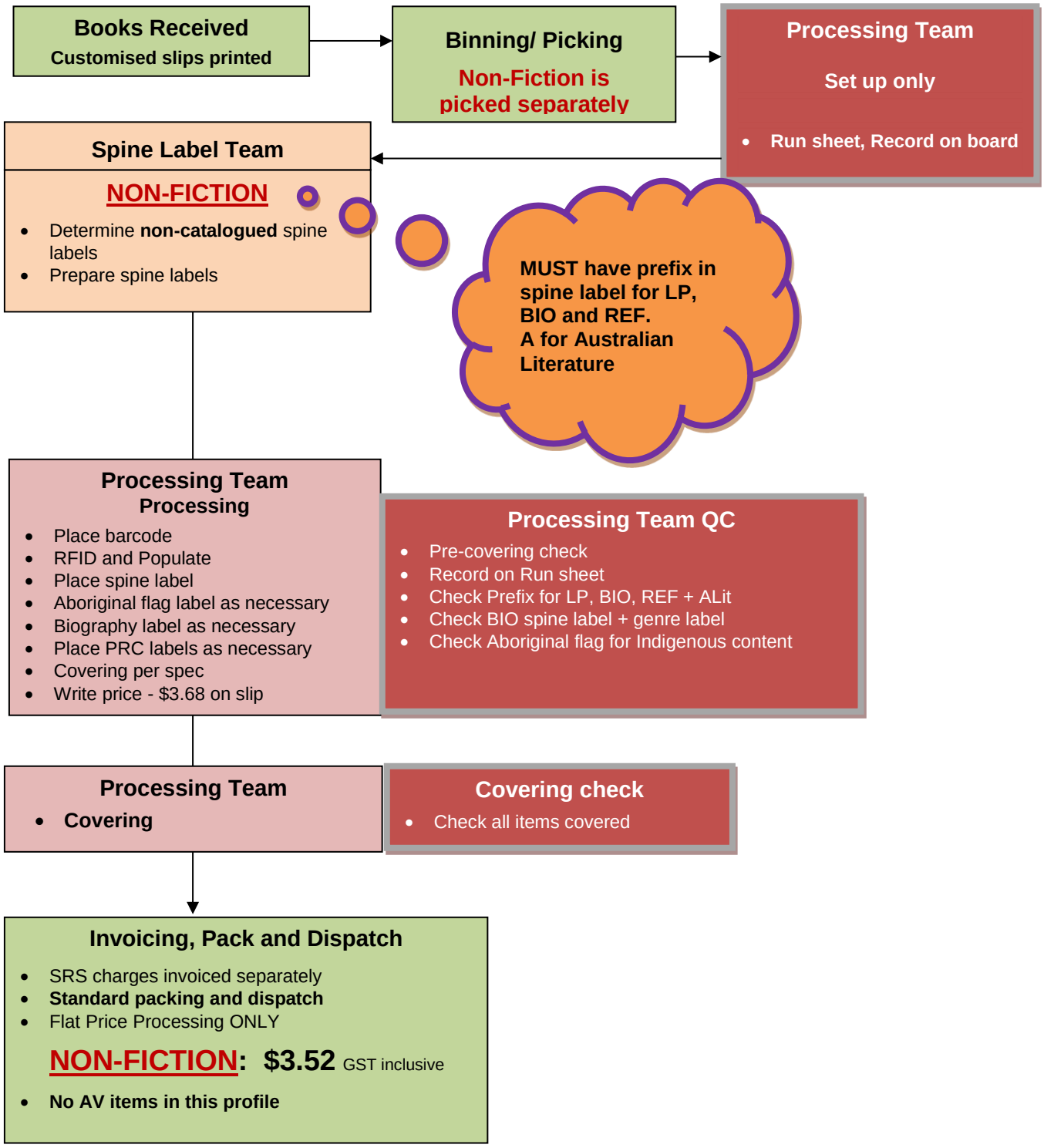
WORKFLOW - 2

NON-FICTION – ALL ITEMS – CLANNF, CLANSP, CLAPSO, CLAVSO

PROCESS only



Spine Label Cutter Instructions

Name	Cutter Instructions
Yu, Xiang	**YU**
St John	**STJ**
La Plante	**LAP**
McDonald	**MCD**
MacDonald	**MAC**
Numbers 8 1st 100	 **EIG** **FIR** **ONE**
Book Title e.g. In Another Life	**INA**

Spine Label - Series Rules

Type	Series Instructions
For 830 Series entry ALWAYS use the Fantastic Fiction website in preference to JB authority series statements.	
Single author	Use Author as suffix
2 or more authors	Use Series title e.g. • Quentaris chronicles - **YAF QUE** • Star Wars - **JF STA** • Choose your own adventure - **JF CHO** • Graphic Novels – e.g. Batman – **YAF BAT**

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SPINE LABEL PROFILE - FICTION

