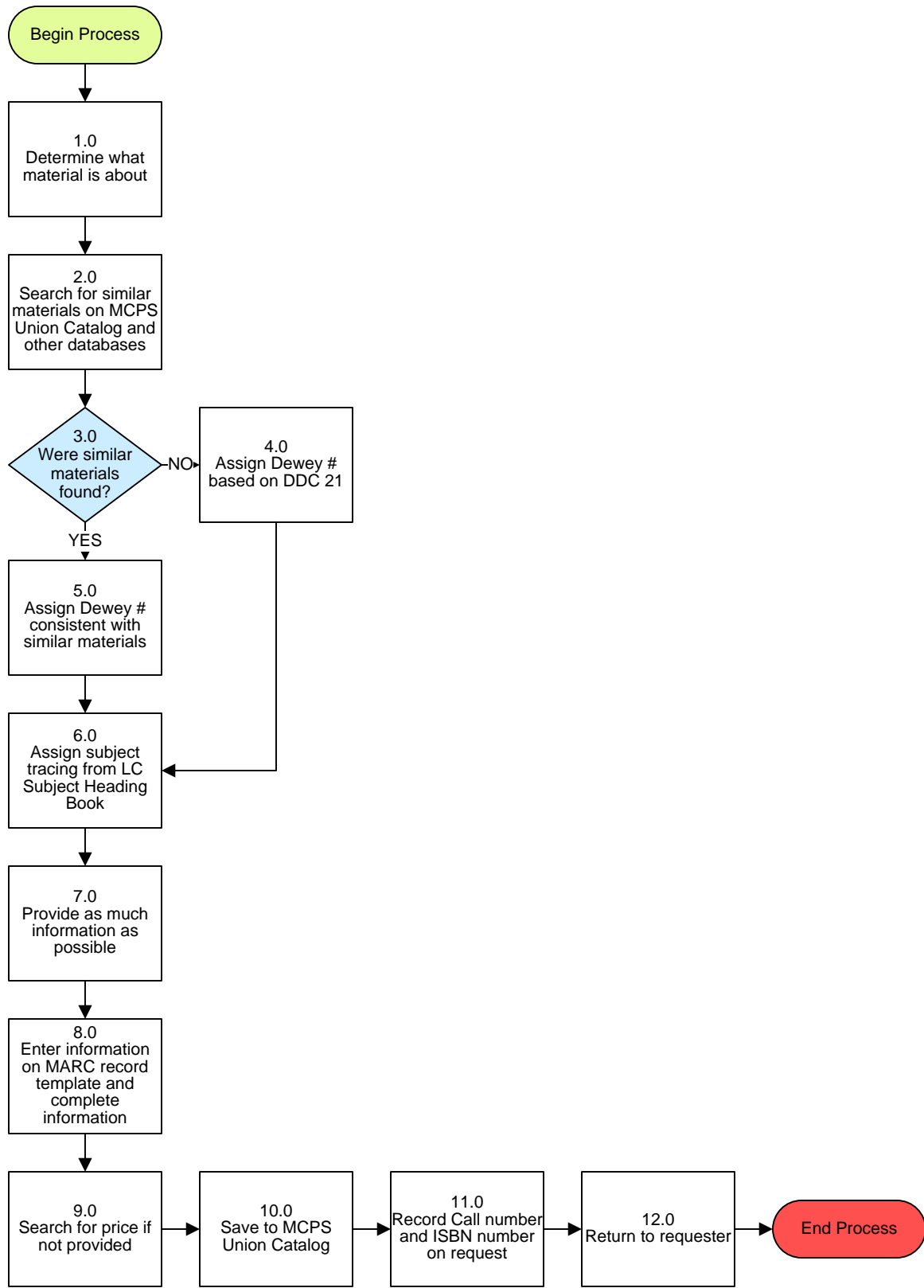


Media Processing - Creative Catalog Process



To Details

Media Processing - Creative Catalog Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

Step 1.0: Determine what material is about

Step 2.0: Search for similar materials on MCPS Union Catalog and other databases

Step 3.0: Were similar materials found?

If no, continue to Step 4.0. If yes, skip to Step 6.0.

Step 4.0: Assign Dewey number based on DDC 21

Use the Dewey Decimal Classification Edition 21 to assign a Dewey number.

Step 5.0: Assign Dewey number consistent with similar materials

Assign Dewey Decimal number.

Step 6.0: Assign subject tracing from LC Subject Heading Book

Use the Library of Congress Subject Heading Book to assign subject tracing.

Step 7.0: Provide as much information as possible

Line: 250 (Edition), 440 (Series), 500 (General), 505 (Content), 520 (Summary of Book), 650 (Sub-Tracing – General), 651 (Sub-Tracing – Countries), 740 (Secondary Title)

Step 8.0: Enter information on MARC record template and complete information

Step 9.0: Search for price (if not provided)

Step 10.0: Save to MCPS Union Catalog

Step 11.0: Record Call number and ISBN number on request

Step 12.0: Return to requester



Return to Key Process