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ABSTRACT

The manual for librarians in the Madison Public School system offers guidelines for cataloging nonbook materials. The purposes in preparing this manual are threefold: to provide the best information about these nonprint items based on school special needs; to make these materials easy to find and use; and to assist both students and teachers in their search for all related materials on the subject. These goals influenced the decisions on cataloging format for bibliographic data describing nonbook materials. Standard library principles of cataloging are adapted for the handling of these materials. The system governing audio-visual media cataloging generally follows an arrangement by Dewey class number establishing consistency in methods for processing both books and nonbook items. The manual is arranged into the following eight sections: 1) an introduction; 2) cataloging and housing instructions for still-projection materials, motion picture projection materials, audio materials, flat graphic materials, three dimensional materials and multi-media materials study kits; 3) locally produced materials; 4) ephemeral materials; 5) cataloging guide; 6) storage and summary table; 7) bibliography; and, 8) appendix: School Symbols and Codes. (Author/SJM)

Organizing audio-visual instructional materials

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ORGANIZING AUDIO-VISUAL INSTRUCTIONAL MATERIALS
in the
MADISON PUBLIC SCHOOLS

by

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1972

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**ORGANIZING AUDIO-VISUAL INSTRUCTIONAL MATERIALS IN
THE MADISON PUBLIC SCHOOLS**

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FOREWORD

Central libraries in all schools and centralized processing have been unique and admirable features in the Madison, Wisconsin, Public School System for many years. The instructional materials concept, with its prime concern for providing materials in many formats for student selection and use, was quickly adopted system wide. Today, every school has an instructional materials center with professional and clerical staff. The school community's use of these materials is extensive and efficient. All print and nonprint materials are ordered, cataloged and processed in one location, then distributed to the school instructional materials centers. This practice was current even before the new standards¹ for school media programs recommended a unified organization and administration of all media within the school building. Constant review of Madison procedures result in increased skill and economy in technical processing.

¹American Library Assoc. Standards for School Media Programs, 1969.

PHILOSOPHY

In a Wilson Library Bulletin article Doris Carson said, "The problem of cataloging nonbook materials is not one of creating special rules, but of adapting standard principles of cataloging to the special materials."¹ This thought has been the basis of the Madison approach to the cataloging of nonprint media.

Trial and error in school practices resulted in a decision for arrangement by Dewey class number, thus following the standard classification procedures for books. The subject approach was also in keeping with the library cataloging philosophy for printed materials. Each processed item is accompanied by a set of catalog cards, labels and circulation cards. Catalog card sets include: main entry card; title card; shelf list; subject cards and added entry cards. All cards display Dewey decimal classification number and the first three letters of the main entry, with media codes* above the call number; fiction titles have no marking other than the media code. The adoption of media codes above call numbers was to identify audio-visual titles quickly since all cards interfile in one catalog with the cards for printed material, and for the computer production of audio-visual catalog cards.

Every cataloged item is accompanied by circulation cards with pockets on materials where possible.

Several media formats have not been used extensively enough in the Madison schools to warrant cataloging until recently. Some of these have been given subject reference cards for the catalog file and an inventory card for the shelf list file. Among these are microforms, slides (other than art slides), art prints, videotapes, games and three-dimensional materials. Since the commercial production of these media for school use has increased, and as they are being added, cataloging will be supplied for those of lasting quality. This manual will include pertinent information on the handling of these materials. For the present they will have the media identification name above the call number rather than codes:

Art print	Globe	Poster
Chart	Microform	Realia
Flash card	Model	
Game	Picture	

¹Carson, Doris. "Cataloging Non-Print Materials." Wilson Library Bulletin, March, 1968, p. 262.

*See page 6, list of codes.

ACQUISITION PROGRAMS

The decisions expressed in this manual have had a gradual evolution. With the emergence of the Instructional Materials Center philosophy there was a rapid increase in the acquisition of nonbook materials. Selection and ordering procedures had to be instituted and proper storage facilities provided, for these have significant bearing on the processing of instructional materials. To provide effective means of finding selected pieces of media from the large mass of materials became an important goal. Analyses of policies in regard to the selection, processing, distribution and use of nonbook media were accomplished by committees of librarians in consultation with teachers, the Instructional Materials Center director, the school library coordinator, the audio-visual coordinator and the catalogers.

SELECTION AND LISTING

Careful selection and ordering of nonprint items cannot be too strongly stressed. A long history of excellent book selection practices has been true of the Madison system. Committees of librarians at all levels prepare selected lists which have been used by all librarians as a source for ordering. These have been distributed at frequent intervals throughout the school year. A separate audio-visual materials selection list, called the AV CORE LIST, appeared annually. Since the initiation of computer based library operations, beginning in 1967, these selected lists have been incorporated into one large order list, the Madison Instructional Materials List (MIM List), from which selection can be made and ordering accomplished through the use of punched cards. The year, 1971, has seen the development of selection committees made up of audio-visualists in the schools. Careful evaluation and screening of materials as well as careful selection from reviewing journals has resulted in the preparation and more frequent distribution of recommended buying lists of audio-visual materials.

COMPUTER APPLICATIONS

Computer assisted book processing was begun by the Madison Public Schools late in 1967. Early experiments to include audio-visual processing were attempted. Data for audio-visual titles on a large scale was stored for the 1969 CORE lists of recommended audio-visual materials. As rapidly as possible new titles are being added.

With the addition of certain codes and the inclusion of specific order numbers the programs for processing book titles were adapted for processing audio-visual media. The various materials cataloged have these symbols appearing above the call number:

FS	Filmstrip
FSS	Sound Filmstrip
RD	Record (Recording-disc)
RT	Tape (Recording-tape)
SP	Study print
MPL	Loop film (Motion picture)
KIT	Study kit (Multi-media)
VT	Videotape

Additional codes will be added as other types of audio-visual media are cataloged.

Programs for computer processing are written to prepare purchase orders, perform accounting routines, produce catalog card sets, labels for attaching to items and circulation devices. Also at regular intervals status reports of items on order are sent to each librarian. The most recent issue of the MIM List, February, 1971, includes a separate volume for audio-visual materials now stored and available for ordering by punched card. This volume also offers title and subject indexes.

ORGANIZATION AND CATALOGING PROCEDURES

Looking beyond these established and recently computer-adapted selection lists, concern about the uniformity of the organization and the processing of these various media brought out the need for a procedures manual. Since a manual establishes consistency in methods for processing nonprint media, the Madison librarians thus acquire useful policy and standards information which help them use profitably the sets of catalog cards accompanying these nonprint materials. It also assists them in preparation of brief cataloging for items not acquired through normal channels, gifts, etc.

With guidelines outlined here for housing these items, librarians in the Madison system can easily direct students and teachers to book and nonbook items in their collections. Since the system governing audio-visual media processing generally follows that for books, the Madison school library user will not be confused by several cataloging systems.

The purposes in preparing this manual are threefold: to provide the best information about these nonprint items based on school special needs; to make these materials easy to find and use; and to assist both students and teachers in their search for all related materials on a subject. These goals influenced the decisions on cataloging format for bibliographic data describing nonbook materials.

STANDARD PRACTICES AND ABBREVIATIONS:
ADDITIONAL COMPUTER BASED OPERATIONS

Madison follows the basic principles established by the American Library Association and the Library of Congress, the 1967 Anglo-American Cataloging Rules, the 9th Edition of Sears List of Subject Headings, the Library of Congress music subject headings, and the 16th and 17th Editions of Dewey Decimal Classification, with these modifications:

1. Author entries do not contain dates.
2. English form of foreign names is used whenever possible. An authority file is maintained to ensure consistency in spelling and use of entries.
3. Title entries for recordings are those found on the record label itself. (Here Madison deviates from the practice of providing uniform titles.)
4. Place of publication is usually omitted, the publisher's name is shortened, the date is omitted when not given.
5. Physical description is simplified by omitting information not meaningful or essential for student research.
6. Only important series are noted, traced and used as added entry.
7. More subject tracings are used, even for fiction.

Abbreviations used on the cards are these:

b&w.	black and white	mono.	monaural
fr.	frames	no.	number
fs.	filmstrips	Pt.	part
in.	inches	rpm.	revolutions per minute
ips.	inches per second	ser.	series
min.	minutes	stereo.	stereophonic
mm.	millimeter		

Certain constraints have been accepted for computer based operations. Color banded cards are not used in Madison. The use of the media code above the call number and a repetition of the media following the title describes the material adequately. The tracing format as it appears on the illustrative cards in this manual is the standard tracing format: Madison sometimes substitutes "s" for subject tracings. For machine recognition, fixed fields are designated for subjects, identified by the letter "s."

CATALOGING AND HOUSING
BY MEDIA

**STILL-PROJECTION
MATERIALS**

PUBLISHER'S ORDER NUMBER

FILMSTRIP

FS
741.4
Dra

Drawing is fun No. 1209 (Filmstrip) Visual Education Consultants, 1953.
28 fr. b&w.

Teacher's guide.
Prepared by Catherine Crossman.

Shows how to portray action and rhythm, and demonstrates techniques for using masses, shading, and white areas.

1. Drawing - Instruction

FS
973.4
Mar

Marshall Court (Filmstrip) Jones and Osmond, released by Modern Learning Aids, 1968.

25 fr. Critical thinking aids

Guide.

1. Indians of North America - Government relations
2. Marshall, John
3. U. S. - Politics and government
Series

PRODUCER

DISTRIBUTOR

SERIES STATEMENT

SERIES TRACED

FILMSTRIP SERIES CATALOGED AS A SERIES

CALL NUMBER →

FS
574.9
Nor

North America's changing face
No. 645-M (Filmstrip) Imperial
Film Co.
4 filmstrips 40 fr.(average)

Contents: Sea coasts.- Mountains.-
Bodies of water.- Forest, grassland,
or desert?

1. Natural history - North America
2. Mountain 3. Water 4. Forest
influences

CATALOGED AS INDIVIDUAL FILMSTRIPS OF A SERIES

CALL NUMBER →

FS
634.9
For Forest, grassland, or desert?

FS
551.4
Bod Bodies of water No. 645-3 (Film-

FS
551.4
Mou Mountains No. 645-2 (Filmstrip)

FS
551.4
Sea Sea coasts No. 645-1 (Filmstrip)
Imperial Film Co., 1962.
45 fr. North America's chang-
ing face

1. Seash ore Series

SOUND
FILMSTRIP

SPANISH
LANGUAGE

FSS
S
+

The ugly little duck No. SD-25T
(Sound filmstrip) Wible Language
Institute.
20 fr. and tape (reel) 3 3/4 ips

Script in Spanish language.

1. Ducks - Stories (Spanish
language) I. Title: El patito feo

ACCOMPANYING
SOUND

ALTERNATE
TITLE

FSS
784.4
Fol

Folk songs of many people No. 153
(Sound filmstrip) Bowmar Records,
1966.
74 fr. and an LP record

Guide.

1. Folk songs

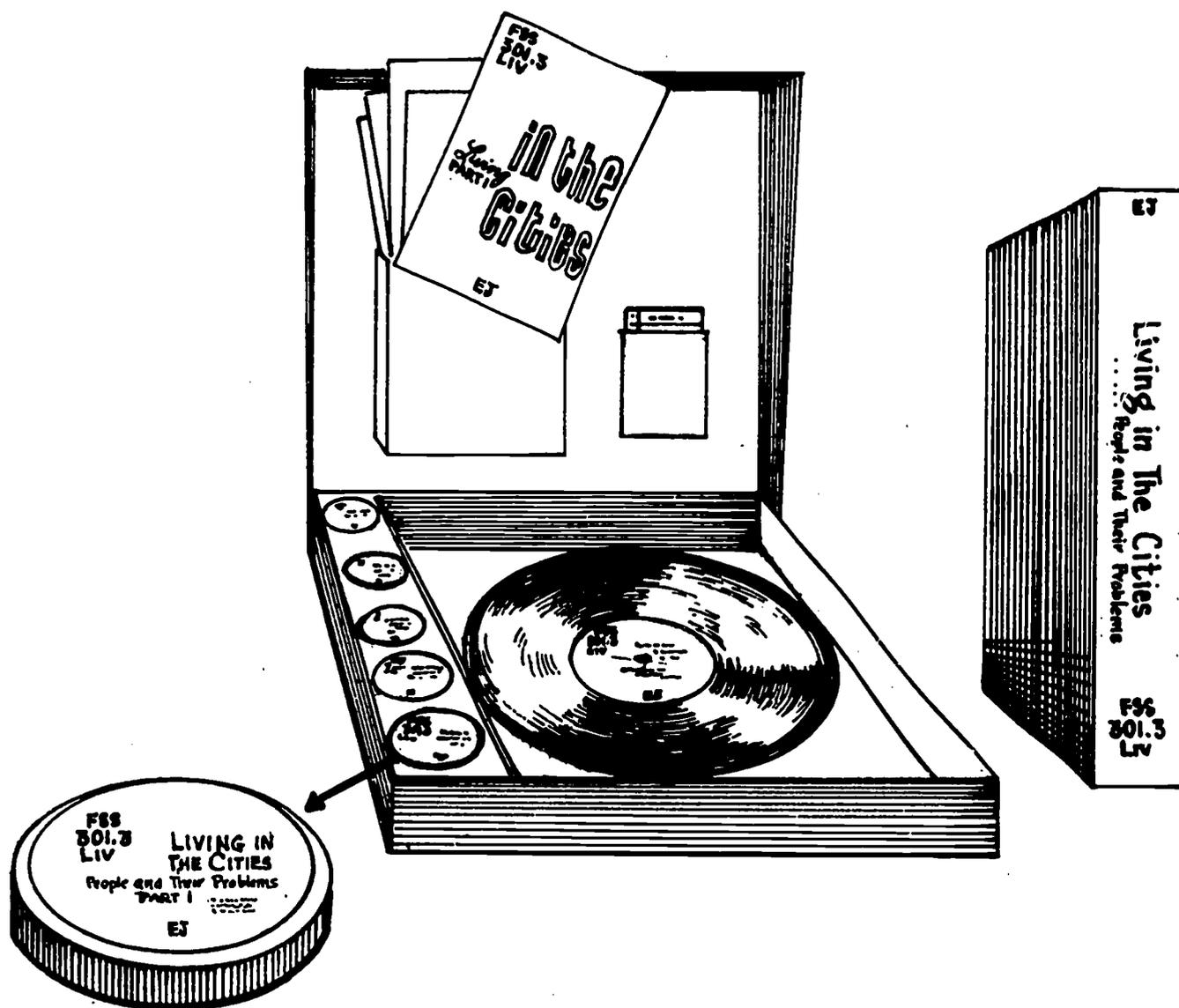
Processing

Print call numbers on the lid covers of filmstrip containers and place a title label around the outside of the container if the lid cover is the removable type.



Label guides and manuals for individual filmstrips and store in pamphlet boxes on or adjacent to the filmstrip cabinets.

Print call numbers on the spine of the sound filmstrip box in a suitable location. The call number and ownership marking are placed on each of the significant items in the box.