Label Type	Font Type (CAPS)	Font Size	Prefix	Position	Instructions
Raeco 12604	**ARIAL BOLD**	**14**	**F**	**Centre aligned Centred on label**	**Adult Fiction** First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**LPF**	**Centre aligned Centred on label**	**Large Print Fiction** First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**YAF**	**Centre aligned Centred on label**	**Young Adult Fiction** First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**JF**	**Centre aligned Centred on label**	**Junior Fiction** First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**YAF**	**Centre aligned Centred on label**	**Graphic Novels** First **three** letters of **series** name
Raeco 12604	**ARIAL BOLD**	**14**	**JE**	**Centre aligned Centred on label**	**Picture Books – Spine Label** First **three** letter of **authors** surname (Both spine + Alpha label used)
QLS Alphabet Labels	**LA6550**				**Picture Books – Alpha label** **First** letter of **authors** surname (Both spine + Alpha label used)
NO LABEL REQUIRED					**Board Books**
Series Titles					
Raeco 12604	**ARIAL BOLD**	**14**	**YAF**	**Centre aligned Centred on label**	**Young Adult Fiction Series – with *Single Author*** First **three** letter of **authors surname**
Raeco 12604	**ARIAL BOLD**	**14**	**YAF**	**Centre aligned Centred on label**	**Young Adult Fiction Series – with *Different Authors*** First **three** letter of **series title**
Raeco 12604	**ARIAL BOLD**	**14**	**JF**	**Centre aligned Centred on label**	**Junior Fiction Series – with *Single Author*** First **three** letter of **authors surname**
Raeco 12604	**ARIAL BOLD**	**14**	**JF**	**Centre aligned Centred on label**	**Junior Fiction Series – with *Different Authors*** First **three** letter of **series title**

Note: If book has no author, an editor or four or more authors then the suffix is made up of the first **three** letters of the title, excluding leading articles, e.g. A; The; An; etc.

Note: **GRAPHIC NOVELS are treated as FICTION**

GRAPHIC NOVELS

ALL TITLES THAT READ – 'Right to Left'
MUST have barcode on the true 'FRONT' cover of the book NOT WESTERN STYLE

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Spine Label Samples - FICTION

Adult Fiction	Large Print Fiction	Young Adult Fiction	Junior Fiction	Graphic Novels
F ABC	LPF ABC	YAF ABC	JF ABC	YAF SER

Picture Books (2 Separate labels)	
JE ABC	A

Board Books
NO LABEL REQUIRED

Spine Label Samples – Fiction Series

Young Adult Fiction Series Single Author	Junior Fiction Series Single Author	Young Adult Fiction Series Multiple Authors	Junior Fiction Series Multiple Authors
YAF ABC	JF ABC	YAF SER	JF SER

- Spine label samples are only indicative of requirements
- **Picture Books have both Spine and Alpha labels**
- **Graphic Novels are treated as FICTION**

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SPINE LABEL PROFILE – NON-FICTION – *Non-catalogued*

Label Type	Font Type (CAPS)	Font Size	Prefix	Position	Instructions
Raeco 12604	**ARIAL BOLD**	**14**	**(none)**	**Centre aligned Centred on label**	**Adult Non-Fiction** Dewey up to 3 digits after decimal First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**LP**	**Centre aligned Centred on label**	**Large Print Non-Fiction** Dewey up to 3 digits after decimal First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**J**	**Centre aligned Centred on label**	**Junior Non-Fiction** Dewey up to 3 digits after decimal First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**BIO**	**Centre aligned Centred on label**	**Biography** **(refer to Call No. instructions on page 9)** Dewey up to 3 digits after decimal Dewey – ***Do not use 092*** First **three** letters of **subject** surname
Raeco 12604	**ARIAL BOLD**	**14**	**REF**	**Centre aligned Centred on label**	**Reference** Dewey up to 3 digits after decimal First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**(none)**	**Centre aligned Centred on label**	**Australian Literature** **A+Dewey** up to 3 digits after decimal First **three** letters of **authors** surname
Raeco 12604	**ARIAL BOLD**	**14**	**(none)**	**Centre aligned Centred on label**	**Travel** Dewey up to 3 digits after decimal Dewey – ***Do not use 04, etc.*** First **three** letters **author surname/title**

Note: Omit geographic code for legal texts

Spine Label Samples – NON-FICTION - *Non-catalogued*

Adult Non-Fiction	Large Print Non-Fiction	Junior Non-Fiction
123. 456 ABC	**LP 123. 456 ABC**	**J 123. 456 ABC**

Biography (see page 9 instructions)	Reference	Australian Literature	Travel
BIO 123. 456 SUB	**REF 123. 456 ABC**	**A123. 456 ABC**	**123. 456 ABC**

Spine Label Instructions - BIOGRAPHIES

Please ensure that Biography Spine Labels have a prefix of BIO

Require Biography label and if Indigenous content–Indigenous label directly above Biography label

