The objective of this cataloging manual is to recommend specific methods for cataloging audiovisual materials for use in individual school media centers. The following types of audiovisual aids are included: educational games, filmstrips, flat graphics, kits, models, motion pictures, realia, records, slides, sound filmstrips, tapes, transparencies, and videotapes. The definition, cataloging, processing, housing, circulation and care of each is discussed. The two basic principles which were applied to this manual are: (1) instructional materials should be centralized, organized and administered for the maximum accessibility and use by students and teachers, and (2) the most important consideration in organizing materials is the content not the form. (SZ)
Cataloging, Processing, Administering

AV MATERIALS

A Model for Wisconsin Schools

Wisconsin Association of School Librarians — A Division of the Wisconsin Library Association

1972
Madison, Wisconsin
Wisconsin Association of School Librarians

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INTRODUCTION

This cataloging manual has been prepared under the auspices of the Wisconsin Association of School Librarians. Its objective is to recommend specific methods for cataloging audiovisual materials for use in individual school media centers.

Ben Franckowiak, as president of the Wisconsin Association of School Librarians, appointed the committee to prepare the manual in mid 1970. The committee members were reappointed by Father Francis J. Steffen when he became president of the association.

The first meetings of the committee were devoted to the development of general principles. Then, subcommittees were appointed to prepare each section of the manual in draft form. These drafts were presented to the entire committee for discussion and revision. At all times an attempt was made to keep the suggested procedures in line with the general principles that had been developed. The final editing was done from these drafts and notes taken at the committee meetings.

For each type of media, the following information is given:
1. Definition
2. Cataloging
3. Processing
4. Housing
5. Circulation
6. Care

The patience shown by the members of the association in waiting for the completion of the manual has been appreciated.

Special thanks go to the individual members of the committee who devoted a great deal of time in preparing the draft materials and in attending the numerous committee meetings. We are indebted to Mrs. Rose Holmes who, in addition to her regular committee assignments, prepared the draft for flat graphics sections, supervised the preparation of the sample catalog cards, and worked with the artist, Nancy Rusch, on the illustrations. We are also thankful to the artist for the fine illustrations.

Finally, we wish to acknowledge the leadership and drive of Ben Franckowiak for initiating the project and without whose constant prodding this manual may never have been completed.

ROBERT D. LITTLE, Editor
GENERAL PRINCIPLES

Audiovisual materials are a part of the total collection of instructional materials that need to be made readily available if we are to meet the individual interest and ability needs of today's student. Thus the organization of audiovisual materials needs to be compatible with the organization of the other instructional materials in the media center. This manual has been prepared to assist the librarian in organizing audiovisual materials so that they become a part of the total instructional materials available and not separate collections.

Two basic principles were used in preparing this manual:

1. **Instructional materials should be centralized, organized and administered for the maximum accessibility and use by students and teachers.**

   In carrying out this principle, a number of decisions which differ from some previous cataloging manuals for audiovisual materials have been made. They include:
   
   a. **Using modern terminology.** To a student, a phonograph record is not a disc recording, but a record. Although there are many meanings for the word record, it would be obvious to the user that it means phonograph record. Thus the term "Record" has been used in this manual. The same principle has been applied to the assignment of names for each of the media used.
   
   b. **Limiting the use of abbreviations.** An attempt has been made to limit the use of abbreviations to those which would be readily recognized by an average user. Thus the abbreviation "mm" is used for millimeter but no abbreviations are used for words like silent or sound.
   
   c. **Eliminating the use of color coding.** Color coding began as a location device. Since all instructional materials should be intershelved, this is no longer necessary. There is an even more practical reason for eliminating the use of color coding. As variety of media formats increases, the number of colors becomes confusing.
   
   d. **Eliminating media symbols above the call number.** Symbols are not always meaningful to the user. When materials are intershelved, this location information is no longer necessary.

2. **The most important consideration in organizing materials is the content not the form.** Students need information on a subject not information in specific formats. It is more important that the information is about colonial American life than that it is contained in a book, a record, a filmstrip or a motion picture. In carrying out this principle, the following decisions were made regarding the administering of audiovisual materials:

   a. **Intershelving of materials.** All instructional materials should be intershelved so that a student or teacher is able to see the total range of materials available on any given subject without having to go to several different locations.

   b. **Organizing by the Dewey Decimal system.** In order to carry out the intershelving of materials, it is necessary to assign a call number to them in the same manner that call numbers are assigned to print materials. Thus, the Abridged Dewey Decimal Classification and Relative Index should be used. Using accession numbers for organizing materials separates media on the same subject and thus should be discontinued.

   c. **Following the Anglo-American Cataloging Rules.** In this manual variations on the Anglo-American Cataloging Rules have tended to simplify the information found on catalog cards and to change media designations to conform with modern usage.