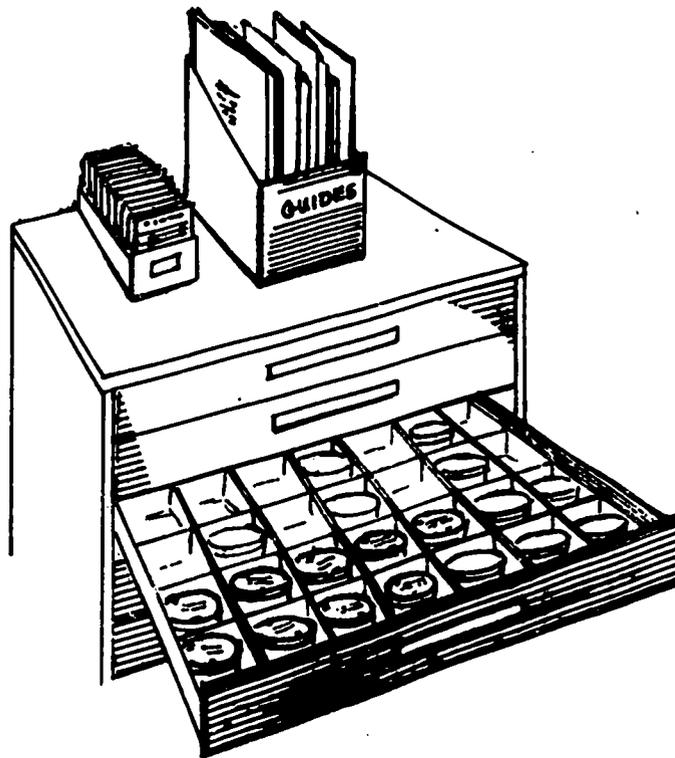
Housing

Individual filmstrips may be stored

1. In filmstrip cabinets.
2. In filmstrip racks at the ends of book shelves.
3. In commercially available boxes for intershelving with other media.

Accompanying guides may be kept in adjacent pamphlet boxes.

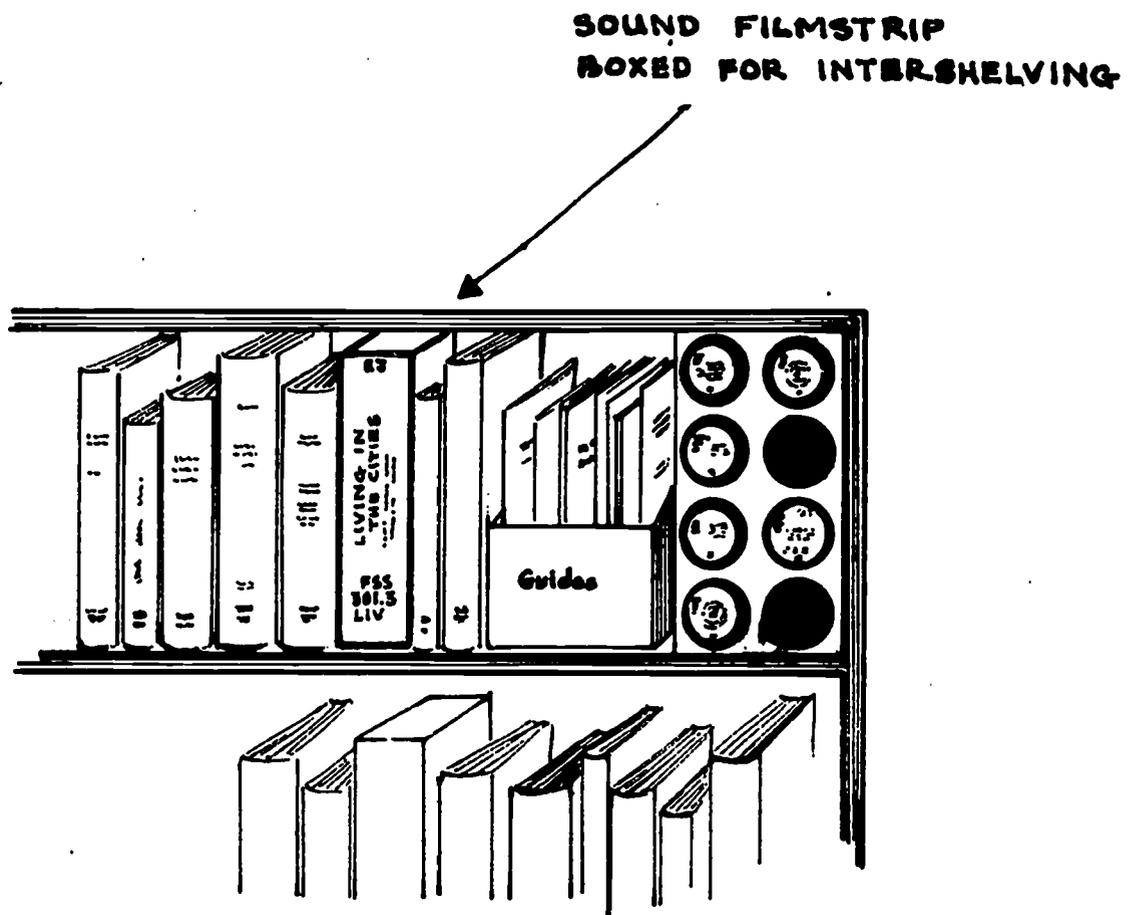
Use the original container supplied by the manufacturer for boxed sound filmstrip combinations when the packaging quality is good. Sturdy boxes are commercially available when the original containers need to be replaced.



Circulation

Circulation cards that accompany filmstrips stored in cabinets may be kept in a charge-out tray on or adjacent to the cabinet or shelf.

Attach a pocket for a circulation card to the lid of the boxed filmstrip or sound filmstrip combinations.



MICROFORMS

Definition

Microcopies of printed materials, pages of books, newspapers and magazines. They are reproduced photographically on transparent or opaque stock in roll, sheet or card format.

Cataloging

Call number: The abbreviation, MICRO.
The Dewey classification number.
The first three letters of the first main entry word.

Main entry: Enter under the title found on the title frame, the margin of the card, or on the container. When it is desired to keep the works of one issue or one author together, then the item is cataloged like the periodical, the article, or the book. The word, "microform," enclosed in parentheses, should follow the title.

Imprint: The producer of the microform, the date.

Physical Description: Number of reels, sheets or cards, type of microcopy, size:
1 reel 35 mm.
7 microcards 5 x 7 in.
3 sheets (microfiche) 4 x 6 in.
Indicate only the negative reproductions.

Notes: Describe the original title.
Include a summary sentence, if useful.

Tracings: See note under filmstrips.

MICROFORM

MICRO
811.09
Bru

Bruenig, John
Twentieth century American poetry
(Microform) University Microfilms,
1958.

3 sheets (microfiche) 4 x 6 in.
Original: 256p.
Pub. in 1954 by Doubleday.

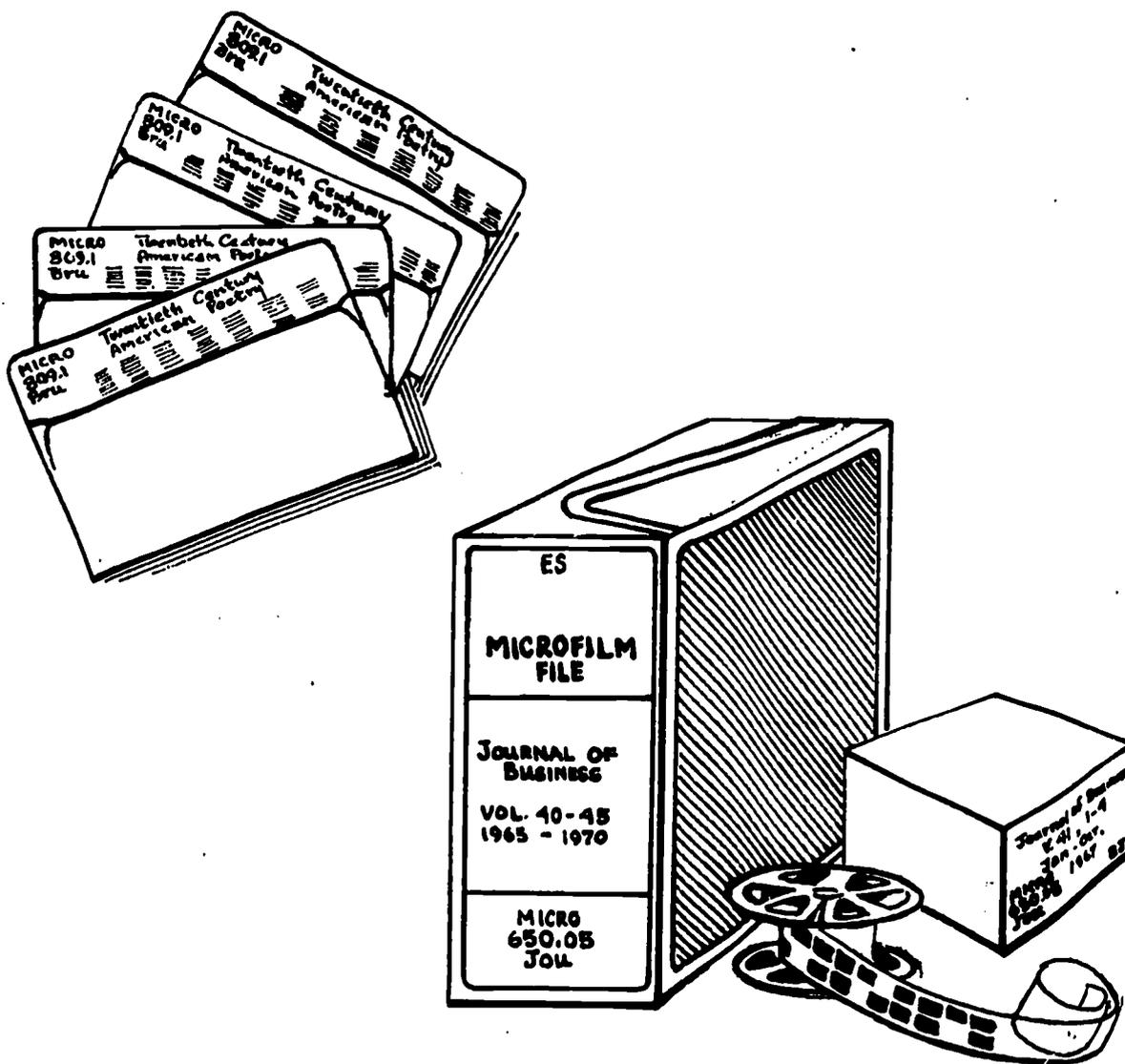
**MICROFORM
TYPE**

**ORIGINAL
WORK**

1. American poetry - History and
criticism I. Title

Processing

Mark call number on microfiche, microcard and microfilm containers, on the title frame of the roll of film, in the upper left corner of the microfiche sheet and microcard. Microfiche or microcards can be stored in drawers with circulation cards inserted in the envelope containers.



Circulation and Storage

Circulation cards are not necessary since these materials are usually stored near the microform readers.

SLIDES, TRANSPARENCIES

Suggestions for housing and indexing slide and transparency materials for which detailed cataloging is not supplied can be found in the Instructional Materials Center Guide, a reference handbook for school instructional materials center staff. Pertinent pages are included in this section of the manual on pages 20 to 22 .

However, the increasing commercial and, more important, local production of excellent graphic materials has created a demand for their classification by Dewey number. The trend is to shelve all materials on a subject together. Better packaging is becoming increasingly available. Sets of boxed transparencies can be placed on a shelf. Slides placed in a carousel tray, then in a box, or slides placed in boxes with pre-cut slots can be shelved. Therefore, Madison is classifying and providing cataloging for many of these and other flat graphic materials. The sample cards on pages 23 and 25 illustrate these revised cataloging decisions.

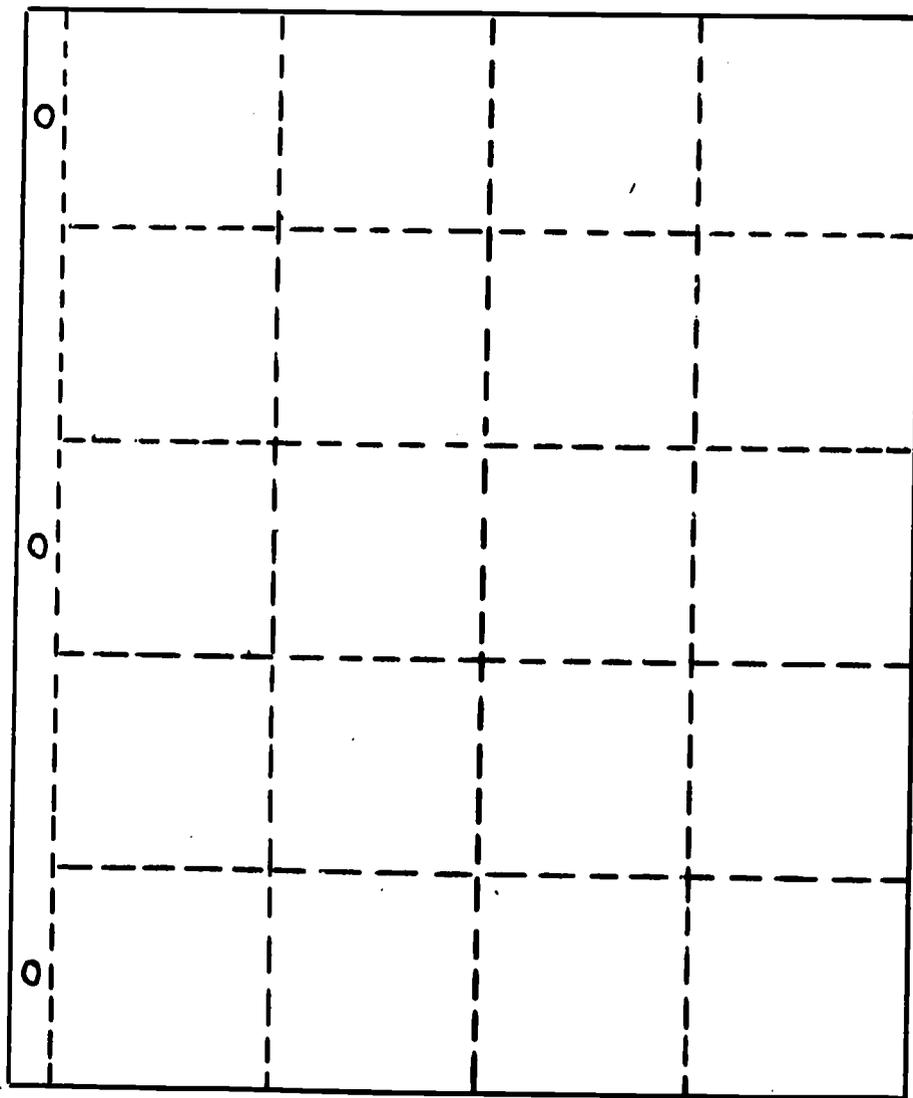
IMC Guide 9.1

35 mm. Slides, Art
Prints, Transparencies.
Housing & Indexing

I. 35 mm. Slides. Housing

It is recommended that slides be pocketed in plastic sheets and kept in 3-ring binders. These protective sheets allow rapid previewing, often without the need of a slide viewer. Loan procedures may be simplified by checking out notebooks or the separate sheets when slides are organized or grouped by subject. Sheets may be requisitioned on a stock requisition form using stock number 031070 described, Slide Pocket Plastic File Sheets.

SEE PAGE 19 FOR REVISED POLICY.



IMC Guide 9.1

35 mm. Slides, Art
Prints, Transparencies.
Housing & Indexing

II. 35 mm. Slides – Indexing suggestions:

A. Art slides

Slides are not be be classified by Dewey numbers. General reference guide cards are recommended for slides as a group instead of detailed card sets. Schools may create their own reference cards as needed. For art slides general reference cards may be made for artist, school of art, or period, according to individual school needs. (See samples) It is further recommended that the Art Education Audio Visual Materials List be referred to for suggested subjects as needed for these general catalog information cards. Central Cataloging Services will assist whenever specialized information, such as appropriate entry of authoritative names, is needed.

SEE PAGE 19 FOR REVISED POLICY.

Gauguin, Paul

35 mm. slides are available. See slide collection.

Cubism

35 mm. slides are available. See slide collection.

Architecture, Gothic

35 mm. slides are available. See slide collection.



IMC Guide 9.1

35 mm. Slides, Art
Prints, Transparencies.
Housing & Indexing

B. Slides other than art slides

Slides on other subjects may require only a subject entry. Central Cataloging Services will supply suggested subject headings on the inventory card accompanying the slides.