Type	Definitions - per CLANCE
Biographies & Partial Biographies	Can be works about an individual or a group and can be anecdotal in nature. Biographies can be either purely biographical, critical, or both. Biographical works focus on the personal aspects of the individual's life and critical works on the individual's professional, intellectual, or artistic achievements. This can include correspondence, diaries, and interviews where the individual talks about their careers and/or personal experiences. **Personal aspects** include such details as the individual's early years, education, marriage and other personal relationships, personal habits and personality, family life, travels, personal experiences and tragedies, last years and death, etc. **Life** means a relatively large portion of the individual's life, not just a single brief incident **As per the Dewey instruction, class biography of persons associated with a specific discipline or subject with the discipline or subject.** ***(Please note: 092 is not used.)*** Examples: • **BIO 796.358 PON –** Ricky Ponting : unauthorised biography. • **BIO 813.54 RIC –** Conversations with Anne Rice / Michael Riley. • **BIO 610.734 BRA –** Bush nurses : inspiring true stories of nursing bravery and ingenuity in rural and remote Australia / edited by Annabelle Brayley. • **BIO 530 HAW –** 3 minute Stephen Hawking : an instant introduction to the world's second most famous theoretical physicist / Paul Parsons. • **BIO 305.899 HEI –** Am I black enough for you? / Anita Heiss. • **BIO 966.404 BEA –** A long way gone : **memoirs** of a boy soldier / Ishmael Beah.
Biographies not fitting into a single Subject / Dewey area:	**Collective Biographies** (men & women) @ **BIO 920 XYZ** **Biographies of Men** (collective or individual) @ **BIO 920.71 XYZ** **Biographies of Women** (collective or individual) @ **BIO 920.72 XYZ** ***Collective biography*:** A biography of two or more individuals. ***Individual biography*:** A biography of one person. ***Partial biography*:** A work that includes some, but less than 50%, biographical material.

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CATALOGUING – RDA Compliant

Tag Definition Table – ALL FICTION ONLY – RDA compliant records

Keep Records in Numerical Order

Standard content	Delete Tag	Specific to Library Tag

Tag	Description	Comments / Action Required
000	LDR	Full coding required
05	Record Status	Set to c
06	Type of record	As per form of material • a for language material • g for DVDs • n for kits • i for non musical sound recording –audio books • j musical sound recording – CD
07	Bibliographic level	Set to m
09	Character Encoding	Set to a for Unicode
17	Encoding level	Set to # or blank - Must NOT be 8
18	Descriptive cataloguing form	Set to i [ISBD punctuation included] RDA compliant records
001	Records number	Delete 001 tag as Spydus will create new 001 on upload
007	Book material	BOOKS- Leave in record but do not add if nothing
007	Video recording	DVDs – Physical description fixed field
00	Category of material	Set to v
01	Specific material designation	Set to d
03	Color	For Colour Set to c For B&W Set to b
04	Video Recording Format	Set to v – VERY IMPORTANT for DVDs
05	Sound on medium or separate	Set to a
06	Medium for Sound	Set to i
07	Dimensions	Set to z
007	Sound recording	MUSIC CDs and AUDIO BOOKS – Physical description fixed field
00	Sound recording	Set to s
01	Sound disc	Set to d
007	KITS	KITS – Physical description fixed field
00	Category of material	#oKit
01	Specific material designation	#uUnspecified, or | no attempt to code

Tag Definition Table – ALL FICTION ONLY – continued

Tag	Description	Comments / Action Required
008	**Description field**	Check carefully
06	Type of date	**Set to s** can be **t** or **r** if 2nd date included
07-10	Date 1	Most recent date published, year is sufficient e.g. 2010 **must match 264 tag subfield #c**
11-14	Date 2	First published date – If available in downloaded record
17	Place if publication	Select place of publication – **must match 260 tag subfield #a**
18-21	Illustrations	Set accordingly e.g. ill.,maps,charts etc.. up to 4
22	Target audience	Set **a** preschool Set **j** junior (do not use primary or pre-adolescent) Set **d** adolescent – what we consider Young Adult Set **e** adult **Do not use general, # or f – classify as above**
23	Form of item	**Do not use r for regular print** **use d large print**
33	Literary form	**Use 1 Fiction (not further specified)** **Use 0 Non Fiction (not further specified)**
35-37	Language	**eng for English**
39	Cataloguing source	**d for other**

DVDs

Tag	Description	Comments / Action Required
008	Description field VISUAL	Use for **DVD's** – Check carefully
06	Type of date	**Set to s** can be **t** or **r** if 2nd date included
07-10	Date 1	Most recent date published, year is sufficient e.g. 2010 **must match 264 tag subfield #c**
11-14	Date 2	First published date – If available in downloaded record
15-17	Place if publication	Select place of publication – **must match 260 tag subfield #a**
18-20	Running time in minutes	e.g.125 = 125 minutes running time
22	Target audience	Set **a** preschool Set **j** junior (do not use primary or pre-adolescent) Set **d** adolescent – what we consider Young Adult Set **e** adult **Do not use general, # or f – classify as above**
33	Type of visual material	**Use v videorecording**
34	Technique	**Complete as appropriate**
35-37	Language	**eng for English**
39	Cataloguing source	**d for other**

MUSIC CDs / AUDIO BOOKS

Tag	Description	Comments / Action Required
008	Description field MUSIC NR	Use for **CD/Audio books** Check carefully
06	Type of date	**Set to s** can be **t** or **r** if 2nd date included
07-10	Date 1	Most recent date published, year is sufficient e.g. 2010 **must match 264 tag subfield #c**
11-14	Date 2	First published date – If available in downloaded record
15-17	Place of publication	Select place of publication – **must match 260 tag subfield #a**
18-19	Form of composition	Select as appropriate e.g. pp = Popular music
22	Target audience	Set **a** preschool Set **j** junior (do not use primary or pre-adolescent) Set **d** adolescent – what we consider Young Adult Set **e** adult **Do not use general, # or f – classify as above**
35-37	Language	**eng for English**
39	Cataloguing source	**d for other**