This manual has been prepared as a guide for media personnel in organizing audiovisual materials for use by students in individual school building. Cataloging and processing of all instructional materials should be done on a district-wide or regional basis. This allows media personnel at the building level to work more closely with students and teachers. It is necessary that the cataloging of media be done by a qualified specialist who understands not only the methods of organizing but also the ways in which students use them in the learning process.
EDUCATIONAL GAMES

DEFINITION
A set of materials and/or equipment with set rules involving physical or mental competition used in an instructional context or play situation.

CATALOGING

Main Entry
An educational game is entered under title followed by the media designation (Game).
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Game).

Imprint
The imprint statement includes:
- name of the manufacturer
- date (if no date is given, leave blank)

Physical Description
Number of pieces — If the number of pieces is indicated on the container or if the number is less than 10, the number of pieces should be given.
If the number of pieces is not indicated and is 10 or more, record this fact by using the phrase "various pieces.”

Abbreviations
None recommended

Notes
Unusual but important additional information should appear in paragraph form.
Use separate notes to provide the following types of information:
- the subject areas or learning skills the game reinforces
- the number of students that can play the game at one time
- the accompanying aids such as teacher’s manuals, etc.

Tracings
Assign subject headings using Sears List Of Subject Headings.

Call Number
The call number consists of:
- a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
- the first three letters of the main entry (disregarding articles)

Shelf List
Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer’s item or catalog number

PROCESSING
For ease in shelving and locating, the storage container should be marked in an appropriate place with the call number.
Accompanying aids should be marked with the call number and school name.

HOUSING
Intershelve games with other instructional materials by Dewey classification number.
When size makes it impossible to intershelve, keep games in proximity to materials on the same subject.

CIRCULATION
A pocket and card should be attached inside the storage container so that the game can be circulated in the same manner as other instructional materials.

CARE
Games should be occasionally checked for number of pieces and damage to pieces.
Ten-tens counting frame (Game) Milton Bradley, 1967.

1 abacus

Teacher's guide.
For individual or small group work in elementary arithmetic.

1. Arithmetic 2. Abacus

Cuisenaire cubes, squares and rods (Game) Cuisenaire Company of America, 1969.

various pieces.

For use in developing skills in elementary mathematics.

1. Mathematical games 2. Mathematics

Number game (Game) Milton Bradley.

1 plastic board, 100 pegs

For developing number sense in beginners.

1. Arithmetic
A Large Number of Different Parts May Call for a Listing of the Contents

301.43
15 issue cards, 15 issue covers, 3 sets of 10 each satisfaction cards, 15 each of letters A, O, B, and score sheets


910
Chi Children around the world--games and other activities (Study print) Child's World.
8 prints color 18 x 13 in

Dir 7.95 8 Je '72 c.1

972
45 frames color (Ancient American Indian civilization)

Dir 6.00 31 My '72 c.1 No. 11095
FILMSTRIPS

DEFINITION

A series of transparent, still pictures, with or without captions, placed in sequential order on 35mm film.

NOTE: For filmstrips with accompanying sound on records or tapes see Sound Filmstrips.

CATALOGING

Main Entry

A filmstrip is entered under title followed by the media designation (Filmstrip).

A filmstrip based on a book is entered under the author, with the media designation (Filmstrip) following the title.

A set or series of filmstrips issued without distinctive individual titles may be entered under the set or series title followed by the media designation (Filmstrip).

Imprint

The imprint statement includes:
- name of the producer
- date (if no date is given, leave blank)

Physical Description

Frames — Indicate the number of frames.

NOTE: If frames are not numbered they may be estimated using the formula, 30 inches = 40 frames.

Color — Indicate whether the filmstrip is in black and white or color.

Abbreviations

In cataloging filmstrips use the following abbreviation:
- b&w = black and white

Do not use abbreviations for:
- color frames

Series

If a filmstrip is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description.

NOTE: If the main entry is under series title, the series statement should be omitted.

Notes

Unusual but important additional information should appear in paragraph form.

If there are no captions, indicate this by using the phrase “No captions.”

Indicate accompanying aids such as discussion guides, teacher’s manuals, etc.

If the main entry is under series title, a contents note should list the individual titles of the series.

Summary

A summary should be given in a separate paragraph.

The summary should describe the content of the filmstrip without using evaluative words or phrases.

Tracings

Assign subject headings using Sears List of Subject Headings.

Title (when the main entry is under author)

Title Analytics (when the main entry is under series)

Series (when distinctive)

Call Number

The call number consists of:
- a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer’s item or catalog number.

PROCESSING

Since filmstrips cannot be easily intershelved with other instructional materials, they and their accompanying aids should be stored in boxes or other flexible shelving devices which will allow them to be interfiled with other materials.

