

Los Angeles Unified School District
Specifications for Library Cataloging and Processing, 2024

These specifications replace all previous specifications and should be kept on file by the vendor. Purchase orders will be placed “as per LAUSD specifications” and should be filled by the vendor according to these specifications. Vendors must comply with the specifications listed in this document.

Cataloging Specifications

1. Call numbers must be Dewey Classifications and Sears List of Subject Headings.
2. Use RDA.
3. All books in languages other than English, for both elementary and secondary, shall be cataloged the same way as books in English.
4. Graphic Novels, Manga, Comic Books are to be cataloged as fiction or non-fiction as all other books (not as 741.5).
5. Call numbers for non-fiction must not exceed three numbers past the decimal point.
6. For series where there are multiple authors, use original author in order to keep the series together.
7. Subfield 020 field must have both 10 & 13 digits ISBN.
8. Subfield 092 must use LAUSD call numbers when applicable. Otherwise, the field is to not include the following characters [] () - /. Library & Textbook Support will email bimonthly call number files.
9. Subfield 490, please include all series (if more than one) in one subfield
10. If the book is in Spanish, also include Spanish Subject Headings if applicable (example, use abuela for grandma/grandmother).

The following table indicates the required tags for MARC records and the corresponding subfields.

Field	Subfield
000	
001	
005	
008	
010	a

020	a
035	a
040	a
052 (if applicable)	a
092	a
100 (if applicable)	a, other subfields as applicable
245	a, c
246 (if applicable)	a
250	a
264	a, b, c
300	a, b, c
336	a
337	a
338	a
490 (if applicable)	a
500	a
504 (if applicable)	a
505 (if applicable)	a
510	a
520	a
521 (if applicable)	a, b
526 (if applicable)	a, b, c, d, z
586	a
650	a, other subfields as applicable
655 (if applicable)	a, other subfields as applicable

700 (if applicable)	a, other subfields as applicable
800 (if applicable)	a
830 (if applicable)	a

Dewey Call Number and Cutter

Description	Call Number and Cutter	Example
Picture Books at elementary level	E + first 3 letters of the author's last name or title	E Sou
Picture Books at secondary level	Fic + first 3 letters of the author's last name or title	Fic Sou
Biography (collective)	920 + first 3 letters of the author's last name or title	920 Bau
Biography (individual)	921 + first 3 letters of the Biographee	921 Roo
Graphic Novels, Anime, Manga, & Comic Books at the elementary level	Fic/Dewey Number (cut at first prime (not to exceed 3 numbers)) + first three (3) letters of the author's last name or title	Fic Hir 323.119 Low
Graphic Novels, Anime, Manga, & Comic Books at the secondary/span level	GN + Fic/Dewey Number (cut at first prime (not to exceed 3 numbers)) + first three (3) letters of the author's last name or title	GN Fic Hir GN 323.119 Low
Fiction	Fic + first 3 letters of the author's last name or title	Fic Gon
Non-Fiction	Dewey Number cut at first prime (not to exceed 3 numbers) + first 3 letters of the author's last name or title	323.225 Les
Story Collection	SC + first 3 letters of author's last name or title	SC Sca

Processing Specifications

1. Vendors should send unattached spine labels and barcode labels ONLY if requested by the school and approved by Library & Textbook Support (email, library@lausd.net).
2. Vendor is to affix adhesive Due Date Slips in the center of the inside front cover, except for books with Mylar cover; use front flyleaf and place in the center.
3. Title/Pocket/Circulation Cards are optional based on school preference and book detection system.
 - a. The circulation card shall be white stock, 5" x 3", medium-weight index stock, printed on both sides with two columns headed "Date Due", and "Borrower's Name" ruled. The information on each card shall be printed directly on the card or on a clear label affixed to the card to legibly show the following: classification number, author's name, title, and barcode number.
 - b. The vendor shall prepare a book pocket for each book, 3³/₄"H x 3¹/₂"W size (5¹/₂"H x 4¹/₈"W pocket is also acceptable).
 - i. The pocket shall be firmly affixed in the center of the inside front cover, except for books with Mylar cover; use front flyleaf. The book pocket shall be imprinted in black ink with the school name followed underneath by LOS ANGELES UNIFIED SCHOOL DISTRICT.
4. The vendor shall generate a label which includes the call number to be affixed to the spine of the book or on the dust jacket (where applicable).
 - a. Spine labels shall be white, measuring 7⁷/₈" x 1¹/₄". They shall be affixed to the spine of the book and to the dust jacket, where applicable so that the long side (1³/₈") is parallel to the bottom of the spine and the top of the label is two inches from the bottom of the book. A transparent vinyl protective label, measuring 1¹/₂" x 3¹/₄" shall be affixed completely over the spine label.
 - i. Included on the spine label
 1. Dewey call number on top and Cutter on bottom.