KIT ITEMS

Tag	Description	Comments / Action Required
008	Description field MIXED MATERIAL	Use for **KITS** – Check carefully
06	Type of date	**Set to s** can be **t** or **r** if 2nd date included
07-10	Date 1	Most recent date published, year is sufficient e.g. 2010 **must match 264 tag subfield #c**
11-14	Date 2	First published date – If available in downloaded record
15-17	Place if publication	Select place of publication – **must match 260 tag subfield #a**
23	Form of item	Select as appropriate
35-37	Language	**eng for English**
39	Cataloguing source	**d for other**

ALL FICTION ONLY

Tag	Description	Comments / Action Required
020	ISBN RDA No abbreviations	• Check **#a** field is used **NOT #z** • Ensure there is a 13 digit ISBN • Include format (paperback or hardback) Include different imprints. • Remove added information e.g. cost • Delete all e-book ISBNs
022	ISSN **Indicator 1**	Use if applicable • Multiple entries allowed . • Indicator 1 – select as appropriate
024	Other Standard Identifier **Indicator 1**	Required for an Audio book • Multiple entries allowed . • Indicator 1 – select as appropriate
028	Publisher Number	If known and readily available Generally known for AV items

Tag Definition Table – ALL FICTION ONLY – continued

Tag	Description	Comments / Action Required
040	Cataloguing source	• Do not delete nuc symbols • Add **#dNJB** to end • #eRDA
042	Authentication code	• Leave if in record, do not add but ensure correct as follows • #aanuc • For Australian works(author, publisher and/or content)
043		Leave in record
082	Dewey number	DDC latest version – Leave as is
100 RDA	Author name **Indicator 1** 0 – Forename 1 – Surname	**CHECK AUTHORITY <Alt> A** for valid heading If no authority – check LC for correct heading Use dated authority when available • Check indicators • Creator work relationship #eauthor. • Eg. #aCarey, Peter,#d1943-,#eauthor. Use RDA appendix for relator terminology #e tag
110	Corporate author	**CHECK AUTHORITY** **Use dated authority when available** Relationship designator #e author.
130	Main entry uniform title	**Leave if in record** Use preferred title
240	Foreign title	**Leave if in record** Use preferred title
245	Title/Author statement **Indicator 1** 1 – Author 0 – No author **Indicator 2** 0 – For all 2 – A 3 – An 4 – The	#aTitle #bRemainder of title - Record subtitle appearing on the same source of information as stated on title page. Record parallel title as stated on title page #cStatement of responsibility – as stated on title page – Mandatory • Author statement = wording as on title page • Subfield code order– #a #n #p #b #c • **#aTitle /#cAuthor is the most common entry** • If item has a subtitle, please check if series needs to be added e.g. Sookie Stackhouse novels
246	Alternative Title **Indicator 1** 3 – No note, Added entry	If required, add a 500 note Note title in languages other than English if using Roman Alphabet characters
250	Edition	If required Large print editon. To be added. Transcribe as found – abbreviate only if abbreviated in source.
260	Publication details	Delete

Tag Definition Table – ALL FICTION ONLY – continued

Tag	Description	Comments / Action Required
264 **RDA**	Publication details Multiple 264 allowed to record copyright date Indicator 1 | **Indicator 2** 1 – Publication Date 4 – Copyright date	**#aPlace of publication :#bName of publisher,#cDate.** **Year of publication is really important** • #aplace must match 008/17 tag. Only abbreviate if abbreviated in source. • #cdate must match 008/7 tag • Copyright and publication must use symbols or spelt out forms, instead of "c" and "p". ©℗ (shortcut to get © ALT 0169) • Select correct 2nd indicator **Additional 264** • #cRecord copyright date in additional 264 field. Precede the date by the copyright symbol © or the phonogram symbol ℗ e.g. #c©2012. #cUse Copyright date if publication date in not available e.g. ©2007 *Details must be consistent with title page information*
300	Physical description USE RDA 300 tag No abbreviations	**#aNo. Of pages :#bOther physical details;#cDimensions** e.g. #a123 pages :#billustrations., maps, portraits. ;#c20 cm. +#e1 audio disc. • If width of book greater than height, both height & width are specified - e.g. #c26 x 30 cm. • For Accompanying material add +#e1 audio disc. • Use **<F4>** to insert punctuation For **AV material** – complete as appropriate see examples • #a1 audio disc (or CD) :♯bdigital ;♯c12 cm. • #a2 video discs (or DVD) (approximately 125 minutes.) :#bsound., colour ;#c12 cm. • #a16 audio discs approximately 19 hours, 49 minutes) :#bdigital ;#c12cm.
300	Physical description	**Delete non RDA 300**
336	Content type	**Book:** #a text#btxt #2rdacontent **Music CD** #a performed music #bprm#2rdacontent **Audio book** #a Spoken word#bspw#2rdacontent **DVD** #a two-dimensional moving image#btdi#2rdacontent **Ebook** #a text#b txt #2rdacontent #a still image#bsti#2rdacontent