A copy of the information appearing on the catalog card should be attached inside the box to provide potential users with an adequate description of the contents.

For ease in shelving and locating, the box should have the call number marked on the spine of the container.

-5-
The call number should be written on the lid and on the label around the original container in which the filmstrip is kept. Accompanying aids should be marked with the call number and school name.

**HOUSING**

Filmstrips should be intershelved with other instructional materials by Dewey classification number.

**CIRCULATION**

A pocket and card should be attached inside the box storage container so that the filmstrip can be circulated in the same manner as other instructional materials.

**CARE**

Filmstrips should be regularly checked for damage. Filmstrips should be cleaned periodically.

---

973.6
      55 frames color  (Westward expansion)

Summary: Why Americans moved westward into Texas; actions of Texans when Mexican rulers denied them freedom; Texas rebellion and results.

  1. U. S.--History--War with Mexico, 1845-1848
  I. Series

---

591
Pod  Podendorf, Ila
      31 frames color  (True book filmstrips of natural science)

Summary: Animal babies who need a mother's care and others who care for themselves from the beginning.

  1. Animals--Habits and behavior  I. Title
Per cents and percentage applications (Filmstrip)
4 filmstrips color

Contents.--Meaning and understanding of per cent and percentage. Buying and selling.--Applications of per cent.--Commission. Meaning and application.--Interest. Borrowing and investing.

1. Arithmetic I. Title anals.
FLAT GRAPHICS
ART PRINTS, PICTURES

DEFINITIONS

Art print — A printed reproduction of a work of art

Picture — A representation of persons, places, objects or ideas in the form of a drawing, painting, portrait, photograph or print

CATALOGING

Main Entry

An art print or picture is entered under the artist with the media designation (Art print) or (Picture) following the title

If the artist is unknown, the art print or picture is entered under title followed by the media designation (Art print) or (Picture)

A set or series of art prints or pictures may be entered under the set or series title followed by the media designation (Art print) or (Picture)

Imprint

The imprint statement includes:
name of the manufacturer
date (if no date is given, leave blank)

Physical Description

Number — If more than one, indicate the number

Color — Indicate whether the art print or picture is in black and white, color, or sepia

Size — Give the height and width in inches

Mounted or unmounted — If mounted indicate by use of the word “mounted”

Framed or unframed — If framed indicate by use of the word “framed”

Abbreviations

In cataloging art prints and pictures use the following abbreviations:
comp = compiler
b&w = black and white
sep = sepia

Do not use abbreviations for:
color
framed
inches
mounted

Series

If an art print or picture is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

NOTE: If the main entry is under series title, the series statement should be omitted

Notes

Unusual but important additional information should appear in paragraph form

Compiler of collection, series or set
Indicate accompanying aids such as discussion guides, teacher’s manuals, etc.

Tracings

Assign subject headings using Sears List of Subject Headings
Title
Series

Call Number

The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer’s item or catalog number

PROCESSING

The prints or pictures should be marked in an appropriate place, preferably on the reverse side of the picture or print, with the call number and school name

Pictures or art prints and accompanying aids should be placed in brown Kraft filing envelopes, vinyl or plastic envelope containers or in suitable boxes, if size permits, and intershelved with other instructional materials

For ease in shelving and locating, mark the call number in an appropriate place on the envelope, container or box
Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve pictures or art prints with other instructional materials by Dewey classification number.

When size makes it impossible to intershelve unframed prints or pictures, they should be housed flat in map drawers.

Framed prints or pictures should be stored upright in cabinets or displayed.

CIRCULATION

Pictures or prints kept in storage containers should have a pocket and circulation card attached to the container.

For other pictures and prints a pocket and circulation card should be attached to the reverse side of the picture or print.

CARE

Art prints and pictures should be handled carefully to insure longer wear and preferably mounted to make them stronger.

---

**759.44**

Mat Matisse, Henri


- color 13 x 15 in (Instructor modern art series, no. 9)

1. Painting, French I. Title II. Series

**Artist as Main Entry**
**Title Traced**

---

**759.13**

Hom Homer, Winslow

Breezing up (Art print) Shorewood.

- color 16 x 25 in framed

Collection: National Gallery of Art, Washington, D. C.

1. Painting, American I. Title
759.94
Rem
Rembrandt, Hermanszoon van Rijn
The night watch (Art print) Shorewood. color 18 x 22 in mounted
Collection: Rijksmuseum.

1. Painting, Dutch I. Title

291
Pic
Pictures from mythology (Picture) Educational Audio Visual Inc.
30 pictures color 11 x 13 in
Teacher's manual..

1. Mythology--Pictures
Listening time story pictures (Picture) Bowmar.
32 pictures color 10 x 12 in

Pictorial representations of the songs and stories in the Listening time record albums. Designed for use on flannel board for tracing and cutout.