III. Art Prints. Indexing and housing:

Art prints may also be indexed as described above with general card entries. Large art prints are best housed in steel map-print cabinets. Small prints may be housed in vertical file cabinets.

SEE PAGE 47 FOR REVISED POLICY

IV. Transparencies. Indexing and housing.

Transparencies are not to be classified by Dewey numbers. These flat materials are best housed in the vertical file, if single sheets, or on a shelf, if a group of like transparencies is shipped in a box by the supplier. The manufacturer supplies a printed title and, in many cases, the general subject area. Often the transparencies are provided with manila folders or envelopes. This makes them easier to insert in a vertical file. Central Cataloging Services will supply suggested subject headings on the inventory card accompanying the transparencies.

SEE PAGE 19 FOR REVISED POLICY

TRANSPARENCIES IN A SET

TRANS.

301.42

Fam

The family in the community No. 4739
(Transparency) Scholastic
Magazines, 1968.
5 transparencies, 5 Repro masters

Teaching guide (Co-Ed/Forecast
classtoons, Family life CT 9)

1. Family
2. Community life
3. Human relations

TRANSPARENCIES WITH OVERLAYS

TRANS.

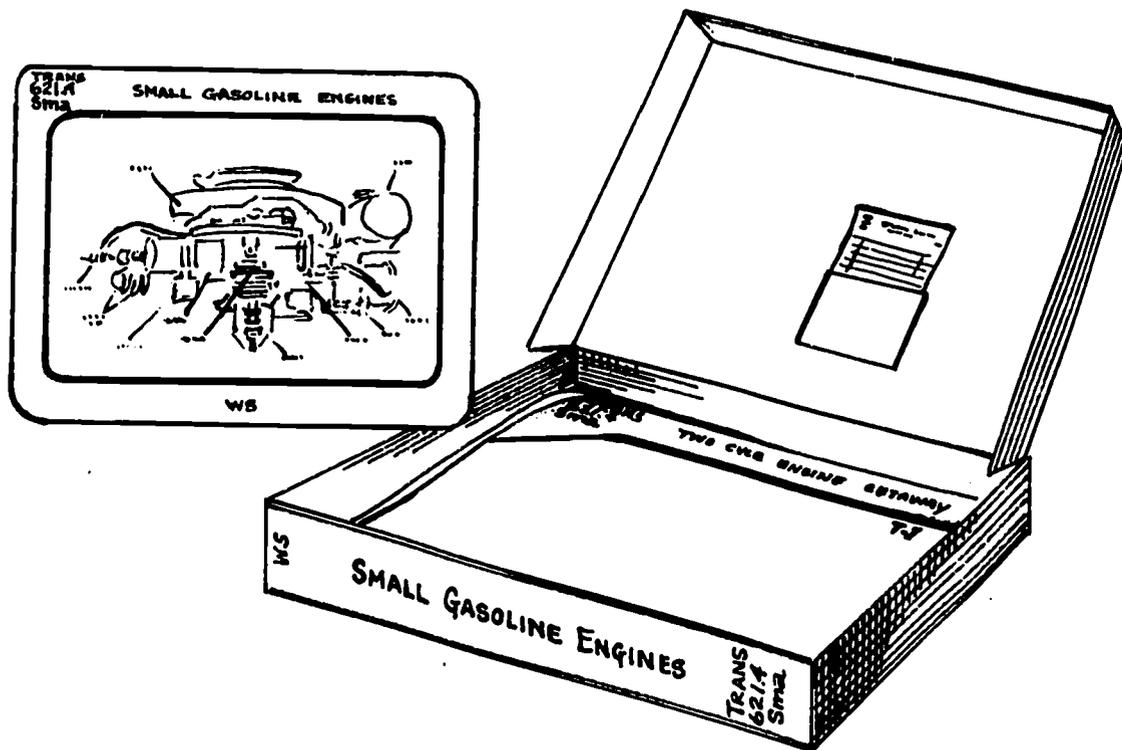
512

Nat

The natural logarithm (Transparency)
Math-Master Labs Inc., 1965.
1 transparency, 4 overlays

- 1 Algebra
2. Logarithms

TRANSPARENCY LABELED AND READY FOR SHELVING



ART SLIDES

MAIN ENTRY: ARTIST

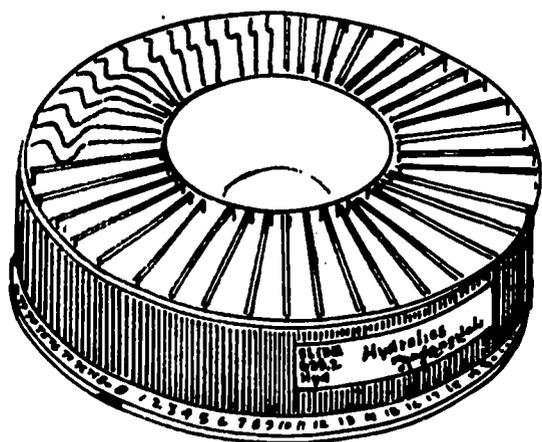
SLIDE 759.2 Gai	Gainsborough, Thomas [Slides], Universal Color Slide. 2 slides	TITLES OF THE ORIGINAL PAINTINGS
TITLE SUPPLIED	Master John Heathcote. Portrait of Mrs. Siddons.	
	I. Title: Master John Heathcote II. Title: Po rtrait of Mrs. Siddons	

SLIDES OTHER THAN ART SLIDES

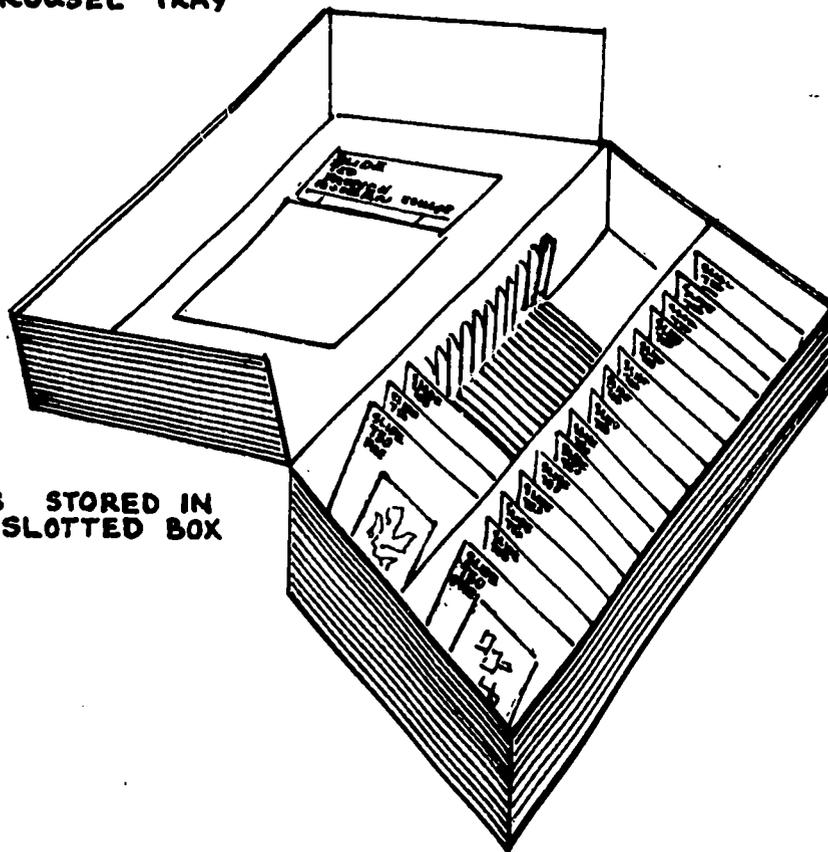
MAIN ENTRY: TITLE

SLIDE 629.2 Fue	Fuels, lubricants and coolants (Slide) John Deere Service Pubs. 60 slides	COLOR IS INDICATED <u>ONLY</u> WHEN SLIDES ARE <u>BLACK AND</u> <u>WHITE</u> OR <u>SEPIA</u>
	Slides of the illustrations in the Fundamentals of Service manual, "Fuels, Lubricants and Coolants," a 72p. soft cover book.	
	1. Automobiles - Repairing	

HOUSING



SLIDES STORED IN CAROUSEL TRAY



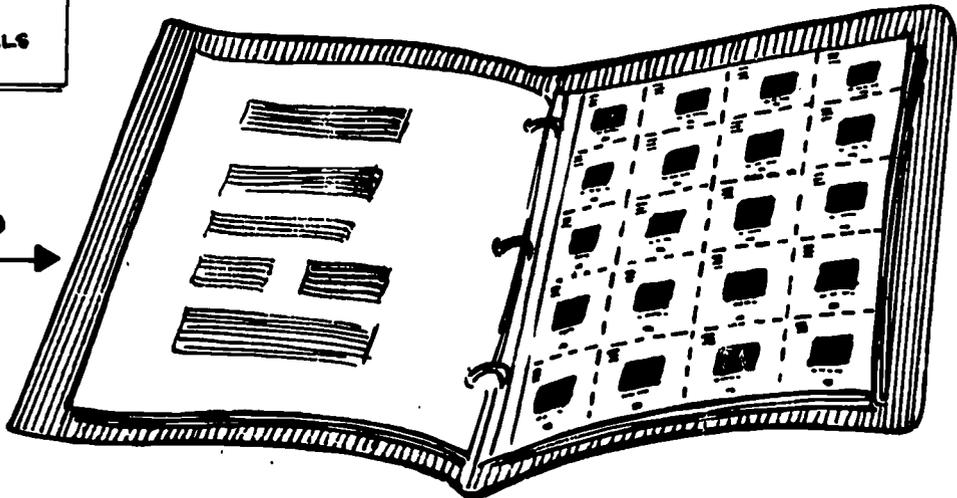
SLIDES STORED IN
PRE-CUT SLOTTED BOX

HOUSING (Continued)



← INDIVIDUAL SLIDE
LABELED

SLIDES IN POCKETED
PLASTIC SHEETS →





MOTION PICTURE (16MM)

In Madison the Instructional Materials Center of the Curriculum Department has a film collection of approximately 1600 titles. A complete list of titles on cards is distributed to each library. Arrangement of this file is by title and subject separated into two groups. Helpful cross references make this a useful tool. An accession number identifies the film can and is placed in the upper left hand corner of the catalog card. Annotations on the cards are brief.

Three-part request cards are filled out at the school and sent to the Center where requests are processed. A master card exists for all film titles. This is pulled, the dates requested and the school name is entered on the card; thus the master card becomes a scheduling and circulating device.

FILM CATALOG CARDS

TITLE

F-3177

The Face of the Earth. EBF, 1953.
12 min. color. sd.

Use: P-I-J-H, Conservation. The Painted Desert, Petrified Forest, Grand Canyon, and Zion and Bryce canyons are illustrations of spectacular geologic formations resulting from the forces of nature.

SUBJECT - CROSS REFERENCE

AFRICA

Africa in Change: West Africa
African Continent: Northern Region
African Continent: Southern Region
Continent of Africa
Dr. Leakey and the Dawn of Man
The Islamic Republic of Mauritania
Life in an Oasis (North Africa)
Life in Hot, Wet Lands
Life in Morocco
Life in the Nile Valley

MOTION PICTURES (8MM)

Definition

A series of transparent, still pictures on a loop of film contained in a cartridge and arranged in a definite sequence, producing motion when shown at standard speeds.

Cataloging

- Call number:** The symbol for the words "Motion picture loop":
MPL
The Dewey classification number.
The first 3 letters of the first title word:
MPL
170
VaL
- Main entry:** The title, the producer's number, the words, "Motion picture," enclosed in parentheses:
Crustaceans No. 11755 (Motion picture)
- Imprint:** The name of the producer; the distributor; the date, if given:
Scope Productions, distr. by Grosset, 1969.
- Physical Description:** The number of loop films, if a series.
Duration in minutes; color, only if black and white; millimeter size;
series:
3 loop films 4 min. super 8mm.
- Notes:** The 8mm motion picture format; i.e.: Loop film.
Printed notes are usually attached to the container by the producer.
A brief, clear, summary sentence or a list of the contents, if there are several in a series.
- Tracings:** Topical subject headings.
Series tracing.
Added entries, as needed.

MPL
597
Fis

Fishes (Motion picture) Ealing
Corp., 1969.
4 min. super 8mm. The under-
sea world of Jacques Cousteau

SERIES
STATEMENT

Loop film. Film notes on cartridge
case.

Shows Jacques Cousteau and the
crew of the Calypso as they design
and perform undersea experiments
dealing with fish.

1. Fishes Series

SERIES TRACED

MPL
743.7
Dra

Drawing: trees--basic form
No. 100-0113 (Motion picture)
Scope Productions, distr. by
Grosset, 1969.
2 min.(approx.) super 8mm.

PRODUCER/
DISTRIBUTOR

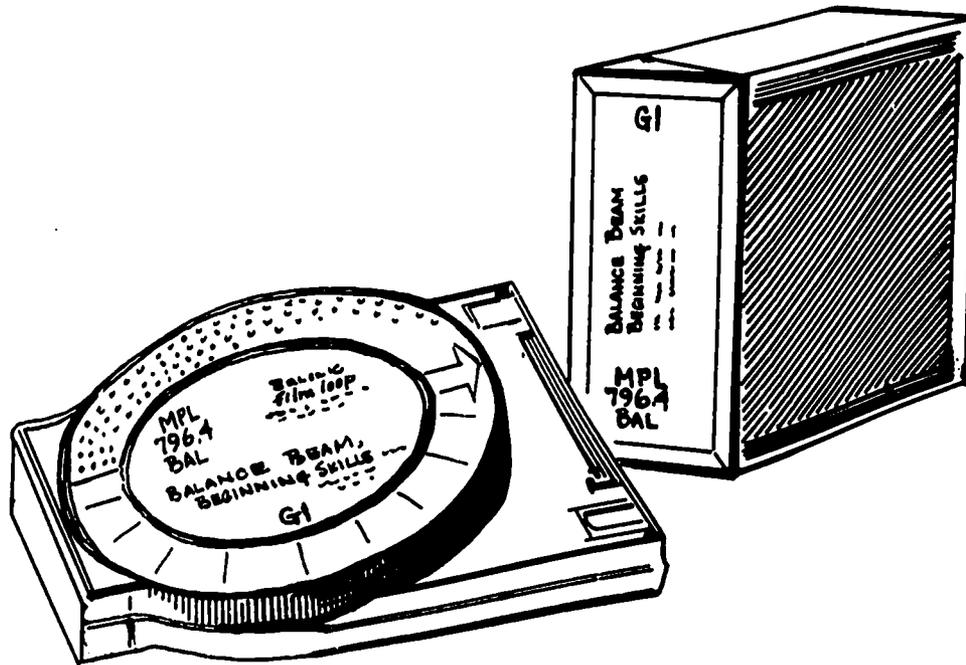
Loop film.
Fact sheet.

1. Drawing

Processing

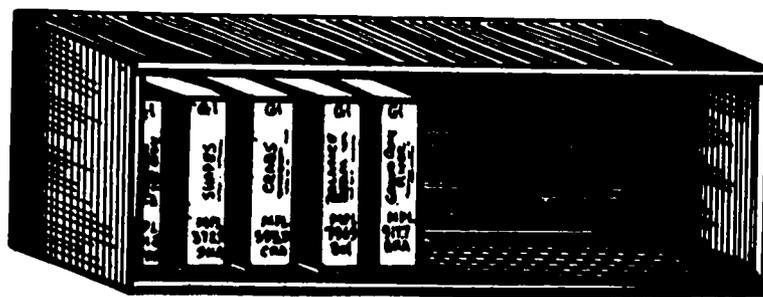
Place the call number on the title label usually found attached to the cartridge case.

Place the call number on the spine of the box containing the cartridge.



Housing

Store loop films upright on shelves, preferably with books on the same subject.



Circulation

Insert circulation cards in the box containing the loop film. These may need to be trimmed to fit inside the box.