Tag Definition Table – ALL FICTION ONLY – continued

Tag	Description	Comments / Action Required
337	Media type	**Book:** #a unmediated #bn#2rdamedia **Music CD** #a performed music#2rdamedia **Audio book** #aaudio#bs #2rdamedia **DVD** #a video#bv#2rdamedia **Ebook** #a computer#bc #2 rdamedia
338	Carrier type	**Book:** #avolume#bnc#2rdacarrier **Music CD** #aaudio disc#bsd #2rdacarrier **Audio book** #aaudio disc#bsd#2rdacarrier **DVD** #a video disc#bvd#2rdacarrier **Ebook** #a online resource#bcr #2rdacarrier
440	Series	**Delete 440**
490	Series **Indicator 1** 1 – Series traced differently	**830 only used for Series**
500	Note field	If required Do not include a note such as Paperback edition. Published 200- **Delete any 500 tags relating to order information or CIP info** **Please check Servicing notes for information relating to awards or special reads and include as a note exactly as stated on slip**
505	Contents note	**CDs** - Track listings, performer listings if required
508	Credit note	**Record the names if they are considered important.**
511	Performer/Participant note	**Record the names if they are considered important.**
520	Summary	If available in source record Check grammar & punctuation
521	Target Audience	**Use Australian ratings** **Mandatory for moving image resources, if ascertainable.**
538	System details	**If required record any equipment or system requirements beyond what is normal and obvious for the type of carrier or file** e.g. ♯aDVD; Dolby digital 5.1; region 4; widescreen 16:9, PAL.
546	Language Note	**If required**
586	Awards Note	**If required**

Tag Definition Table – ALL FICTION ONLY – continued

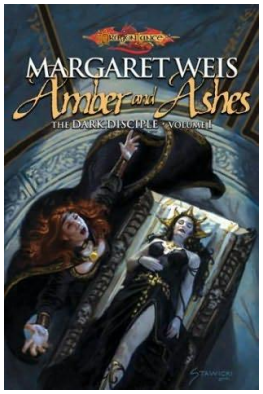
Tag	Description		Comments / Action Required
600	Person subject heading		**Minimum 2 subject headings for ALL Resources including Fiction**
	Indicator 1	**Indicator 2**	
	0 – Forename 1 – Surname	0 (LCSH used)	Always **CHECK AUTHORITY <Alt> A** for valid heading. • Add full stops at end of subject headings which do not end in brackets. • **Valid headings** should have 0 as 2nd indicator.
610	Corporate subject heading		
	Indicator 1	**Indicator 2**	
	1 – Jurisdiction 2 –Direct order	0 (LCSH used)	
630	Uniform subject heading		
650	Topical subject heading		**Common form subdivisions** #vJuvenile literature #vPopular works
	Indicator 1	**Indicator 2**	
	Blank	0 (LCSH used)	
651	Place subject heading		
	Indicator 1	**Indicator 2**	
		0 (LCSH used)	
655	**Genre – BOOK Material**		• **Use approved Genres per this specification only** • Full stop **before** #2lcgft. • List of Genres attached • Book must match 655 content • **CHECK AUTHORITY <Alt> A** for valid heading. • **Valid headings** should have 7 as 2nd indicator.
	Indicator 1	**Indicator 2**	
	Blank	7- source Specified in #2	
655	**Genre – AV Material**		• **Use approved Genres per this specification only** • Full stop **before** #2lcgft. • List of Genres attached • Different set to books • **CHECK AUTHORITY <Alt> A** for valid heading. • **Valid headings** should have 7 as 2nd indicator.
	Indicator 1	**Indicator 2**	
	Blank	7- source Specified in #2	
700 RDA	Added author		• Check indicators • **CHECK AUTHORITY <Alt> A** for valid heading. • Creator work relationship #e author. #e illustrator. #eeditor of compilation
	Indicator 1		
	0 – Forename 1 – Surname		
710 RDA	Added Corporate heading		• Check indicators • **CHECK AUTHORITY <Alt> A** for valid heading. • Creator work relationship #e author. #e illustrator. #eeditor of compilation
	Indicator 1		
	1 –Jurisdiction 2 –Direct order		
700/710	Added author/ heading		Remove any non RDA 700/710 tags in base record
730	Added Uniform heading		**If required**
740	Added entry		**If required**
800	Series		**Delete – only 830 used for series**
830 RDA	**Series Title**		**830 is the only SERIES ENTRY tag used** • **ALL SERIES must be as per Fantastic Fiction – check website -** http://www.fantasticfiction.co.uk • Check 2nd indicator • **Capitalisation as per RDA standards** • **Must have series information if relevant** • **For series numbering 1-9, do not include 0 in front of number** • Volume numbers must be entered as numbers only **#a[Series Name] ;#v1**
	Indicator 1	**Indicator 2**	
		0 – For all 2 – A 3 – An 4 – The	