1. Animals--Stories

Simple transportation (Picture) Instructo Corporation, 1969.
24 pieces color (Instructo flannel board visual aids, no. 141)

Teaching guide.

1. Transportation
FLAT GRAPHICS
CHARTS, MAPS, STUDY PRINTS

DEFINITIONS

Chart — A sheet giving information by means of outline, graph, diagram, table, or picture

Map — A drawing or representation of part or all of the earth or of a celestial area

Study print — A representation of places, persons, objects, or ideas with accompanying text designed for instructional purposes

CATALOGING

Main Entry

A chart, map, or study print is entered under title followed by the media designation (Chart), (Map), or (Study print)

If no title is given, a subject oriented title should be assigned, and this title followed by the media designation (Chart), (Map), or (Study print)

A set or series of charts, maps or study prints may be entered under the set or series title followed by the media designation (Chart), (Map), or (Study print)

Imprint

The imprint statement includes:
name of the manufacturer
date (if no date is given, leave blank)

Physical Description

Number — If more than one, indicate the number

Color — Indicate whether the chart, map, or study print is in black and white or color

Size — Give the height and width in inches

Abbreviations

In cataloging charts, maps or study prints, use the following abbreviations:
b&w = black and white

Do not use abbreviations for:
color
inches

Series

If a chart, map or study print is produced as part of a series, the series title is recorded in paren-

thesis immediately following the physical description

NOTE: If the main entry is under series title, the series statement should be omitted

Notes

Unusual but important additional information should appear in paragraph form

Indicate the name of the person responsible for the contents

Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

For maps, include information about scale

Tracings

Assign subject headings using Sears List of Subject Headings

Series

Call Number

The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

Charts, maps, and study prints should be marked in an appropriate place, preferably on the reverse side of the chart, map, or print, with the call number and school name.

Charts, maps, study prints and accompanying aids should be placed in brown Kraft filing envelopes, vinyl or plastic envelope containers or in suitable boxes

For ease in shelving and locating, mark the call number in an appropriate place on the envelope, container or box

Accompanying aids should be marked with the call number and school name
HOUSING
Intershelve charts, maps, and study prints with other instructional materials by Dewey classification number.
When size makes it impossible to intershelve, keep charts, maps, and study prints in map drawers.

CIRCULATION
Charts, maps or study prints kept in storage containers should have a pocket and circulation card attached to the container.
Charts, maps, and study prints not kept in storage containers should have a pocket and circulation card attached to the reverse side of the chart, map, or study print.

796.4
4 charts color 10 x 14 in
Contents.--Animal walks & demonstration.--Beginning balance beam skills.--Stick activities.--Dual chair activities.

1. Gymnastics 2. Physical education and training

796.325
12 charts b&w 9 x 11 in

1. Volleyball
810.9
Lit Literary development of the United States (Map)
Denoyer-Geppert, 1952.
color 17 x 11 in

Edited by Henry J. Firley.

1. American literature--History and criticism
   --Maps

912
color 52 x 60 in

Scale 1: 135,000.
Shows important physical features.

1. Louisiana--Maps

910
Chi Children around the world--games and other
activities (Study print) Child's World.
8 prints color 18 x 13 in

Teacher's guide.
Contents.--France.--Switzerland.--Japan.--
Russia.--Puerto Rico.--China and Indonesia.--
Italy.--Africa.

1. Children in foreign countries
973.2
Col
Colonial America (Study print) Fideler Visual Teaching, 1971.
32 prints b&w 12 x 9 in (American history and culture)
Visual teaching text.

1. U.S.--History--Colonial period  I. Series

394.269
Chr
Christmas in many lands (Study print) Fideler Visual Teaching, 1969.
24 prints b&w 9 x 11 in (Social studies pictures)
With teaching text.

1. Christmas  2. Jesus Christ--Nativity
KITS

DEFINITION

A combination of two or more types of media (sound filmstrips excepted) designed to be housed in a single container and to be used as one unit

CATALOGING

Main Entry

A kit is entered under title followed by the media designation (Kit)
A kit containing materials based on a single book is entered under the author with the media designation (Kit) following the title

Imprint

The imprint statement includes:
name of the manufacturer
date (if no date is given, leave blank)

Physical Description

Contents — List the number and types of media included
A detailed physical description of each item is not necessary

Abbreviations

Abbreviations used should be consistent with those for the same types of media found in other sections of this manual

Notes

Unusual but important additional information should appear in paragraph form
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

Summary

When the objective of the kit is not evident from the main entry, a summary should be given in a separate paragraph

Tracings

Assign subject headings using Sears List of Subject Headings
Title (when the main entry is under author)
Kits containing several items based upon books should have author and title tracings for the individual authors and titles

