

Processing

Classifying, cataloging, and processing book and nonbook materials are exacting jobs necessary to the effective organization and utilization of library media center resources. The following guidelines will assist the media center staff in successfully accomplishing these tasks.

PROCESSING GUIDELINES

Receiving materials - See "Receipt of order" information in the Acquisitions section of this handbook.

Stamp ownership - School name should be visible on each book and each piece of nonbook material, location to be determined by local school procedures.

Assign barcode number - Barcode numbers are assigned to each book, nonbook item, and piece of equipment. This number replaces the accession number and makes electronic inventory possible.

Location on books - The barcode label is placed on the back cover, vertically, approximately one inch from the spine and one inch from the top. A second label or the stub with the number (if available) is placed inside the book, according to local school procedures.

Location on non-book items - This barcode location is determined by local school procedures.

Classification - Books and nonbook items are classified according to the Abridged Dewey Decimal Classification system. Materials that are received preprocessed should be checked against the numbers consistently used in the local collection.

Nonbook materials should also have the type of media designated above the Dewey number. (See [Cataloging](#) section for non-book call number guidelines.)