Tag Definition Table – ALL FICTION ONLY – continued

Tag	Description		Comments / Action Required
830	Awards entry		**If required** #a**Awardtype** #p**NSW age groups** ***(Refer to 'Servicing notes' on slip)*** e.g. #aPremier's Reading Challenge. #pK-2. #aPremier's Reading Challenge. #p3-4. #aPremier's Reading Challenge. #p5-6. #aPremier's Reading Challenge. #p7-9.
	Indicator 1	**Indicator 2**	
		0 – For all 2 – A 3 – An 4 – The	
856	Electronic location		**If required**
901	James Bennett use		**Cataloguer initials**
902	Library specific		If 2 character location code specified at time of order include in #a[Branch code] Branch Code Branch ABC Branch ABC etc.
	Indicator 1	**Indicator 2**	
	Location		

Fantastic Fiction – Series example:

http://www.fantasticfiction.co.uk/
Use keyword title search or author search



Amber and Ashes (2004)
(The first book in the **Dragonlance : Dark Disciple** series)
A novel by Margaret Weis

If Series is not found on the Fantastic Fiction website:

If stated on or in the book, use series from the book itself.
Do not end the heading with the word "series"

Title may be listed as a 'novel' in Fantastic Fiction, but check Clarence LMS (OPAC) to see if part of trilogy, series, etc.

James Bennett
Customised Library Services

Fiction: CLAFIC, CLAJSO, CLAFSO, CLASFP

Non Fiction: CLANNF, CLAPSO, CLAVSO, CLANSP

At time of QC

984	LA Holdings	**#aNCLL#cheld**

Base Record exceptions and QC

001	**Records number**	**Delete 001 tag as Spydus will create new 001 on upload**
260	**Publication details**	**Delete**
300	**Physical description**	**Delete non RDA 300**
440	**Series**	**Delete 440**
700/710	**Added author/ heading**	**Remove any non RDA 700/710 tags in base record**

830	Awards entry		**If required** #aAwardtype #pNSW age groups - ***(Refer to 'notes' on slip)***
	Indicator 1	**Indicator 2**	
		0 – For all 2 – A 3 – An 4 – The	e.g. #aPremier's Reading Challenge #pK-2 #aPremier's Reading Challenge #p3-4 #aPremier's Reading Challenge #p5-6 #aPremier's Reading Challenge #p7-9

QC and Global Entries

Standard Cataloguing QC applies - FICTION ONLY

Full Leader
008 check
All Authorities checked
Subject Headings check
830 content check
984 LA Holdings

Information required on slip

Write: **Call Number**
Genre
PRC + Age group
Any other details - *refer to "Servicing Notes" on slip*

NON-FICTION – Not Catalogued

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Customised Library Services

Fiction: **CLAFIC, CLAJSO, CLAFSO, CLASFP**

Non Fiction: **CLANNF, CLAPSO, CLAVSO, CLANSP**

PAPERBACKS

Material	Instruction
Check run sheet for specific instructions **Check Library Code, ISBN, Title** **Remove all price stickers**	
Processing	
Barcode*	Place on **front** cover **2.0cm** in from spine and **1.0cm** from top **Allow tolerance for covering**
RFID tag*	Place **inside back cover** of book allowing **minimum 1.0cm** in from spine • Position of tag needs to be varied • **Do NOT** place tags higher than **20cm from bottom** of book – generally not in top third of book **Must be placed inside back cover - except for Board books** **If pocket inside back cover, place RFID on the pocket, or remove contents, place RFID staggered and return contents to pocket** **Do not place in crease of book**
Populate RFID	Populate all RFID tags
Spine label	Place centred on base of spine **Thin Spine** If label is not is not fully visible on spine, place on bottom left hand corner of front cover **2.0cm** from spine, **aligned with barcode** and **0.5cm** from bottom **Allow tolerance for covering**
Genre label	**Adult, Young Adult and Large Print** Place **directly above** spine label
Biography label 	**Biographies only** Place **directly above** spine label
Aboriginal label (Large 4x2cm) 	**Aboriginal content Non-Fiction** Place **directly above** spine label • If item is a Biography as well as Indigenous, place label **directly above Biography** label
PRC label **(Only if noted on slip)**	**PRC Items only** Always on Spine – place age appropriate PRC label **centred and 0.5cm from top of spine** **Allow tolerance for covering**
Standard Quality Inspection unless stated on Run sheet, check for additional QC	

***Indicates customer supplied**

James Bennett
Customised Library Services

Fiction: CLAFIC, CLAJSO, CLAFSO, CLASFP

Non Fiction: CLANNF, CLAPSO, CLAVSO, CLANSP

DUSTJACKETS

Material	Instruction
Check run sheet for specific instructions **Check Library Code, ISBN, Title** **Remove all price stickers**	
Processing	
Barcode*	Place on **front** cover **2.0cm** in from spine and **1.0cm** from top
RFID tag*	Place **inside back cover** of book allowing **minimum 1.0cm** in from spine • Position of tag needs to be varied • **Do NOT** place tags higher than **20cm from bottom** of book – generally not in top third of book **Must be placed inside back cover - except for Board books** **If pocket inside back cover, place RFID on the pocket, or remove contents, place RFID staggered and return contents to pocket** **Do not place in crease of book**
Populate RFID	Populate all RFID tags
Spine label	Place centred on base of spine **Thin Spine** If label is not is not fully visible on spine, place on bottom left hand corner of front cover **2.0cm** from spine, **aligned with barcode** and **0.5cm** from bottom
Genre label	**Adult, Young Adult and Large Print** Place **directly above** spine label – as specified by cataloguing
Biography label 	**Biographies only** Place **directly above** spine label
Aboriginal label (Large 4x2cm) 	**Aboriginal content Non-Fiction** Place **directly above** spine label • If item is a Biography as well as Indigenous, place label **directly above Biography** label
PRC label **(Only if noted on slip)**	**PRC Items only** **Always on Spine** – place age appropriate PRC label **centred and 0.5cm from top of spine** **Allow tolerance for covering**
Standard Quality Inspection unless stated on Run sheet, check for additional QC	