VIDEOTAPES

Definition

Magnetic tapes on a plastic base that record both audio and visual signals and can be played back an indefinite number of times without affecting the quality of the tape.

Videotapes are available in a variety of forms:

Tape widths: 2 in. (most common), 1 in., ½ in., and ¼ in.

Speed: 7½ and 15 inches per second (most common) 4.25, 8.46, 9.6, and 12 inches per second.

Reel sizes: 7 to 14 inches.

Cataloging

Call number: The symbol for videotape: VT
The Dewey classification number.
The first 3 letters of the first title word.

Main entry: The title, the word "Videotape" enclosed in parentheses.

Imprint: The name of the producer; the distributor, if useful; the date, when given.

Physical

Description: Number of reels; duration in minutes; color, only if black and white; compatible playback equipment necessary.

Tracings: Topical subject headings.
Added entries, as needed.

VT
709.6
Afr

African art (Videotape) Department
of Curriculum Development, Madison,
Wisconsin Public Schools, 1970.
1 reel 35 min. b&w.
for Panasonic 8100

For middle and senior high
schools.

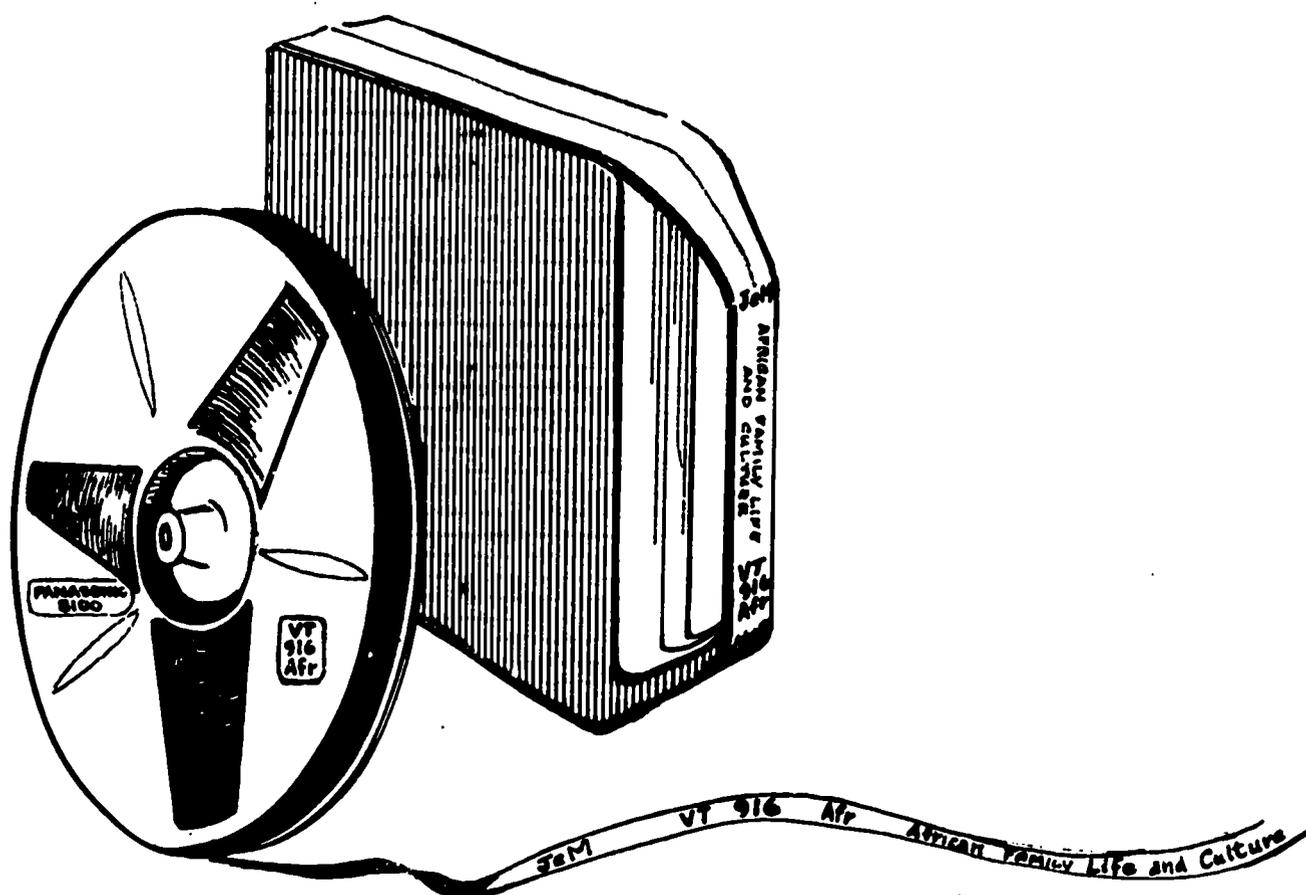
1. Art, African - History

MANUFACTURER AND MODEL NUMBER OF
THE PLAYBACK EQUIPMENT

Processing

Place the call number on the leader tape.

Place the call number, model of playback equipment, and school symbol on the tape reel and its container.



Housing

Store videotapes in a vertical position on shelves, preferably with books on the same subject. Recommended storage temperature should range from 60 degrees to 70 degrees F. with relative humidity 40 degrees to 60 degrees. The illustration on page 76 demonstrates videotape storage.

Circulation

Attach a pocket and circulation card inside the container.

RECORDS

Definition

A monaural or stereophonic disc recording 7, 10 or 12 inches in diameter, designed to be played at speeds of 16, 33 1/3, 45 or 78 revolutions per minute, on which is recorded one or more selections.

Cataloging

- Call number:** The symbol for the words "Recording disc": RD
The Dewey classification number.
The first 3 letters of the first main entry word:
RD
973
Mak
- Main entry:** Enter under composer or author those records which contain only one person's works. Works of more than one author or composer are entered under the collective title supplied by the publisher.
Records which lack a collective title supplied by the publishers are entered under composer or author of the work on side 1, band 1 of the record.
- Title:** The title, followed by the word, "Phonodisc," enclosed in parentheses.
The title statement for musical compositions is given as it appears on the record label.
- Imprint:** The name and serial identification number of the publishing company; the date, if available.
- Physical Description:** The number of records; number of sides; speed, whether stereo or monaural. Series may be noted here.
- Notes:** Include notes in the following order:
Title notes, i.e., "Title on slipcase. . ."
Reader, performer, orchestra, conductor.
Accompanying visual materials: Manual, script, etc.
Contents note or summary sentence.
"With" note, when other works are included.
- Tracings:** Topical headings. Use Sears List of Subject Headings.
For classical music suggested reference tools are:
Mary D. Pearson's List of Subject Headings for Recorded Music and the Library of Congress Music and Phonorecords Subject Index.
Added entries, when useful.
Analytics, as needed.
Series tracing, if important.

RECORDING DISC → RD
785.32
Str

COMPOSER MAIN ENTRY → Strauss, Richard
Also sprach Zarathustra, op. 30
(Phonodisc) RCA Victor LSC 2609,
1962.
2 s. 12 in. 33 rpm. stereo.

TITLE FROM RECORD LABEL →

Chicago Symphony Orchestra; Fritz Reiner, conductor.

1. Symphonic poems I. Reiner, Fritz II. Title

FRENCH LANGUAGE → RD
F782.85
Umb

TITLE MAIN ENTRY → The umbrellas of Cherbourg; original sound track from the French film (Les parapluies de Cherbourg) (Phonodisc) Philips PCC 616.
2 s. 12 in. 33 rpm.

PERFORMER NOTES → Dialogue by Jacques Demy; music by Michel LeGrand.
Songs by Catherine Deneuve, Marc Michel, Claudine Meunier and others.

1. Songs, French 2. Moving picture music c I. LeGrand, Michel

AUTHOR MAIN ENTRY → RD
+

→ Poe, Edgar Allan
Basil Rathbone reads Edgar Allan Poe (Phonodisc) Caedmon TC 1115,
1960.
2 s. 12 in. 33 rpm.

MANUFACTURER'S SERIAL NUMBER →

CONTENTS NOTE → Contents: The cask of Amontillado.-
The facts in the case of M. Valdemar.-
The pit and the pendulum.- . . .
poems.

ANALYTIC TITLES → I. Rathbone, Basil II. Title
III. Title: The pit and the pendulum
IV. Title: The facts in the case of M. Valdemar

Processing

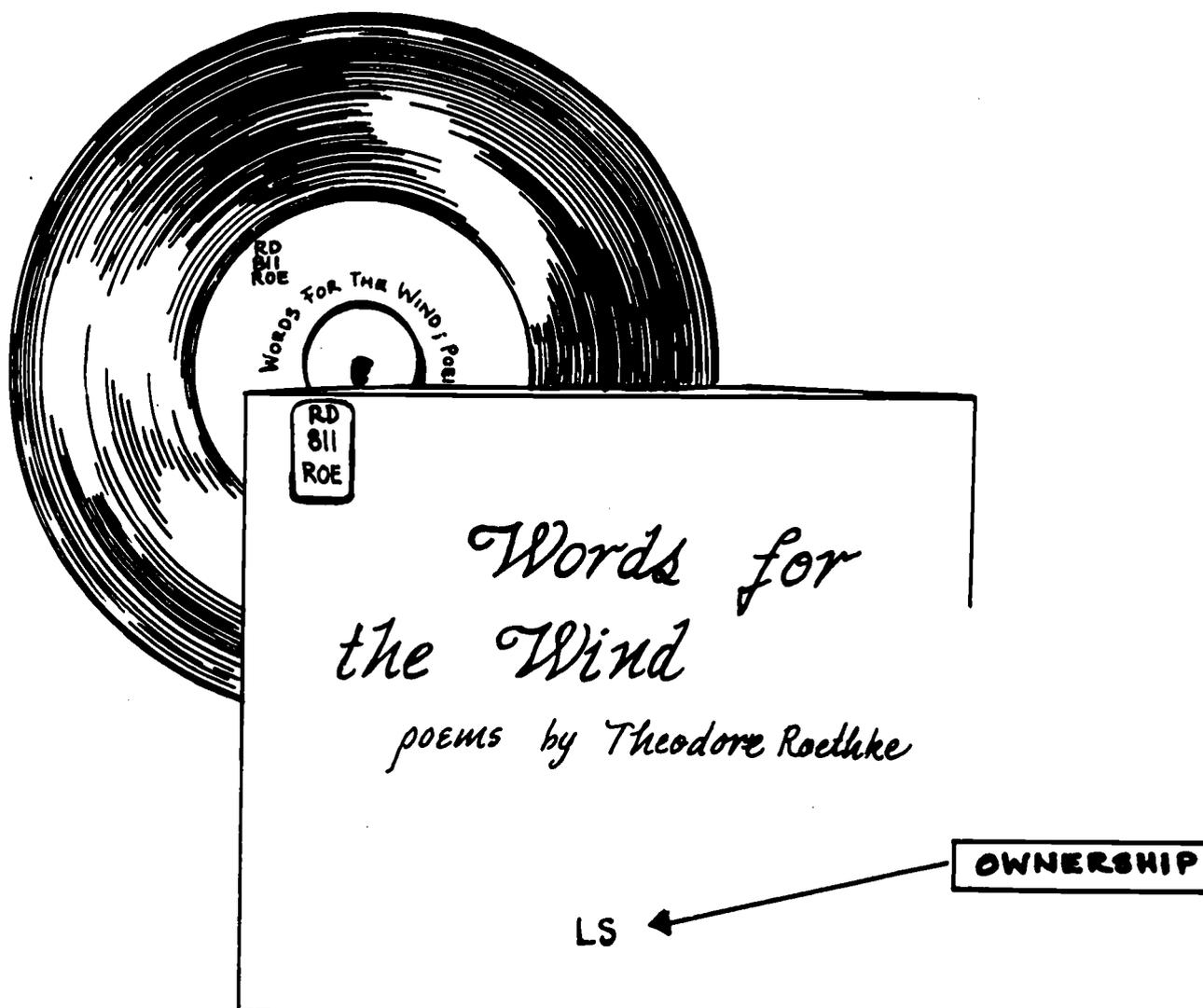
Place the call number on the record label of side 1. The left side is preferred.

The call number is printed (or typed on a gummed label) and placed in the upper left hand corner of the record slipcase.

Albums of 2 or more records enclosed in a container may be marked on the spine, when placed on a shelf; when displayed in bins, the label is placed in the upper left hand corner.

Mark the call number on the accompanying guide or script. If the manual or guide cannot be inserted in slipcase or album, place it in a box near the record storage area.

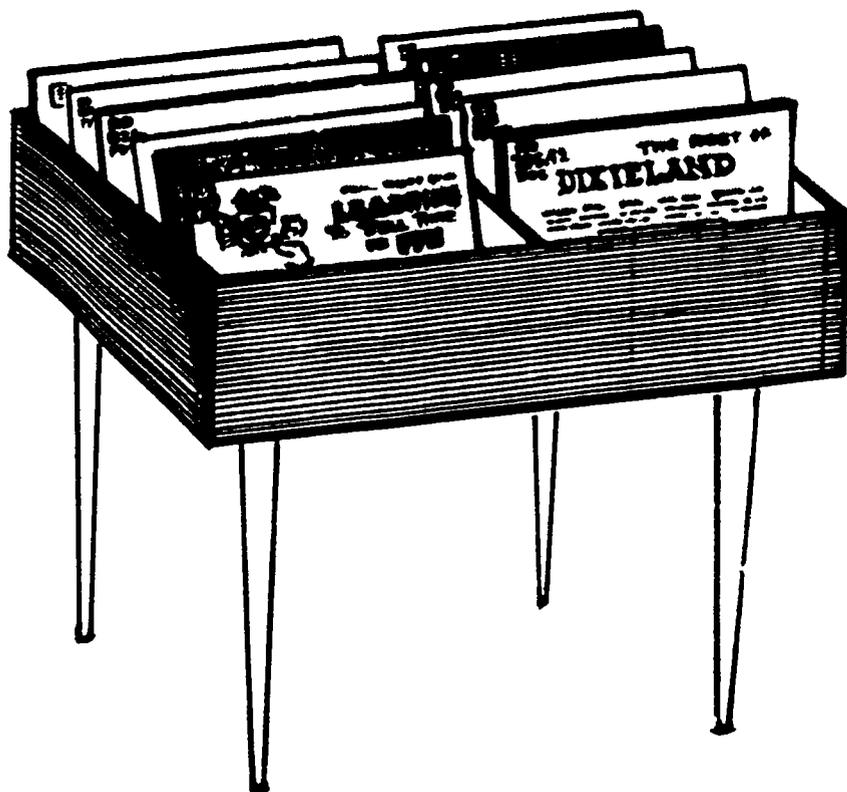
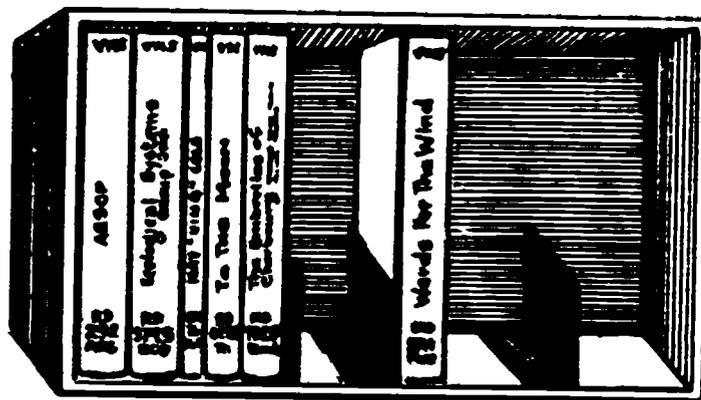
Indicate ownership on the record label of each record and on the slipcase or album container.



Housing

Records are best maintained in a dust free environment, and placed to avoid damp walls, proximity to heat pipes and direct sunlight. Records should be handled carefully along their edges. Periodic examination is recommended. Record player equipment should be conveniently located for ready access by both students and teachers.