Category	Spine Label Designations		Example
Picture Books at elementary level	Top Line	E	E
	Bottom Line	First 3 letters of the author's last name or title	Lan
Picture Books at secondary level	Top Line	Fic	Fic
	Bottom Line	First 3 letters of the author's last name or title	Lan
Graphic Novels, Anime, Manga, & Comic Books at the	Middle Line	Dewey Number	Fic
	Bottom Line	First 3 letters of the author's last name or title	Hir
			323.119

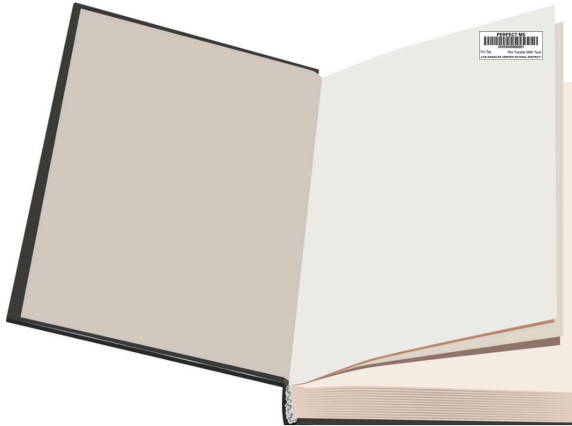
elementary level		Low
Graphic Novels, Anime, Manga, & Comic Books at the secondary/span level	Top Line GN Middle Line Dewey Number Bottom Line First 3 letters of the author's last name or title	GN Fic Hir GN 323.119 Low
Fiction	Top Line Fic Bottom Line First 3 letters of the author's last name or title	Fic Rod
Non-Fiction	Top Line Dewey Number Bottom Line First 3 letters of the author's last name or title	616.85 Hil
Story Collection	Top Line SC Bottom Line First 3 letters of author's last name or title	SC Sis

5. The vendor shall attach a Mylar cover to all books that are published with dust jackets. For books with Mylar covers, a spine label is to be affixed to either the spine of the book or to the dust jacket before the Mylar cover is attached to the book. The Mylar cover shall be heavy-duty, 2 mil Mylar.
6. All barcodes shall be Code 39 with no check digit.
7. Library & Textbook Support (LTS) shall verify, in writing, the unique 8-digit vendor range assigned to each approved vendor.
8. All barcodes shall contain, the name of the school, the 14-digit barcode number, call number left justified, title right justified and Los Angeles Unified School District.
 - a. The 14-digit barcode should begin with 3 (to indicate a material type) followed by The District's 4-digit location code, filler zero(s), and the first number in the range assigned to the vendor. For example, if the vendor has been assigned the number range 00000800001 - 008200000 and the school's location code is 5555, then the barcode, without spaces, would appear as 355500000800001. See below for example.



9. The vendor is responsible for monitoring the barcode ranges of all LAUSD location codes.
10. Barcodes shall be durable and covered with clear labels.
11. Barcode information must meet the following requirements:

- a. Compatible with Follett's *Destiny* automated circulation system
 - b. Readable by scanners used in Los Angeles Unified School District
12. The vendor shall affix one barcode in the upper right of the side of the front flyleaf.



13. The vendor shall affix a second barcode with the same number on the upper right hand corner of the back cover, 1/2" from the spine and 1/4" from the top of the book, on the dust jacket or under the Mylar cover as shown.



14. Reading programs such as Accelerated Reader or Reading Counts are optional based on school preference, if the school elects to include reading program labels, including the Lexile points and reading level, the label should be placed on the spine of the book below the spine label. Do not cover the spine label.
15. Genre stickers are optional based on school preference. If the option is selected, stickers must be placed directly above the spine label sticker.
16. All other classification labels such as book format, book award, reading level, language, or circulation are optional based on school preference. Position on spine cannot supercede LAUSD Specifications.
17. Unless otherwise specified in the school profile, theft detection is not applicable.

18. Vendors must email the MARC records to iltss@lausd.net with the following District specifications:
 - a. subject line will include vendor name, PO#, and location code of school receiving the books. (ex. amazingbooks_PO4500815729_5555).