***Indicates customer supplied**

HARDBACKS

Material	Instruction
Check run sheet for specific instructions **Check Library Code, ISBN, Title** **Remove all price stickers**	
Pre-processing	
Barcode*	Place on **front** cover **2.0cm** in from spine and **1.0cm** from top
RFID tag*	Place **inside back cover** of book allowing **minimum 1.0cm** in from spine • Position of tag needs to be varied • **Do NOT** place tags higher than **20cm from bottom** of book – generally not in top third of book **Must be placed inside back cover - except for Board books** **If pocket inside back cover, place RFID on the pocket, or remove contents, place RFID staggered and return contents to pocket** **Do not place in crease of book**
Populate RFID	Populate all RFID tags
Spine label	Place centred on base of spine **Thin Spine** If label is not is not fully visible on spine, place on bottom left hand corner of front cover **2.0cm** from spine, **aligned with barcode** and **0.5cm** from bottom
Genre label	**Adult, Young Adult and Large Print** Place **directly above** spine label
Biography label 	**Biographies only** Place **directly above** spine label
Aboriginal label (Large 4x2cm) 	**Aboriginal content Non-Fiction** Place **directly above** spine label • If item is a Biography as well as Indigenous, place label **directly above Biography** label
PRC label **(Only if noted on slip)**	**PRC Items only** **Always on Spine** – place age appropriate PRC label **centred and 0.5cm from top of spine** **Allow tolerance for covering**
Standard Quality Inspection unless stated on Run sheet, check for additional QC	

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GRAPHIC NOVELS

ALL TITLES THAT READ – 'Right to Left'

MUST have barcode on the true 'FRONT' cover of the book – NOT WESTERN STYLE

Material	Instruction
Check run sheet for specific instructions **Check Library Code, ISBN, Title** **Remove all price stickers**	
Processing	
Barcode*	Always place on **front** (non-western – spine to right) cover **2.0cm** in from spine and **1.0cm** from top **Allow tolerance for Paperback covering**
RFID tag*	Place **inside back cover** of book allowing **minimum 1.0cm** in from spine • Position of tag needs to be varied • **Do NOT** place tags higher than **20cm from bottom** of book – generally not in top third of book **Must be placed inside back cover - except for Board books** **If pocket inside back cover, place RFID on the pocket, or remove contents, place RFID staggered and return contents to pocket** **Do not place in crease of book**
Populate RFID	Populate all RFID tags
Spine label	Place centred on **base** of spine **Thin Spine** If label is not is not fully visible on spine, place on bottom left hand corner of front cover **2.0cm** from spine, **aligned with barcode** and **0.5cm** from bottom **Allow tolerance for Paperback covering**
PRC label **(Only if noted on slip)**	**PRC Items only** **Always on Spine** – place age appropriate PRC label **centred and 0.5cm from top of spine** **Allow tolerance for covering**
Standard Quality Inspection unless stated on Run sheet, check for additional QC	

***Indicates customer supplied**

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Customised Library Services

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PICTURE BOOKS

Material	Instruction
Check run sheet for specific instructions **Check Library Code, ISBN, Title** **Remove all price stickers**	
Processing	
Barcode*	Place on **front** cover **2.0cm** in from spine and **1.0cm** from top **Allow tolerance for Paperback covering**
RFID tag*	Place **inside back cover** of book allowing **minimum 1.0cm** in from spine • Position of tag needs to be varied • **Do NOT** place tags higher than **20cm from bottom** of book – generally not in top third of book **Must be placed inside back cover - except for Board books** **If pocket inside back cover, place RFID on the pocket, or remove contents, place RFID staggered and return contents to pocket** **Do not place in crease of book**
Populate RFID	Populate all RFID tags
Spine label	Place centred on **bas**e of spine **Thin Spine** If label is not is not fully visible on spine, place on bottom left hand corner of front cover **2.0cm** from spine, **aligned with barcode** and **0.5cm** from bottom **Allow tolerance for Paperback covering**
Alpha label	Place **directly below** barcode
PRC label **(Only if noted on slip)**	**PRC Items only** **Always on Spine** – place age appropriate PRC label **centred and 0.5cm from top of spine** **Allow tolerance for covering**
Standard Quality Inspection unless stated on Run sheet, check for additional QC	

***Indicates customer supplied**

Note: Both a Spine label and an Alpha label are attached to the same item

BOARD BOOKS

NO SPINE / ALPHA LABEL

Material	Instruction
Check run sheet for specific instructions **Check Library Code, ISBN, Title** **Remove all price stickers**	
Processing	
Barcode*	Place on **front** cover **2.0cm** in from spine and **1.0cm** from top
RFID tag*	Place **outside back cover** of book allowing **minimum 1.0cm** in from spine • Position of tag needs to be varied • **Do NOT** place tags higher than **20cm from bottom** of book – generally not in top third of book **Do not place in crease of book**
Populate RFID	Populate all RFID tags
Standard Quality Inspection unless stated on Run sheet, check for additional QC	

