

## **Cataloging procedures related to the READ Collections, to ESL, Basic Skills and Child Development materials.**

**February, 2010.**

### **Assignment to READ collection.**

The subject selector or campus coordinator will designate which books should go into the READ collections, which into the Circulating collections, which into Reference collections. If there are multiple copies of a book, some copies may be in the READ collections while other copies are in another collection. Questions should be taken to the appropriate selectors(s).

### **Location code.**

The item location code for the READ collection at Rosenberg will be **rebxx**. The bib code will be **re**. The campus codes will continue to be **bebxx**, **debxx**, etc.

### **Assignment of Call number.**

Use LC class numbers as assigned by LC or by another library in the OCLC records with the following exceptions:

Exception One. The LC assigned class falls within PE 1128-PE 1129. For these materials use the following local schedule.

<b>PE 1128.1</b>	<b>ESL Theory</b>	Materials about teaching and learning ESL.
<b>PE 1128.2</b>	<b>ESL Teaching techniques</b>	Specific suggestions for classroom activities.
<b>PE 1128.3</b>	<b>ESL Reproducible materials</b>	Handouts for teachers to reproduce.
<b>PE 1128.4</b>	<b>Number not used</b>	reserved for future expansion.
<b>PE 1128.5</b>	<b>ESL Multi-skills</b>	Integrates multiple skills into each lesson.
<b>PE 1128.6</b>	<b>ESL Grammar</b>	English grammar for ESL students.
<b>PE 1128.7</b>	<b>ESL Reading</b>	Specific reading and decoding skills, such as scanning, finding topic, etc. NOT just reading selections with comprehension questions.
<b>PE 1128.8</b>	<b>ESL Readers</b>	Materials to read, may include vocabulary and comprehension questions, but does not include teaching decoding skills.
<b>PE 1128.9</b>	<b>Number not used</b>	reserved for future expansion.
<b>PE 1129.1</b>	<b>ESL Conversation</b>	Expressing thoughts in spoken English.
<b>PE 1129.2</b>	<b>ESL Listening</b>	Listening skills.
<b>PE 1129.3</b>	<b>ESL Pronunciation</b>	English sounds, word pronunciation, accent.
<b>PE 1129.4</b>	<b>ESL Composition</b>	Expressing thoughts in written English.
<b>PE 1129.5</b>	<b>ESL Vocabulary</b>	Word meanings, spelling, etc.
<b>PE 1129.6</b>	<b>ESL Literacy</b>	Recognizing and forming letters.
<b>PE 1129.7</b>	<b>ESL CALL</b>	Obsolete, do not use.
<b>PE 1129.8</b>	<b>Number not used</b>	reserved for future expansion.
<b>PE 1129.9</b>	<b>ESL TOEFL</b>	Preparation and sample Tests of English as a Foreign Language.

Exception Two. The work being cataloged is a retold or simplified version of a novel or collection of short stories by one writer. For these materials use the call number that would be used if the work was not retold.

Exception Three. The cataloging decision made by LC or another library about which class to use for a work that has multiple subjects or multiple aspects of a subject is not appropriated for out library. Exceptions of this type should be made very rarely.

Sound recordings that correspond to books. These will receive the same LC call number that is assigned to the book.

### **Assignment of Subject headings.**

Assign subject headings as usual. Add local (690) subject headings in the following cases.

PE 1128.1-PE 1129.9. Works which are given these class numbers should be assigned the corresponding local subject heading (690) from the chart above. It may be assigned additional subject headings from that chart if appropriate. For example, a book that is focused on pronunciation but also stress vocabulary building may receive two headings.

For novels and short stories retold for ESL students. Assign local subject heading showing word count as appropriate. e.g. "ESL fiction: 800 words."

Basic Skills. All materials with an LCSH subdivision of "-- Juvenile Literature" will receive the local subject heading: "Basic Skills." This will be done periodically in batch mode, so it is not necessary to assign this during cataloging.

### **Assignment of local notes.**

Books for which we have corresponding sound recording. These should receive a 590 (500?) note showing students where to find recording. e.g. "SOUND RECORDING AVAILABLE AT ROSENBERG LIBRARY CIRCULATION DESK."

### **Processing.**

READ will be put on the top line of the label, similar to the designation 'Ref'

OR

A separate READ label will be placed on the spine about the call number label.

### **Reclassification of materials already in the collections.**

For the Rosenberg Library, materials currently classed in PZ 1 will be reclassified in PZ 7, and will remain in the circulating collection.

Materials in PZ 3, PZ 4, and PZ 6 will be reclassified to a variety of other classifications and will also be moved into the READ collection. Books (PZ 6) that have accompanying sound recordings, will need to continue to have labels alerting students to ask at the Circulation desk for the recordings.

**Summer work related to the READ collections.  
DRAFT, please modify as needed.**

**Before the end of the Spring Semester**

Space will be made on the Fifth Floor for the READ collection.

Materials in PZ 3, PZ 4 and PZ 6 at Rosenberg may be physically moved if adequate signage and publicity can be done to direct students to the new collection.

Librarians will assist with the reclassification by examining PZ 1, PZ 3, PZ 4, and PZ 5 books that are currently in the collection, writing the new call number on the back of the title page, and returning the books to the shelf under their current call number.

**During the Summer**

Books at Rosenberg that are currently assigned call numbers in PZ 1, PZ 3, PZ 4, and PZ 5 will be pulled from the shelves. New call numbers will be taken from the back of the title page (written by the librarians) or assigned by the technicians based on the new cataloging procedures. New labels will need to be created and attached.

For materials at the campus libraries which are currently classed in PE1128.8 but will be reclassified because they are retold novel, or collections of short stories by one author. These can be moved to Rosenberg? reclassified, and new labels created and attached.