Store records upright on shelves, 13 in. deep, or in record bins. Open display storage is recommended. The use of record bins allows for flexible arrangement of like materials in one area.



Circulation

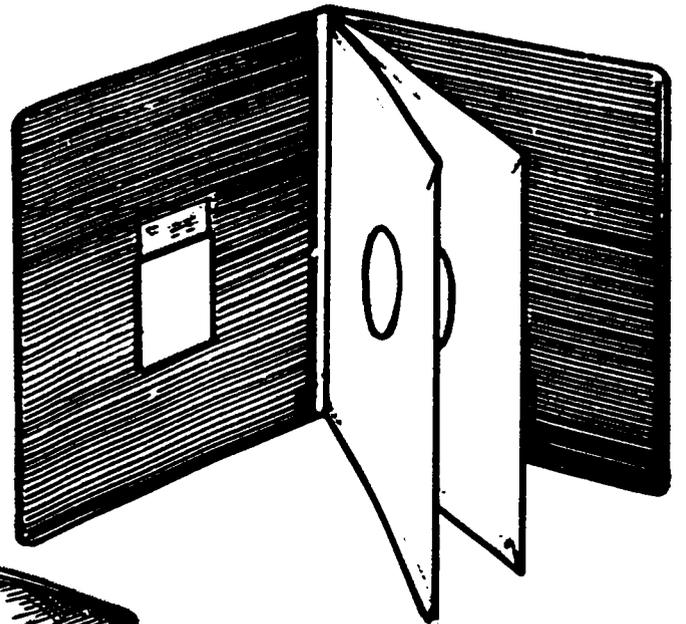
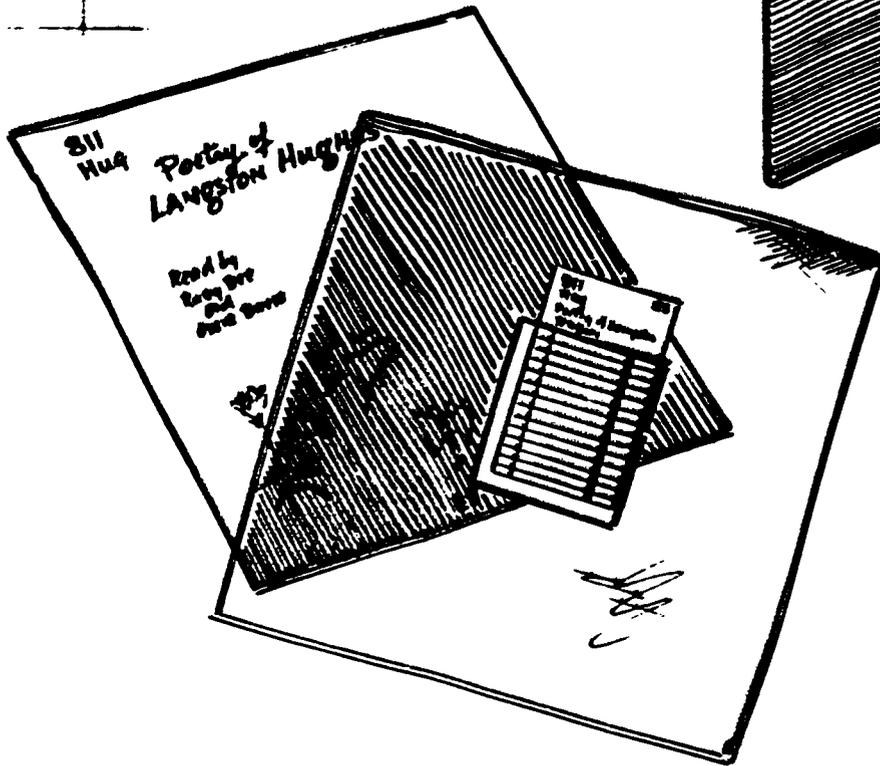
Circulation cards accompany all records. A pocket can be attached to the inside of an album cover. Vinyl plastic jackets with heat sealed pocket are recommended for single records. These are commercially available.

When the title on the slipcase and the title on the record label are different, type the slipcase title on the circulation card with the record label title in parentheses.

RD
793.3
IMP

IMPROVISATION AND DANCE (CREATIVE DANCE, VOL. III)

DATE DUE	BORROWER'S NAME	ROOM NUMBER



TAPES

Definition

Magnetic tape with sound recorded at various speeds: 1 7/8, 3 3/4, 7 1/2 inches per second.

Formats are:

Reel-to-reel (open)

Cassette (reel-to-reel enclosed in a casing)

Cartridge (loop tape enclosed in a casing)

Cataloging

- Call number: The symbol for the words, "Recording tape": RT
The Dewey classification number.
The first 3 letters of the first main entry word:
RT
301.451
Dar
- Main entry: The composer or author when he can be identified, otherwise, enter under title.
- Title: The title followed by the publisher's order number; the word, "Phonotape," enclosed in parentheses. The various tape formats are designated in the physical description.
- Imprint: The name of the publishing company; the date, if given.
- Physical Description: The name of the format: reel, cassette, or cartridge.
Inches per second is designated for reel-to-reel tapes only. Cassettes and cartridge tapes have a standard speed of 1 7/8 ips. Length in minutes, tracks, stereo or monaural completes the collation. A series statement may be added.
- Notes: Notes in the following order may be included as desired.
Reader, performer, orchestra, conductor.
Accompanying visual materials: manual, script, etc.
"Based on" note.
"With" note.
- Tracings: See note under RECORDS

RECORDING TAPE → RT
292
Gon

FAIRY TALES, ELEMENTARY LEVEL →

Gone is gone. The story of a woman who works while a man keeps house. (Phonotape) University of Texas, 1961.
1 reel 15 min. 3 3/4 ips. Open the door

Based on the book by Wanda Gag. ← **"BASED ON" NOTE**

AUTHOR, ADDED ENTRY → 1. Folklore - Czechoslovakia
I. Gag, Wanda

MANUFACTURER'S NUMBER →

BIOGRAPHY CALL NUMBER → RT
B
CoL

Nat "King" Cole NB605 (Phonotape) Imperial International Learning, c1969.
15 min. 3 3/4 ips.

With extra labeled reel, with 35 student activity booklets.

SUBJECT TRACING → 1. Cole, Nat (King Cole)

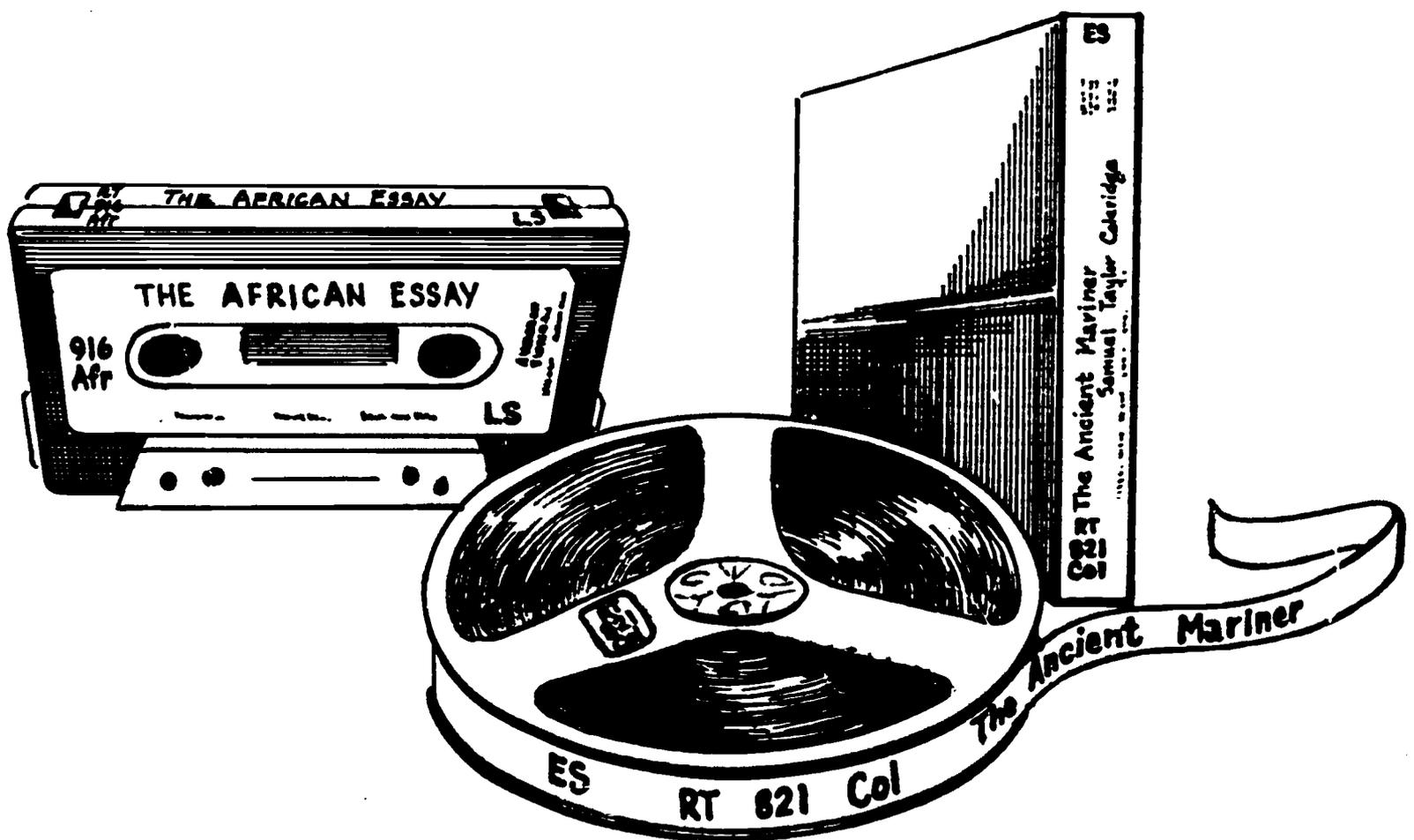
Processing

Place the call number on the spine of the tape box.

Print the title and call number on the tape leader of open reel tape. White leader tape may be purchased commercially and can be spliced (attached) to magnetic tape.

Attach or print a call number label to the cassette or cartridge casing or the open tape reel.

Mark printed accompanying material with the call number.



Housing

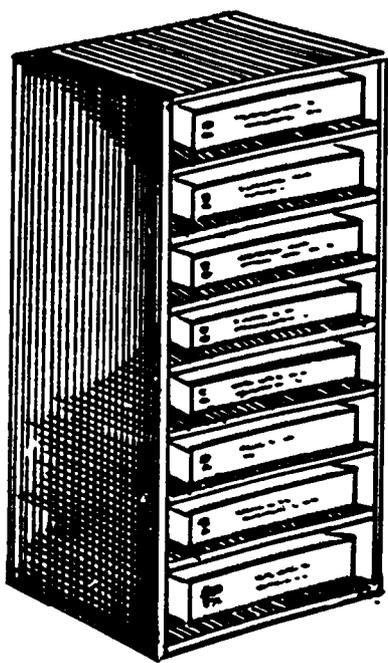
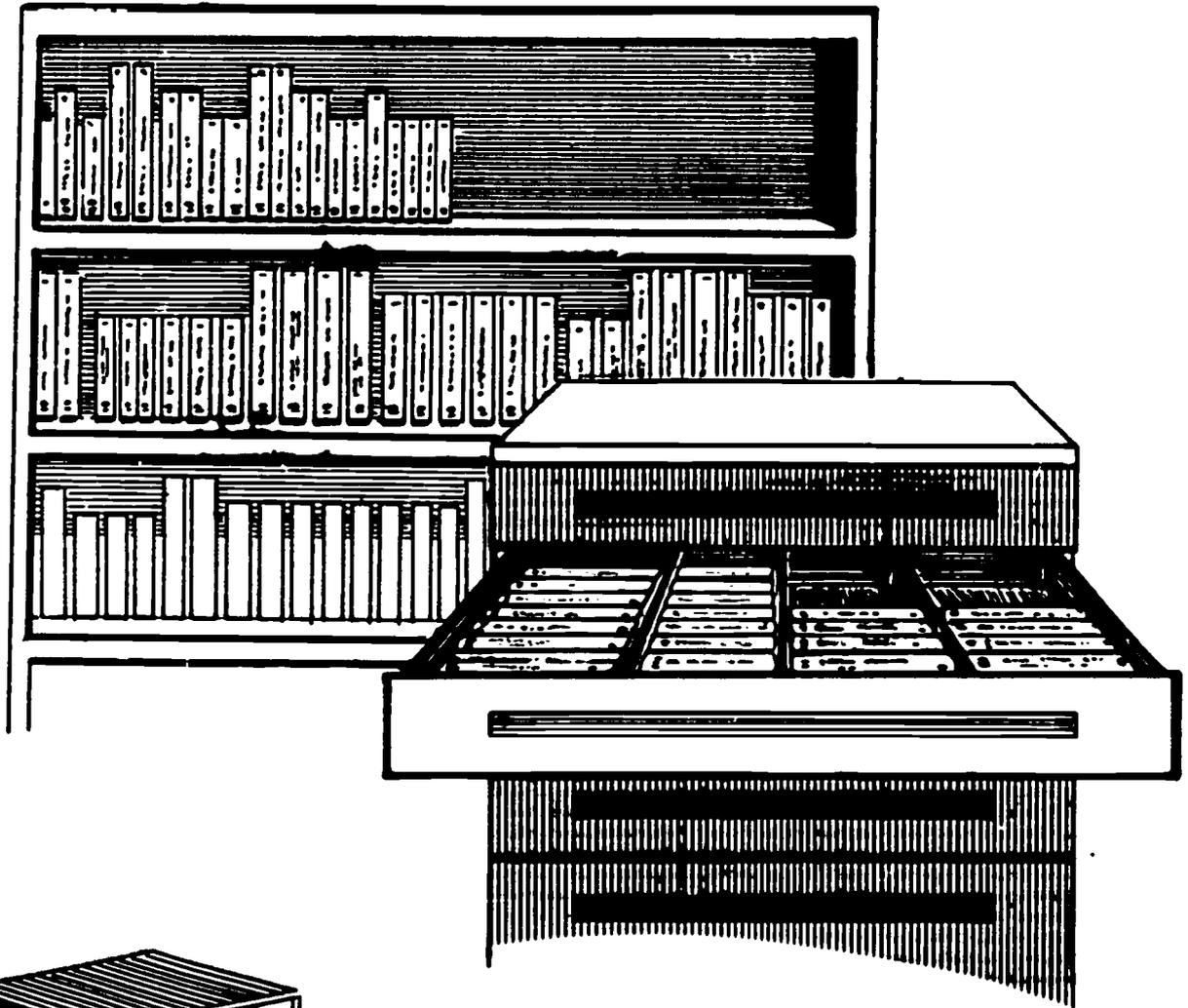
Magnetic tape should be stored where relative humidity stays between 40 and 60 per cent; temperature between 70 to 75 degrees F. Occasional use of the tape improves storage characteristics.

Store boxed reels "on edge" on shelves. Cassettes and cartridges may be inserted into slotted containers, or stored in cabinet drawers. A newer container is commercially available which will hold from one to six cassettes for intershelving with books.

Circulation

Circulation cards accompany tapes. When they cannot be inserted into containers, they may be kept in a charge-out tray.

HOUSING



ART PRINTS, PICTURES

Definition

Art Print - reproductions of paintings, lithographs, etchings, block prints, or wood cuts.

Pictures - reproductions of documents, photographs, postcards, cartoons.