***Indicates customer supplied**

James Bennett
Customised Library Services

Fiction: **CLAFIC, CLAJSO, CLAFSO, CLASFP**

Non Fiction: **CLANNF, CLAPSO, CLAVSO, CLANSP**

Genre Labels – ALL Adult, Young Adult and Large Print FICTION

If unsure of which genre to use – Do NOT attach a genre label
If there is a choice of two or more genres and one is Australian - USE AUSTRALIAN

Genre label	Genre Name	Guidance
	ADVENTURE	Includes elements of courage, bonding and betrayal. Often dangerous situations where weapons, physical and mental abilities required for survival. May involve espionage. **655 -7 #aAdventure fiction.#2lcgft**
	AUSTRALIAN **650**	**Novels set in or about Australia**, or with an Australian theme, not necessarily by an Australian author **650 -0 #aAustralian fiction.**
	MYSTERY	Novels and stories dealing with the detection and solution of crime. Can be set in historical or modern times **655 -7 #aMystery fiction.#2lcgft**
	FANTASY	Novels set in imaginary lands or times, often feature magic and dragons **655 -7 #aFantasy fiction.#2lcgft**
	HISTORICAL	Novels with plots set mainly pre-1900 and which deal with historical events or characters as the major theme **655 -7 #aHistorical fiction.#2lcgft**
	HORROR	Novels with gruesome or horrific themes, can include possession, people or creatures rising from the dead; and characters with bad psychic or occult powers **655 -7 #aHorror fiction.#2lcgft**
	HUMOUR	Novels with humour and comic interactions. Novels which are relationship based and include humour should be placed in Romance **655 -7 #aHumorous fiction.#2lcgft**
	ROMANCE	Mills and Boon type romance, bodice rippers Including large print titles **655 -7 #aLove stories.#2lcgft**
	SCIENCE FICTION	Novels with plots and/or settings that are based on the imagined use of scientific or pseudo-scientific knowledge and speculation **655 -7 #aScience fiction.#2lcgft**
	SHORT STORIES	Novels comprising a range of stories by either one author or a variety of authors 650 -0 #aShort stories **655 -7 #aShort stories.#2lcgft**
	THRILLER	Novels involving crime, detective stories, terrorism, suspense, covert operations **655 -7 #aSuspense fiction.#2lcgft**
	WESTERN	Novels featuring cowboys and Indians set in the American West **655 -7 #aWestern stories.#2lcgft**

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Other Non-standard labels

Genre label	Genre Name	Guidance
	ABORIGINAL 650	Novels with predominantly aboriginal or indigenous characters and/or content **650 -0 #aAboriginal Australians#vfiction.**
	EROTIC FICTION	Novels which include adult themes or that are of an explicit nature **655 -7 #aErotic fiction.#2lcgft**
	GAY and LESBIAN 650	Novels where main characters/lifestyles are gay/lesbian; any fiction style. (red colour at top of sticker) **650 _0 #aGays#vfiction.** **650_0 #aLesbians#vfiction.**
	HORSE STORIES 650	Novels with horses as the major theme. **650 = #aHorses#vfiction.**
	PARANORMAL ROMANCE	Novels with paranormal or supernatural influences - may include vampires **655 -7 #aOccult fiction.#2lcgft**

Genre information for all customer placed orders should be specified in the 'servicing instruction' field on James Bennett Online to ensure genre accuracy. Where this is not specified, James Bennett staff will apply discretion in determining the appropriate genre

Collection Labels

Where an item is a Biography as well as an Indigenous item, both labels are required. Indigenous label directly above the Biography label

Label	Name	Guidance
	ABORIGINAL (Large 4x2cm)	Non-fiction titles dealing with predominantly aboriginal or indigenous content
	BIOGRAPHY	Non-fiction titles dealing with the biography of a person or a family including diaries, letters and journals of person(s)

PRC Labels

The PRC label details are noted on the slip

James Bennett
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CLANCE

COVERING

PAPERBACKS

Material	Instruction
SoftCOAT – GLOSS flexible acid free self adhesive covering	Standard CLS Paperback covering

DUSTJACKETS

Material	Instruction
SecureCOAT - GLOSS PVC film with backing paper attached with acid free PH neutral transfer tape	Standard CLS Dustjacket covering

HARDBACKS

Material	Instruction
SleekCOAT - GLOSS non adhesive PVC film attached with acid free tape	**Non-Laminated** Standard CLS Hardback covering
Protector labels	**Pre-Laminated** Cover **ALL** exposed labels

GRAPHIC NOVELS and PICTURE BOOKS

Material	Instruction
Covering	**As per form of book** All items are covered, unless for whatever reason, including rounded corners, it is not practical to do so
Protector Labels	Cover **ALL** exposed labels

BOARD BOOKS

Material	Instruction
Protector Labels	Cover barcode and RFID tag

Standard Covering Inspection unless stated on Run sheet, check for additional QC