Call Number

The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

List the contents of the kit inside the cover of the container (a copy of the main entry card may be used)
For ease in shelving and locating, mark the call number on the spine of the container
Place the call number on each of the significant items in the kit
Use the same procedures for marking each type of media as recommended under the appropriate section for that type of media in this manual
Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve kits with other instructional materials by Dewey classification numbers
When size makes it impossible to intershelve kits, keep kits in proximity to materials on the same subject

CIRCULATION

Kits should be circulated only as a unit
A pocket and card should be attached inside the container, so that the kit can be circulated in the same manner as other instructional materials

CARE

The kit should be checked for number of items and condition of items after each circulation
Art
Art and environment (Kit) Research Studies and Development in the Arts, University of Wisconsin, 1967.
80 slides
1 tape (reel)
Fall-Winter, 1967 issue of Arts in Society magazine
10 charts
Teacher's guide.

1. Art and society 2. Anthropogeography
I. Wisconsin. University. Research Studies and Development in the Arts

370.19
Parents and teachers together (for the benefit of children) (Kit) National Education Assoc., 1972.
2 filmstrips
1 record
1 book: Parents: active partners in education, by Mary Lou Sayler.

Guide, script, and checklist.
The entire kit is based on Miss Sayler's book, pub. in 1971.

1. Home and school I. Sayler, Mary Lou.
Parents: active partners in education

412
Communications: the problems approach (Kit) Paul S. Amidon & Associates.
10 tapes (reel)
20 transparencies

Teacher's guide.
Summary: Students learn how inadequate language can lead to interpersonal difficulties.

COPY OF CATALOG CARD USED AS POCKET

SCHOOL NAME

CATALOG NUMBER

THE COLOR OF MAN
EXPLORING HUMAN DIFFERENCES

572 Col
MODELS

DEFINITION

A 3-dimensional representation of an object, either exact or to scale
Includes: models, globes, relief maps, etc.

CATALOGING

Main Entry
A model is entered under title followed by the media designation (Model)
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Model)

Imprint
The imprint statement includes:
name of the manufacturer
date (if no date is given, leave blank)

Physical Description
Number of pieces — If the number of pieces is indicated on the container or if the number is less than 10, the number of pieces should be given.
If the complete number of pieces is not indicated, record this fact by using the phrase “various pieces”
Size — Size information will vary with type of media
globes — give the diameter
models — give the height and width

Abbreviations
Do not use abbreviations for:
inches
pieces

Notes
Unusual but important additional information should appear in paragraph form
When appropriate, provide the following type of information:
Indicate accompanying aids such as discussion guides, teacher’s manuals, etc.

Tracings
Assign subject headings using Sears List of Subject Headings

Call Number
The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

Shelf List
Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer’s item or catalog number

PROCESSING
If the model is kept in a storage container, the call number should be marked on the container
When possible, mark the model with the call number in a prominent place on or near the base using an indelible ink
Accompanying aids should be marked with the call number and school name

HOUSING
Intershelve models with other instructional materials by Dewey classification numbers
When size makes it impossible to intershelve models, keep models in proximity to materials on the same subject

CIRCULATION
Because of the difficulty of attaching pockets and cards to models, general circulation cards should be used to circulate models.

CARE
Models should be occasionally checked for damage and cleaned
912
Phy  Physical, political, terrestrial globe (Model)
Cram Co.
1 globe 16 in scale: 1 in=500 mi
With guide.

1. Globes

A Mode! That Is a Globe

574.87
Uni  Unit of life cell (Model) Educational Products, Inc.
    14 sided crystal
    Teacher's discussion guide.
    Visible model of a typical animal-vegetable cell.

1. Cells

582
Tre  Trees of your immediate environment (Model)
    NASCO, 1971.
    8 packets of leaf replicas (Discovering your environment)
    Teacher's discussion guide.
    With descriptive paragraphs for each of 29 different leaves.

1. Trees--Wisconsin
MOTION PICTURES

DEFINITION
A series of transparent still pictures in a definite sequence producing motion when shown at standard speeds, with or without sound.
Formats are: 16mm, super, and standard 8mm (including film loops)

CATALOGING

Main Entry
A motion picture is entered under title followed by the media designation (Motion Picture).

A motion picture based on a book is entered under the author, with the media designation (Motion Picture) following the title.

Sponsor
The name of the individual company, institution, or organization responsible for the film's coming into existence follows the title.