Cataloging

- Call number:** The words ART PRINT or PICTURE.
The Dewey classification number based on the subject emphasis of the producer, i.e., art of a certain period, school or artist.
The first three letters of the first main entry word.
- Main entry:** Enter under the name of the artist or photographer.
Enter under the title when the artist cannot be identified.
Pictures are more often than not entered under title unless they represent the work of a well-known photographer.
- Imprint:** The producer; date, when given.
- Physical Description:** The number of prints or pictures; the size; whether mounted or framed.
- Notes:** Important or unusual features of the prints or pictures.
Accompanying material.
Contents note, if more than one print or picture in a set.
- Tracings:** Subject headings.
Added entries.

MAIN ENTRY; ILLUSTRATOR

ART PRINT
741.6
She

Shepard, E H
Pooh. His art gallery (Art
print) Dutton, 1957.
8 prints 11 x 14 in.

From The World of Pooh, by A. A.
Milne, illus. by E. H. Shepard.

EXPLANATORY
NOTE

1. Children's literature -
Pictures I. Milne, A A
II. Title III Title: The world of
Pooh IV. Title: Winnie-the-Pooh

ADDED
ENTRIES

PICTURE
917.3
Day

The days of the lumberjack; scenes
from the heyday of lumbering
(Picture) State Historical
Society of Wisconsin.
27 pictures b&w. 9 x 11 in.

← SUBTITLE

Title on portfolio cover: The
days of lumbering.

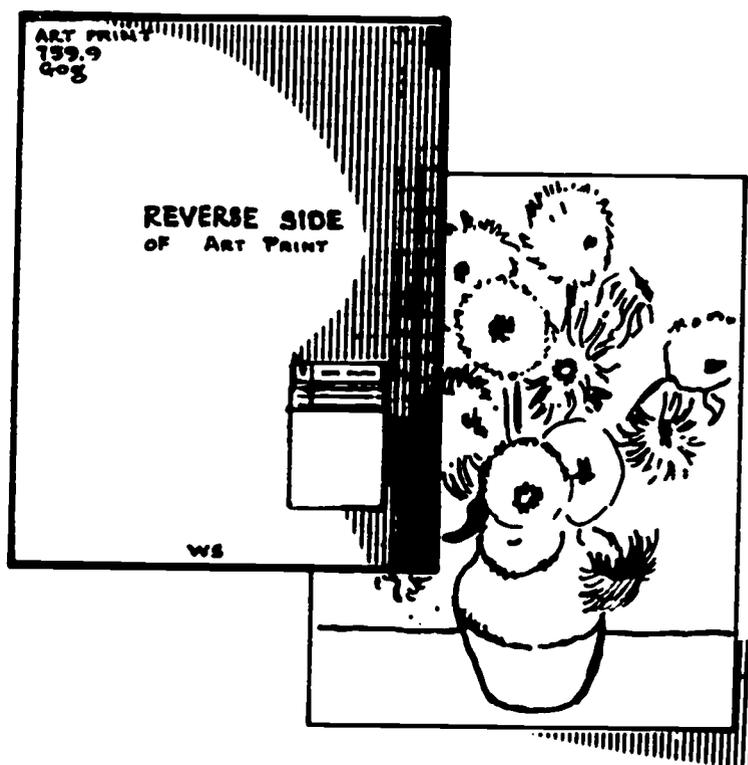
← NOTE

1. U. S. - Industries - Pictures
2. Lumbering - Pictures I. Title:
The days of lumbering

← ALTERNATE
TITLE

Processing and Housing

Place the call number in the upper left hand corner of the reverse side of the print or picture. Ownership marking can be stamped in the center bottom of the reverse side. Large prints can be stored in map drawers, small prints in the vertical or picture file. When these are packaged together in sets, they may be intershelved with other materials on the same subject. See page for an illustration of the housing of this media.



Circulation

A pocket and circulation card can be affixed to the reverse side of the art print or picture. When this is not feasible, specially printed charge-out slips can be used.

STUDY PRINT

Definition

A photographic representation of persons, places, things or ideas with accompanying printed material, usually on the reverse of the picture.

Cataloging

- Call number: The symbol for the words, "Study print": SP
The Dewey classification number.
The first 3 letters of the first title word:
SP
918.7
Ven
- Main entry: The title, the producer's number, the words, "Study print," enclosed in parentheses:
Venezuela and the Guianas SP-149 (Study print)
- Imprint: The name of the producer; the date, if given.
- Physical Description: The number of prints, color, size. The series statement.
- Notes: A list of the content, or a brief summary sentence.
- Tracings: See note under FILMSTRIPS.

**STUDY
PRINT** →

SP
917.3
Nat

National forests (Study print)
Instructional Materials and
Equipment Distributors.
11 prints 11 x 14 in.

Teaching guide.

1. National parks and reserves
2. Forest reserves

SP
591.5
Ani

Animal homes (Study print) Child's
World, 1969.
6 foldouts

Guide.

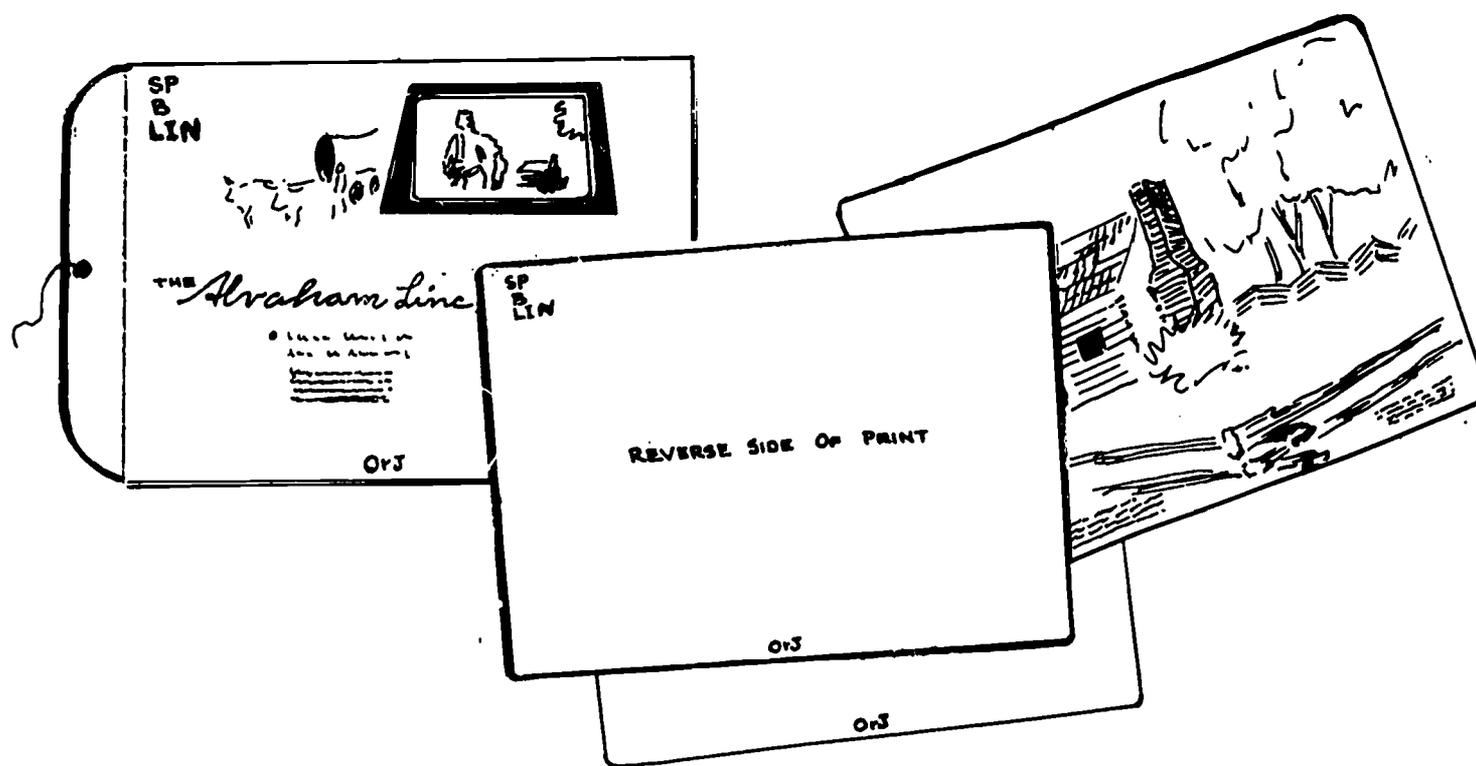
**CONTENTS
NOTE** →

Contents: Homes in trees.- Ponds.-
Fields.- The jungle.- The desert.-
The ocean.

1. Animals - Habits and behavior

Processing

Print the call number in the upper left hand corner of the study print container, and on the reverse side of each study print in the set. Place ownership marking in the bottom center of the reverse side of the study print, usually the side with printed information.



Housing

Study prints vary in size. The majority are 18 x 13 inches. They may be stored flat on a shelf or in shallow deep drawers or they may be displayed in bins. Smaller prints may be stored in a vertical file drawer.

Circulation

Circulation cards accompany the prints. These may be inserted in the container or kept in a charge-out tray.

CHARTS, POSTERS, FLAT MAPS

Definition

Chart - a sheet containing information in the form of lists, tables, diagrams, or pictures.

Poster - a bill or placard for decoration or information for posting.

Flat map - flat representation of a geographic area of the earth's surface or of a celestial sphere.

Cataloging

- Call number:** The word CHART, POSTER, or MAP.
The Dewey classification number.
The first three letters of the first main entry word.
- Main entry:** Title, the word "Chart," "Poster," or "Map" in parentheses. If no title is given, provide a subject-oriented title.
- Imprint:** Producer; date, when given.
- Physical Description:** The following information as applicable: number of items; color, only if black and white; size.
- Notes:** Suggested use.
- Tracings:** Topical subject headings.
Added entries when necessary.

CHART

581

Bot

Botany 3-D charts No. 98-9224
(Chart) Faust.
4 charts 37 x 27 in.

← PRODUCER'S
ORDER NUMBER

1. Botany 2. Plants

CHART

173

Mem

Members of the family (Chart)
Puppet playmates No. 1106.
Instructo Corp.
5 characters 32 x 17 in.

1. Family 2. Family relations
3. Parent and child

POSTER
613.7
Gym

Gymnastics (Poster) J. Weston
Walch, c1969.
18 posters b&w. 11 x 14 in.

**ONLY BLACK
AND WHITE
IS INDICATED**

1. Gymnastics
2. Exercise
3. Physical education and training

POSTER
028.7
Us1

Using your library (Poster)
F. A. Owen Pub. Co., c1966.
32 posters 17 x 13 in.

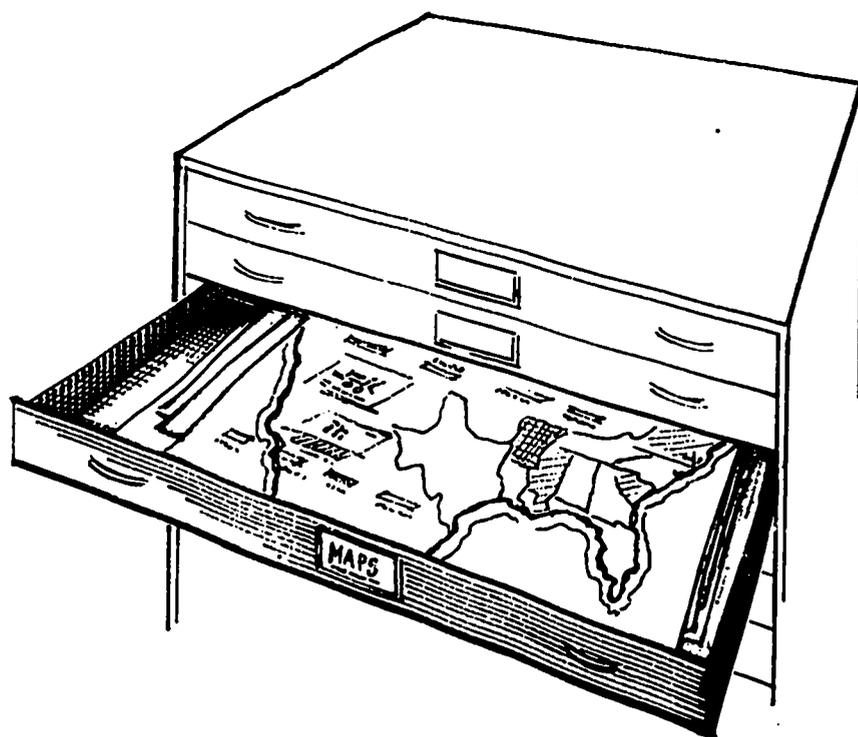
**ACTUALLY
16 1/2 x 12 1/2 IN.,
TAKEN TO THE
NEAREST INCH**

32 posters for classroom and
library.

1. School libraries
2. Students

Processing

Place the call number and school symbol on the reverse side of the chart, poster, or map.



Housing

File folded and small materials in the vertical file and larger materials in map drawers.

Circulation

Attach a pocket and a circulation card to the reverse of the material or file circulation cards at the charge-out desk.

FLASH CARDS

Definition

Sets of cards showing pictures, letters, words or numbers, designed for use as drill or as instruction in recognition.

Cataloging

- Call number: The words, FLASH CARD, above the call number.
The Dewey classification number.
The first three letters of the first main entry word.
- Main entry: The title as found on the container, the accompanying guide or manual, or on the cards themselves. The words, "Flash card" in parentheses follow the title.
- Imprint: The producer's name; the date, if given.
- Physical Description: The number of cards, size.
- Notes: Suggestions for use, grade level, etc.
Accompanying material.
- Tracings: Subject headings.

FLASH CARD

FD 118

And Animal flash cards (Flash card)
Wible Language Institute.
50 cards 5 x 8 in.

For use in French language classes.

← "USE" NOTE

1. French language - Study and teaching
2. French language - Vocabulary

MAP

917.75

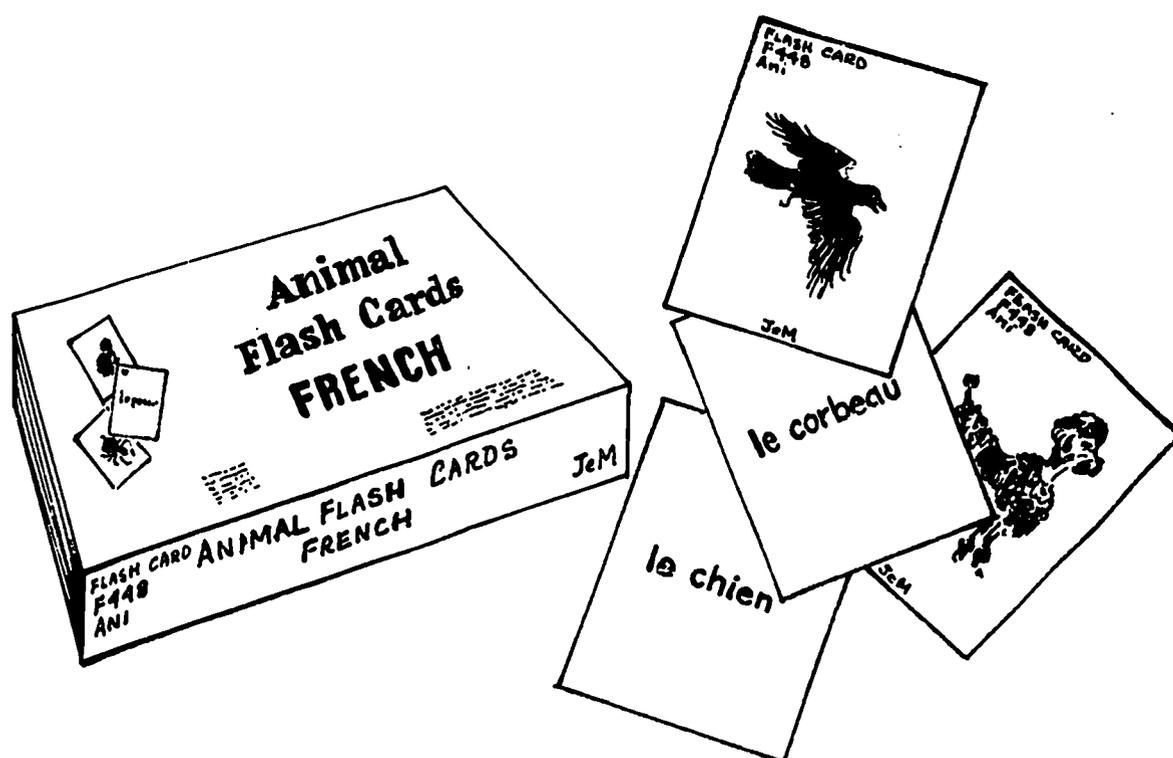
Uni

University of Wisconsin Arboretum
maps (Map) University of Wisconsin
Arboretum.
140 maps 9 x 11 in.