Producer
If the film was made, i.e. photographed, edited and/or sound recorded, by someone other than the "sponsor," the information is given following the phrase "Made by"

Release
If a film is released by a company other than the sponsor or producer, the name of the United States releasing agent follows the name of the producer and is preceded by the phrase "Released by"

Date of Release
The year in which the film was released is given, following the name of the company which released the film.
If this date is not known, use the copyright date.
If no date is given, leave blank

Physical Description
Length — Length is given in minutes.
Sound or silent — Indicate a sound track by use of the term "sound" and the lack of a sound track by use of the term "silent".
Color — Indicate whether the film is in black and white, sepia or color.

Width — The width is given in millimeters.
The most commonly used will be 16mm, 8mm or super 8mm.
For the 8mm, indicate special format features such as: super 8mm loop, super 8mm reel.

Abbreviations
In cataloging motion pictures, use the following abbreviations:

- b&w = black and white
- min = minutes
- mm = millimeters

Do not use abbreviations for:
- color
- sepia
- silent
- sound

Series
If a film is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description.

Notes
Unusual but important additional information should appear in paragraph form.
Indicate accompanying aids such as discussion guides, notes and teacher's manuals, etc.

Summary
A summary should be given in a separate paragraph.
The summary should describe the content of the film without evaluative words or phrases.

Tracings
Assign subject headings using Sears List of Subject Headings.

Title (use only when the main entry is not the title)

Series

Call Number
The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index.
the first three letters of the main entry (disregarding articles)
Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of purchase
- copy number (the use of a copy number replaces the need for an accession number)

Processing

A copy of the information appearing on the catalog card should be attached inside the storage container to provide potential users with an adequate description of the contents.

For ease in shelving and locating the storage container should have the call number marked on the spine of the container.

Film which is not in a cartridge should have spliced onto the beginning of the film a head leader preprinted with the name of the school. The title should be written on the leader using an indelible ink.

Loop film enclosed in a cartridge should have the call number and school name marked on the cartridge near the title.

If the cartridge does not contain a statement of the title, this should be added.

Accompanying aids should be marked with the call number and school name.

Housing

Motion picture film should be intershelved with other instructional materials by Dewey classification numbers.

The storage container should be kept in an upright position.

Circulation

A pocket and card should be attached inside the storage container so that the motion picture can be circulated in the same manner as other instructional materials. The size of 8mm loop containers requires that a circulation card be cut down before placing it inside the box.

Care

Motion picture film which is not self contained in a loop cartridge should be inspected after each circulation for damage and repaired when necessary.

In addition, a program should be developed to provide for the periodic cleaning of the films. When the collection is used extensively, a motion picture cleaner and conditioner should be purchased and motion pictures should be cleaned after every use.

Because film loops are in cartridges, their maintenance is minimal.

---

560
Fos Fossils are interesting (Motion picture) Film Associates of California, 1958.
11 min sound color 16mm

Summary: The changes which have occurred in the earth and the animals inhabiting it.

917.41
McCloskey, Robert
13 min color 16mm
Based on the book pub. by Viking, 1957.
Summary: The story of children enjoying their summer home on a Maine island.

1. Maine--Description and travel I. Title

914.2
30 min sound b&w 16mm
Summary: The industrial and social life of England during the past century.

1. Gt. Brit.--Social life and customs--20th century

598.12
3 min silent color super 8mm loop (Walt Disney nature library)
Summary: Shows a snake shedding its skin, climbing a narrow twig, and swallowing a large bird egg whole.

1. Snakes 2. Reptiles I. Series
COPY OF CATALOG CARD ATTACHED TO INSIDE OF THE LID

CALL NUMBER

School Name
Fossils Are Interesting
560 Ds

32
CIRCULATION CARD CUT TO FIT STORAGE CONTAINER

MULTIPICATION OF FRACTIONAL NUMBERS

(Motion Picture)

510 Mul

MULTIPICATION OF FRACTIONAL NUMBERS

School Name

510 Mul
REALIA

DEFINITION

An actual or authentic object used to relate classroom teaching to real life
Includes: artifacts, coins, rock collections, costumes, musical instruments that can be played, specimens, etc.

CATALOGING

Main Entry

Realia is entered under title followed by the media designation (Realia)
When no title is provided, a subject oriented title should be assigned followed by the media designation (Realia)

Imprint

The Imprint statement includes:
name of the source or supplier of the realia

Physical Description

Number of pieces — If the number of pieces is less than 10, the actual number should be given; if the number of pieces is 10 or more, the phrase “various pieces” may be used.

Abbreviations

None recommended

Notes

Unusual but important additional information should appear in paragraph form
A note may be used to give a description of intended use
Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

Tracings

Assign subject headings using Sears List of Subject Headings

Call Number

The call number consists of:

a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
source of purchaser
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

If realia is kept in a storage container, the call number should be marked on the container
When possible, print the call number and school name on the realia using a permanent marking pen
For some realia it may be advisable to attach tags printed with the call number and school name
Accompanying aids should be marked with the call number and school name

HOUSING

Intershelve realia that is kept in storage containers with other instructional materials by Dewey classification number
When realia does not lend itself to intershelving, keep realia in proximity to materials on the same subject

CIRCULATION

Because of the difficulty of attaching pockets and cards to realia, general circulation cards should be used

CARE

Realia should occasionally be checked for damage and cleaned

-29-
574.92
Survey sea life collection (Realia) Hubbard Scientific.
24 specimens

A general survey of sea life: the sand crab, sea urchin, sand dollar, coral, sponge, and others.

1. Marine biology

595.7
Garden insects (Realia) NASCO.
24 insects

Displayed in glass tubes in a 16 x 2 x 1 inch glass case.

1. Insects, Injurious and beneficial

552
Rocks and minerals (Realia) Ideal.
24 rocks and minerals

Teacher's manual.

Contents:
1. Willow Catkin
2. Pine Cone
3. Polyorchis Fern-Friend
4. Marchantia Liverwort
5. Sphagnum Moss
6. Cladonia Lichen
7. Moth Fern
8. Bracket Fungus
9. Red Algae
10. Brown Algae
11. Green Algae
12. Blue-Green Algae
DEFINITION

A monaural or stereophonic disc recording 7, 10, or 12 inches in diameter, designed to be played at speeds of 16, 33⅓, 45 or 78 revolutions per minute, on which is recorded one or more selections.

CATALOGING

Main Entry

Records which contain only one person’s works are entered under the composer or author.
Records which contain the works of more than one author or composer are entered under the collective title supplied by the manufacturer.
Records which lack a collective title supplied by the manufacturer are entered under composer or author of the work on side 1, band 1.

Title

Enter under the title followed by the media designation (Record).
The title statement for musical composition is given as it appears on the record label.

Imprint

The imprint statement includes:
- name of the manufacturing company
- serial number(s) of the record(s)
- date of release (if no date is given, leave blank)

Physical Description

Sides — Indicate the number of sides.

Speed — Speed should be indicated in revolutions per minute (16, 33⅓, 45 or 78).

Monaural or stereophonic — Indicate whether monaural or stereophonic.

Abbreviations

In cataloging records use the following abbreviations:
- min = minutes
- mono = monaural
- rpm = revolutions per minute
- stereo = stereophonic
- s = sides

Do not use abbreviations for:
- inches

Series

If a record is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description.

Notes

Unusual but important additional information should appear in paragraph form.
Separate paragraphs, in the order listed below, should be used for each of the following types of notes as needed:

- A variation between the title used and the title found on the record jacket should be indicated by a note which begins with the phrase “Title on slip case:”.
- The performer, orchestra, conductor, or reader.
- Indicate accompanying aids such as teacher’s manuals, scripts, etc.
- When the main entry and/or title do not adequately represent the contents, this information should be provided in a note beginning with the word “Contents”.
- If other works are included on the record or records, this information appears in a note introduced by the word “With:”.

Tracings

Assign subject headings using Sears List of Subject Headings or Mary D. Person’s List of Subject Headings for Recorded Music (for classical music).

Call Number

The call number consists of:
- a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:
- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number).
PROCESSING

For single records, the call number should be marked in the upper left hand corner of the record slipcase.
Albums of two or more records enclosed in a container should have the call number marked on the spine.
Slipcases and albums should be marked with the name of the school.
The call number should be printed on side one of the record label.
The name of the school should be indicated on the record label.
Accompanying aids should be marked with the call number and school name.

HOUSING

Records should be intershelved with other instructional materials by Dewey classification number.

The record slipcase or album should be kept in an upright position.

CIRCULATION

Records should be circulated in the same manner as other instructional materials.
A pocket and card should be attached inside an album cover.
For single records, vinyl plastic jackets with heat sealed pockets are recommended.

CARE

Records are best maintained in a dust free environment.
Records should be kept away from damp walls, proximity to heat pipes and direct sunlight.
Records should be periodically examined for damage and cleaned.

Record and Book

Dau Daugherty, James Henry
Andy and the lion (Record) Columbia CC71007.
2 s 45 rpm, mono (Scholastic book & record companion series)

Read by Daniel Ocko.
Accompanied by the book pub. by Viking, c1938.
Summary: Andy aids a lion in distress, then has his friendship repaid when the circus comes to town.

1. Lions--Stories I. Title

Record with Entry Under Composer

Puc Puccini, Giacomo
Tosca (Record) London OSA 1284, 1970.
4 s 33 1/3 rpm stereo

Starring Leontyne Price, soprano; Vienna Philharmonic Orchestra; Herbert von Karajan, conductor.

With English translation and program notes.

1. Operas I. Title
Classic poems of suspense & horror

(Literary Records LR 6003.
2 s 33 1/3 rpm stereo

Read by Marvin Miller.