1. Wisconsin. University. Arboretum
2. Maps

Processing and Housing

Place the call number label and the ownership stamp on the reverse of each card. Label the accompanying guides or manuals with the call number and ownership stamp. Mark the spine of the container with the call number for placing in an upright or flat position on the shelf depending on the construction of the box.



Circulation

A pocket and circulation card may be attached to the inside of the container. If this is not possible, the circulation card can be filed in a charge-out tray at the circulation desk.



THREE-DIMENSIONAL MATERIALS

Definitions

Games - Set of materials and/or equipment used in an instructional contest or play situation with set rules.

Models - Three-dimensional representation of a real object in its actual, small, or large size. It may or may not have moving parts. Includes globes, relief models, mock-ups, and dioramas.

Realia - Authentic objects used to relate classroom instruction to real life. Includes coin, rock, stamp, and butterfly collections, costumes, musical instruments, and artifacts.

Cataloging

Call number: The word **GAME**, **MODEL**, or **REALIA**.
The Dewey classification number.
The first 3 letters of the first title word.

Main entry: Title, the word "Game", "Model", or "Realia" in parentheses. If no title is given, a subject-oriented title is supplied.

Imprint: Manufacturer, and date.

Physical

Description: The following information in so far as is possible and applicable: number of pieces, size, scale, composition, description of container, if necessary.

Tracings: Subject tracings.
Added entries when necessary.

**SPANISH
LANGUAGE** →

GAME
S468
Vic

Victoria (Game) Gessler Pub. Co.
8 cards ←

**NUMBER OF
PIECES**

Directions included.
Spanish language.

Lotto game for beginners.

1. Spanish language - Study and teaching
2. Game (Spanish language)

MODEL
611.00
Eye

Part of the eyeball (Model)
Denoyer-Geppert.
24 x 18 in.

Lesson plan.

1. Eye

MODEL
526.8
Map

Map projection model (Model) CCM
School Materials.
8 in. globe

3 printed map projections:
cylindrical, conical and azimuthal.
Guide.

1. Map projection

REALIA
591
Ani

Animal kingdom collection (Preserved)
(Realia) Faust Scientific Supply
Co.
60 specimens in jars ←

PHYSICAL
DESCRIPTION

1. Zoological specimens - Collect-
ion and preservation

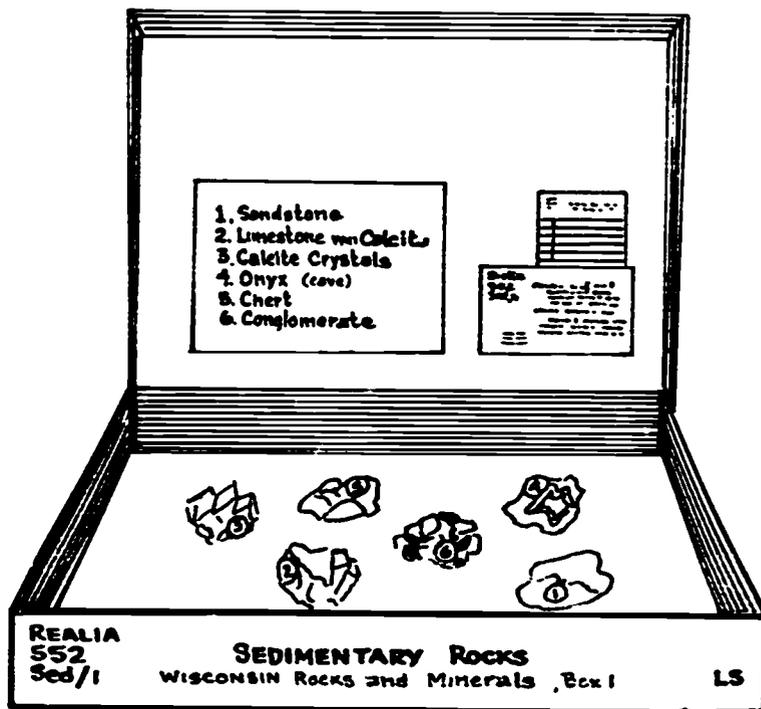
REALIA
737
Anc

Ancient coin replicas No. 9736
(Realia) Perfection Form Co.
19 coins

1. Coins

Processing

Models and realia: Place a call number and school symbol on the several parts or on the base of a single piece, and on the container.



Game: The various pieces of a game need no markings. Place call number and school markings on the container.

Housing

Because of the size and shape of three-dimensional materials, inter-shelving is difficult. It is recommended that items be displayed on open shelves. When possible, locate near materials on related subjects. See page for an illustration of three-dimensional materials' storage.

Circulation

Attach a circulation card and pocket when possible or file circulation cards at charge-out desk.



Multi-Media Materials

STUDY KITS

Definition

A collection of three or more types of materials relating to a particular subject.

Cataloging

- Call number:** The symbol for the words "Study kit", KIT
The Dewey classification number.
The first 3 letters of the first title word:
KIT
917.75
EXP
- Main entry:** The title, the words, "Study kit", enclosed in parentheses:
Exploring Ho-Nee-Um in the spring. (Study kit)
- Imprint:** The name of the producer, the date, if given.
- Physical Description:** Two spaces below the imprint, list the items, giving physical description if deemed necessary.
- Notes:** Useful information.
A brief, clear summary sentence.
- Tracings:** Topical subject headings.
Added entries as needed.

**MULTI-MEDIA
KIT** →

KIT
535.4
Stu

Student kit for the absorption of
light by chlorophyll No. 4017
(Study kit) Educational Methods
Inc.

1 eyepiece
1 color slide
1 plastic chamber
1 anti-glare shield

1. Light 2. Color 3. Spectrum
I. Title II. Title: Absorption
of light

← **CONTENTS
LISTED**

← **ALTERNATE
TITLE**

KIT
973.4
Fed

Federalists versus Republicans:
response to change, 1789-1815
(Study kit) Olcott Foreard,
1970.

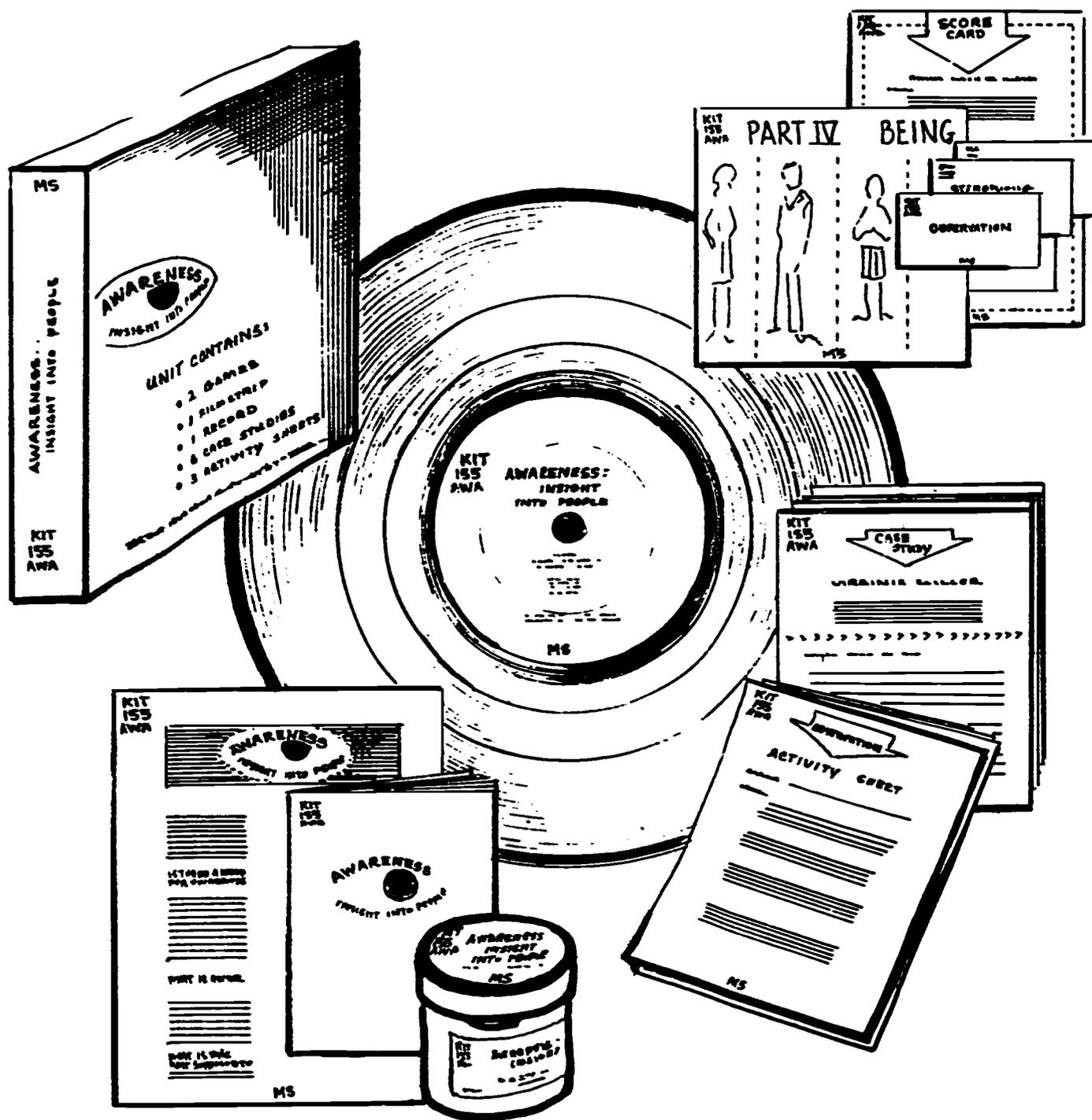
1 filmstrip
1 record
9 picture cards
31 duplicating masters
2 scripts, 6 each; 2 letters, 3
each

Teacher's guide.
1. U. S. - History - 1783-1809
2. Federal party

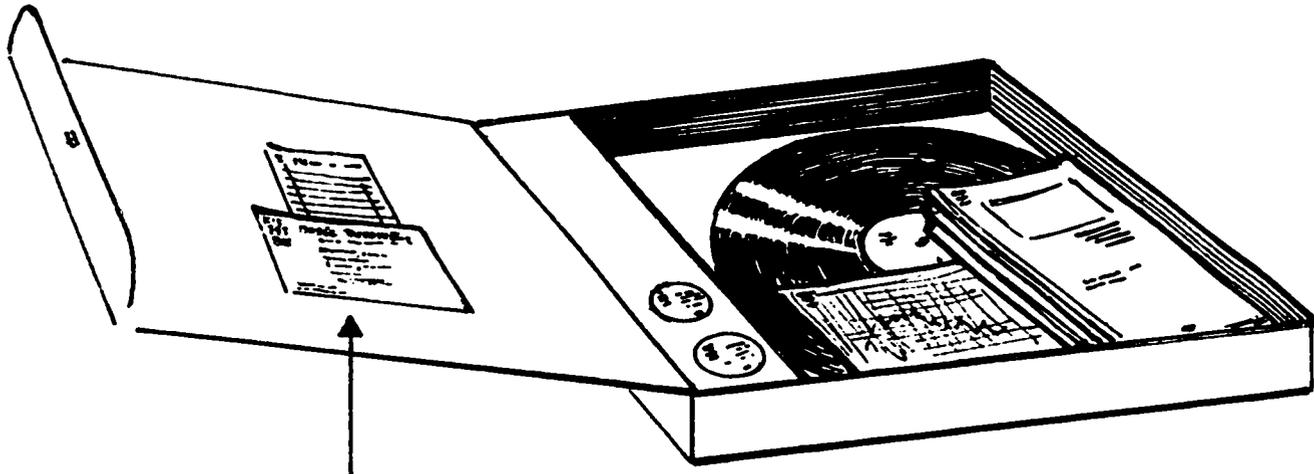
Processing and Storage

Each part of the contents of the kit is marked with the call number.

The title and call number should appear on one of the container's sides with the call number affixed for vertical or horizontal storage depending upon the size and construction of the container. Intershive with other materials on the same subject.



CIRCULATION



MAIN ENTRY CARD
USED AS THE POCKET

**LOCALITY PRODUCED
MATERIALS**

LOCALLY PRODUCED MATERIALS

Transparencies, tapes, charts, maps, slides and filmstrips are developed and produced by Local Materials Production Services, part of the Instructional Materials Center, Department of Curriculum Development.

One of the main objectives of Local Materials is to upgrade the quality and availability of materials about the local community's cultural and natural resources by communicating the knowledge of community experts in instructional sets designed according to the guidelines established by teachers and curriculum and learning coordinators. Materials in the form of slide sets with scripts, narrative tapes, guidebooks, pictures, charts, and bulletin board displays are produced as instructional resource sets. These sets are checked for accuracy by a 12 member project committee and appropriate experts from a 25 member community advisory board. Community groups which have assisted the project include the University of Wisconsin, the Madison Art Center, City of Madison officials, industries, the State of Wisconsin Aeronautics and Natural Resource Department, the Arboretum, Dane County officials, and the State Historical Society. All instructional sets are tested in the classroom before final revisions are made. Evaluations from teachers state that changes occur in the ways students perceive their community. There is also more active involvement of the parents, and the teachers feel that students have gained specific information valuable for personal awareness and for future citizen decision-making. Changes and additions to the Instructional Sets are made on the basis of these evaluations.

Since July 1, 1970, when Local Materials was continued with local support under the Madison Curriculum Department, revised materials have been cataloged and processed by the Processing Center for elementary and middle schools. Materials are also produced to supplement the needs of individual schools through requests of the IMC staff in each school.

LOCALLY PRODUCED MATERIALS

RT
+
Holling, Holling Clancy
Paddle-to-the-sea (Phonotape)
Dept. of Curriculum Development,
Madison, Wisconsin Public Schools,
1967.
1 tape (reel) 20 min. 3 3/4 ips.

Read by Ken Peters.
Based on the book pub. by Houghton,
1941.

1. Great Lakes - Fiction
I. Title

← "BASED ON"
NOTE

MULTI-MEDIA
KIT →

KIT
977.5
Old
Old Abe, the Civil War Eagle (Study
kit) Madison, Wisconsin Public
Schools, 1970.
1 filmstrip 34 fr.
1 guidebook
1 tape (reel) 3 3/4 ips.

A Local Materials project of the
Madison, Wis. Public Schools Instruc-
tional Materials Center.

1. Wisconsin - History - Civil
War - Personal narratives
2. Eagles I. Madison, Wisconsin
Local Materials

← "CREDITS"
NOTE

SUBJECT
TRACINGS →

← LOCAL
PRODUCER, ADDED
ENTRY

KIT
581.5
Thr
Three layers of green in the Madison
School Forest (Study kit) Visual
Education Consultants.
2 filmstrips 86 fr.
2 tapes (reel) 25 min. 7 1/2 ips.
Guide.
Excerpt from the Science Teacher
(3p.)
Contents: Introduction and canopy
layer.- Shrub and herb layers.
A Local Materials project of the
Madison, Wisconsin Public School
Curriculum Dept.

cont.

← "CREDITS" NOTE

GENERAL MATERIALS

EPHEMERAL MATERIALS

Not all library materials need complete cataloging. Ephemeral materials can be given subject indexing though general reference cards in the library catalog and inventory cards for the librarian's records:

For the librarian:

This item is not cataloged.
General reference cards are included
for your card catalog.

For the catalog:

BIRDS

Additional material on the above
subject will be found in the special
collections indicated below

Vertical file Slide collection
 Picture file Art collection
 Other

Inventory card:

Media	Title			
Title (cont)				
Supplier				
List of contents				
School	Date	Source	Amt.	Price
Subject				

Processing and Circulation

Ownership stamp on the item as well as the subject printed in a clearly visible place completes the preparation of these materials.

For these materials, where it is difficult to keep a borrowing card with the item, pre-printed forms can be provided which are filled out when the material is borrowed and destroyed when it is returned.

PICTURES 3 DAYS ONLY
PICTURE CALL NUMBER
DESCRIPTION AND NUMBER OF PICTURES TAKEN OUT
DATE TAKEN OUT
YOUR NAME ADDRESS & TELEPHONE NUMBER

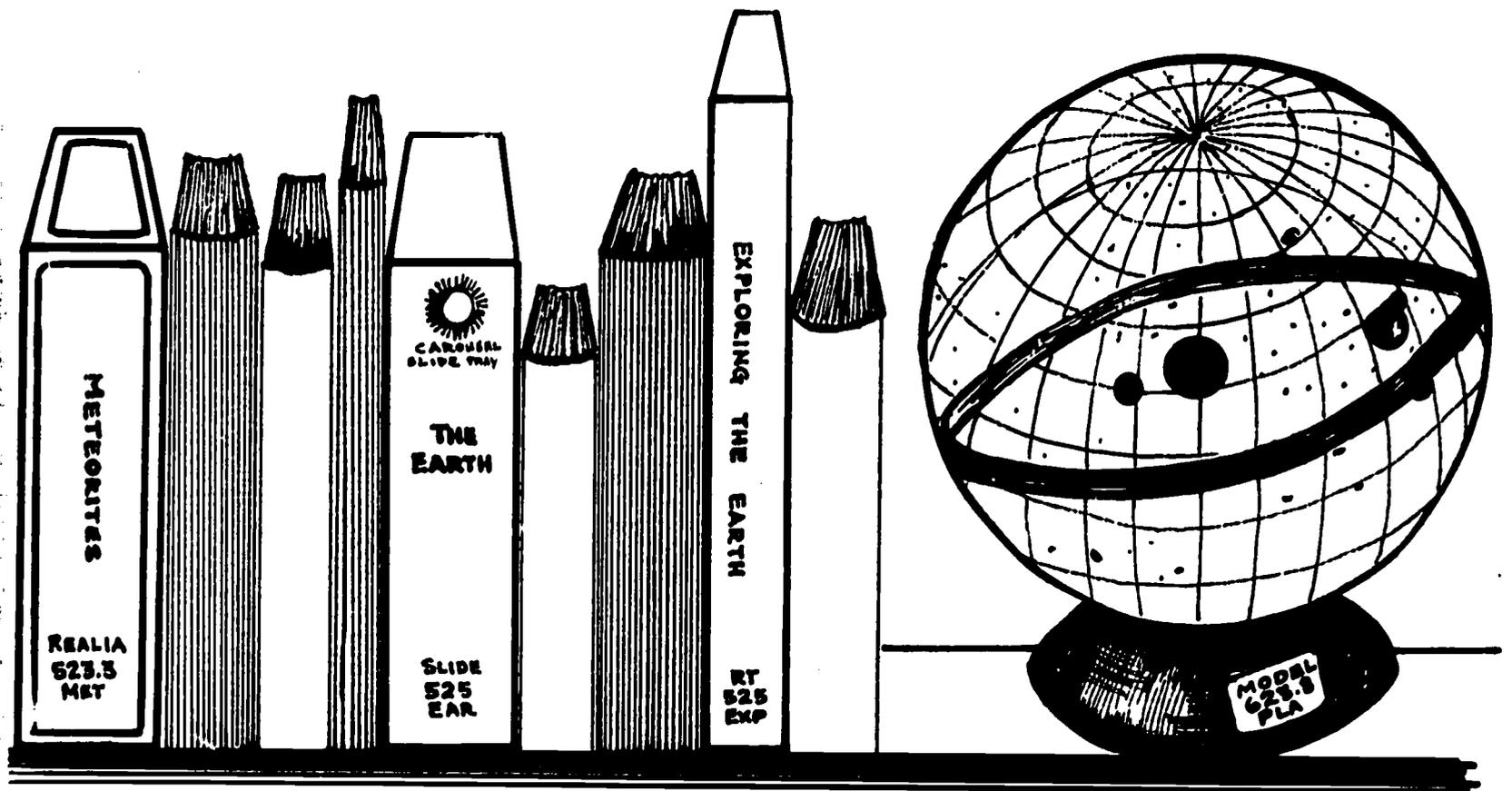
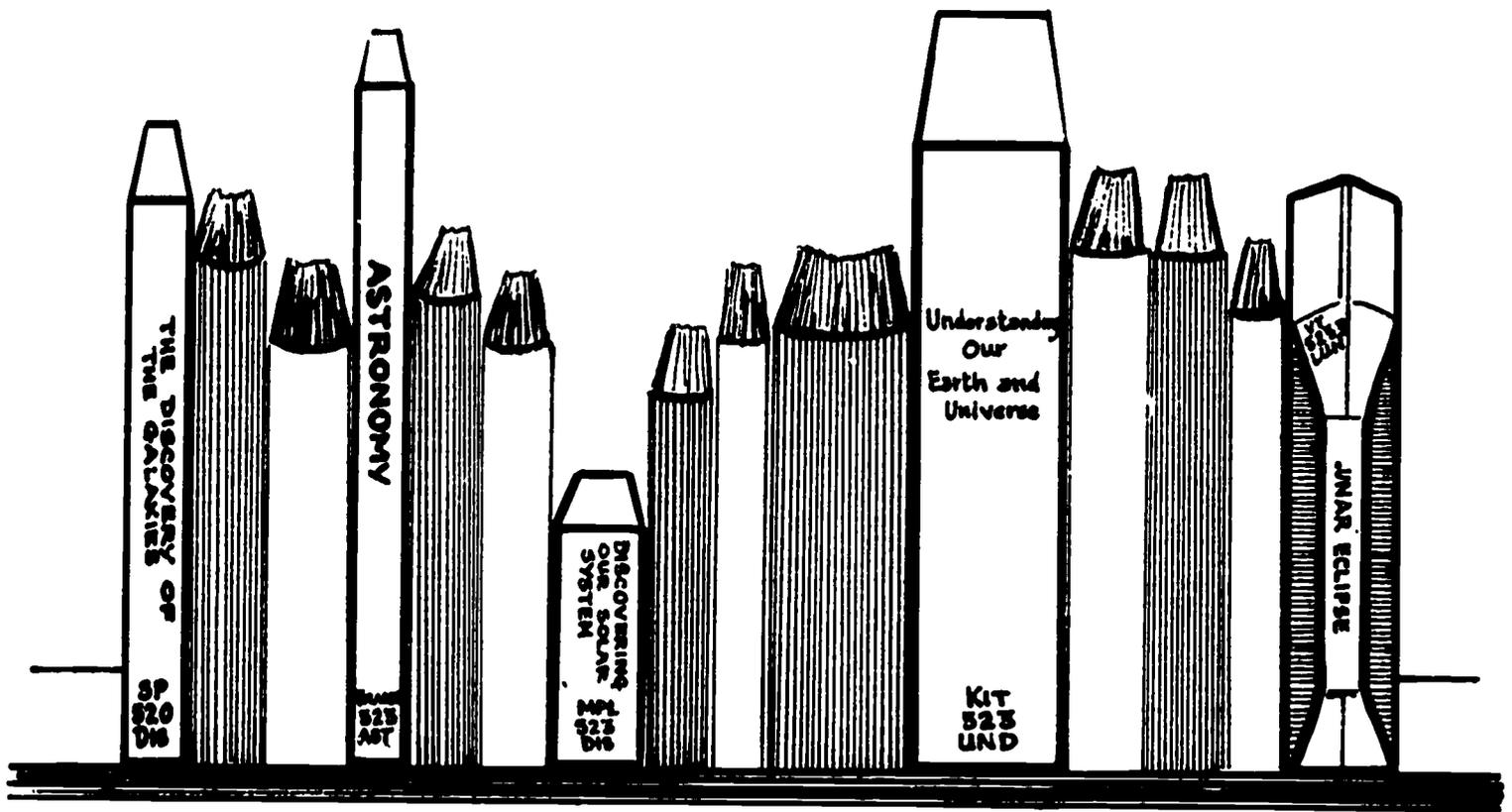
SCIENCE CHARTS 1 DAY USE IN SCHOOL
DATE TAKEN OUT
CHART # AND NAME
YOUR NAME
YOUR ADDRESS
TELEPHONE NUMBER

CATALOGING GUIDE

MEDIA	MEDIA CODE	MAIN ENTRY	TITLE, MEDIA IDENTIFICATION	IMPRINT	COLLATION	SERIES NOTES	NOTES	SUBJECT TRACINGS	ADDED ENTRIES
FILMSTRIP	FS	Title Supplier's catalog number	Media name (in parenthesis) i.e.: (Filmstrip)	Publisher Date	Number of frames Color IF A SERIES, AND CATALOGED AS A SERIES: Number of filmstrips, average length of frames	Series name	Guide, manual Contents or Summary	Yes	Author Analytic titles Series
SOUND FILMSTRIP	FSS	Title Supplier's catalog number	(Sound filmstrip)	Publisher Date	Same as for filmstrip Add record or tape description	Series name	Guide, manual Contents or Summary	Yes	Author Analytic titles Series
RECORD	RD	Author or composer Title	Title (Phonodisc) (Phonodisc)	Publisher Record serial number Date	Number of sides Size of disc in inches Number of revolutions per minute (rpm) Stereo, mono Duration	Series name	Title note Performer (s) Guide, script Contents "With" note	Yes	Author Title Composer Analytic titles Performer Series
LOOP FILM	MPL	Title Supplier's Catalog number	(Motion picture)	Publisher Date	Minutes (Duration) Color Standard or super 8 millimeter (mm)	Series name	Guide, manual Contents or Summary	Yes	Series
TAPE	RT	Title Author or composer	(Phonotape) Title (Phonotape)	Publisher Tape serial number Date	Number and kind of tape Duration Speed (inches per second) Stereo or mono	Series name	Guide, script Contents or Summary	Yes	Author Title Composer Title Performer Series
MULTI-MEDIA	KIT	Title Supplier's catalog number	(Study kit)	Publisher Date		Series name	Contents listed	Yes	Author Analytic titles
STUDY PRINT	SP	Title Supplier's catalog number	(Study print)	Publisher Date	Number of prints, size, color	Series name	Guide Contents	Yes	Series

STORAGE. SUMMARY TABLE.

AUDIO-VISUAL ITEM	STORAGE	ARRANGEMENT	AUDIO-VISUAL ITEM	STORAGE	ARRANGEMENT
ART PRINT	Cabinet or file drawer	Dewey classification Artist or school	REALIA	Display Special shelf	Dewey
CHARTS, MAPS, POSTERS	Cabinet or file drawer	Dewey or School	RECORDS	Upright on shelf or in record bin	Dewey
FILMSTRIPS	Filmstrip cabinet or container on shelf (series)	Dewey	SOUND FILMSTRIP	Container on shelf	Dewey
GAMES	Container on shelf	Dewey	SLIDES	Container or flat plastic sheets on shelf or drawer	Dewey Artist, school, subject
LOOP FILMS	Upright on shelf	Dewey	STUDY PRINTS	Upright in bin or flat on shelf	Dewey
MICROFORMS	Cabinet or File drawer	Dewey	TAPES	Upright on shelf	Dewey
MODELS	Display Special shelf	Dewey	TRANSPARENCIES	Vertical file or shelf in boxes	Dewey or subject
MULTI-MEDIA KITS	Container on shelf	Dewey	VIDEO TAPES	Upright on shelf	Dewey



AUDIOVISUAL MATERIALS INTERSHELVED



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LIBRARY OF CONGRESS PRINTED CATALOGS

1. The following five-year cumulated volumes for 1958-1962 are available from Roman & Littlefield, 84 Fifth Avenue, New York, N.Y. 10011.
National Union Catalog: 1958-1962. Vol. 51, Music and Phonorecords; part one: author list. Vol. 52, Music and Phonorecords, part two: subject index. Vol. 53, Motion Pictures and Filmstrips; part two: subject index.
2. Cumulated Volumes for 1963, 1964 and 1965 are available from Gale Research Company, 1400 Book Tower, Detroit, Michigan.
Motion Pictures and Filmstrips. 3 vols.
Music and Phonorecords. 3 vols.

3. Annual subscriptions to the catalogs are available from Library of Congress Card Division, Building 159, Navy Yard Annex, Washington, D.C.
Music and Phonorecords. Semi-annually.
Motion Pictures and Filmstrips. Quarterly.
4. Subject Cataloging Division. Music Subject Headings Used on Printed Catalog Cards of the Library of Congress. 1952.

REVIEWING JOURNALS AND SELECTION TOOLS

1. Book List
2. School Library Journal
3. The National Center for Audio Tapes, 1970-72 Catalog
4. Educational Screen and AV Guide Monthly
5. Audiovisual Instruction
6. The National Council of Teachers of English. Language Arts Record Catalog
7. Educational Product Report (EPIE Forum) Educational Products Information Exchange Exchange Institute, 386 Park Avenue, S. N.Y., N.Y. 10016. October through June. \$35.00
8. Film News. Film News Company. 250 West 57th St., New York, N.Y. 10019. \$6.00.
9. Instructor. The Instructor Publications, Inc., Instructor Park, Danville, Ill. 14437. \$8.00.
10. Media & Methods. Media and Methods Institute, Inc., 134 N. 13th St., Philadelphia, Pa. 19107. \$7.00
11. Media Mix Newsletter. Media Mix Newsletter, P.O. Box 5139, Chicago, Ill. 60680. \$6.00.
12. Modern Media Teacher. Modern Media Teacher, George A. Pflaum Publishers, 38 W. Fifth Street, Dayton, Ohio. 45402. \$5.00.
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SCHOOL SYMBOLS AND CODES

Elementary

Allis	A1 001	Lindbergh	Ld 071
Crestwood	Cr 004	Longfellow	Lg 018
Elvehjem	Ev 006	Lowell	Lo 019
Emerson	Em 007	Marquette	Mr 020
Falk	Fa 011	Mendota	Me 021
Franklin	Fr 008	Midvale	Md 022
Glendale	Gl 009	Muir	Mu 017
Glenn Stephens	GS 032	Odana	Od 024
Gompers	Go 010	Orchard Ridge	Or 025
Hawthorne	Hw 012	Randall	Ra 026
Herbert Schenk	HS 027	Sandburg	Sa 053
Hoyt	Hy 013	Sherman	Sh 028
Huegel	Hu 038	Shorewood	Sw 029
Kennedy	JFK 036	Spring Harbor	Sp 031
Lake View	Lv 014	Thoreau	Th 023
Lapham	La 016	Van Hise	VH 034

Junior High and Middle Schools

Cherokee Middle	ChM 203	Marquette Jr	MrJ 220
East Jr	EJ 241	Orchard Ridge Middle	OrM 225
Gompers Jr	GoJ 210	Sennette Middle	SeM 242
Herbert Schenk Middle	HSM 227	Sherman Jr	ShJ 228
Jefferson Middle	JeM 245	Van Hise Middle	VHM 234
Lincoln Middle	LiM 237		

Senior High

East Senior	ES 141	Madison Memorial Sr.	MMS 145
LaFollette Senior	LS 142	West Senior	WS 143