1. Poetry--Collections I. Title anals.

Skip, tag or festival dance, by Harold and Mary Jane LeCrone (Record) Rhythm Record Co. RRC-303.
1 s 33 1/3 rpm mono

Musical games and dances for primary children. With: Children's dance time.

1. Dances 2. Rhythm I. Title II. Title: Children's dance time

Heroes, gods and monsters of the Greek myths

(Record) Spoken Arts SA 989, 1000-1004, 1968.
12 s 33 1/3 rpm stereo

Read by Richard Kiley and Julie Harris.

Guide.

From the book of the same title published by Four Winds Press.

1. Mythology, Greek and Roman I. Harris, Julie II. Kiley, Richard III. Title
An evening with Belafonte and Makeba (Record)
2 s 33 1/3 rpm stereo

Sung in Xhosa, Zulu, Sotho, or Swahili by Harry Belafonte and Miriam Makeba, with instrumental ensemble and chorus.

1. Folk songs, African I. Belafonte, Harry
   II. Makeba, Miriam
SLIDES

DEFINITION

Transparent material containing an image, mounted in rigid format and designed for use in a slide viewer or projector.

CATALOGING

Main Entry

A set of slides is entered under title of the set followed by the media designation (Slide).

If no title is given for the set, a subject oriented title should be assigned and this title followed by the media designation (Slide).

Slides not in sets should be entered under a subject oriented title and this title followed by the media designation (Slide).

Art slides are entered under the name of the artist with the media designation (Slide) following the title.

Imprint for Sets of Slides and Art Slides

The imprint statement includes:

- name of the producer or the person responsible for the photography
- date (if no date is given, leave blank)

Physical Description for Sets of Slides and Art Slides

Number — If more than one, indicate the number of slides followed by the word “slides”

Color — Indicate whether the slide is black and white or color

Abbreviations

In cataloging slides, use the following abbreviation:

- b&w = black and white

Do not use abbreviations for:

- color
- slides

Series Statement for Sets of Slides and Art Slides

If a set of slides or an art slide is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description.

Notes

Unusual but important additional information should appear in paragraph form.

Tracings for Sets of Slides and Art Slides

Assign subject headings using Sears List of Subject Headings.

Series Title (only for art slides)

Call Number

The call number consists of:

- a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:

- source of purchase
- price
- date of acquisition
- copy number (the use of a copy number replaces the need for an accession number)
- manufacturer’s item or catalog number

PROCESSING

A number of different types of storage containers are available for slides.

Where possible for slides in sets, a copy of the information appearing on the catalog card should be attached inside the storage container to provide potential users with an adequate description of the contents.

For ease in shelving and locating, the storage container should be marked in an appropriate place with the call number.

Each slide mount should be marked on the front top left side with the call number and for sets, the individual slide number.

School name should be stamped on the front bottom of the slide mount.
HOUSING

Storage containers of slides should be intershelved with other instructional materials by Dewey classification number.

CIRCULATION — SLIDES IN SETS

A pocket and card should be attached inside the storage container so that slides in sets can be circulated in the same manner as other instructional materials.

CIRCULATION — GROUPED BY SUBJECT

General circulation cards should be used to circulate slides that are housed in groups by subject.

CARE

Slides should be cleaned periodically with a soft, slightly dampened cloth.

759.2
Gai Gainsborough, Thomas
Master John Heathcote (Slide) National Gallery of Art.
color

Entry Under Artist

1. Painting, British I. Title

759.05
Imp Impressionist painting (Slide) Universal Slide Co.
20 slides color

Title Entry

French impressionist paintings including works by Cassatt, Degas, Manet, Monet, Renoir, and others.

1. Impressionism (Art) 2. Art, French
574.5
Eco  "Ecology" (Slide)

Miscellaneous slide materials on ecology.

588.33
Mar  Marchantia (Slide) A. Reid Enterprises.
8 slides (glass) stained

Classroom set containing similar sections of Marchantia.

1. Liverworts

595.7
Ins  Insects and other arthropods (Slide) Society for Visual Education.
20 slides color

Guide.

1. Insects  2. Spiders  3. Butterflies
CALL NUMBER

SLOTTED STORAGE CONTAINER FOR SLIDES

RING BINDER WITH POCKETED PLASTIC SHEETS

INDIVIDUAL SLIDE NUMBER

School Name
SOUND FILMSTRIPS

DEFINITION
A series of transparent, still pictures, placed in sequential order on 35mm film with accompanying sound on record or tape

CATALOGING

Main Entry
A sound filmstrip is entered under title followed by the media designation (Sound Filmstrip)
A sound filmstrip based on a book is entered under the author, with the media designation (Sound Filmstrip) following the title
A set or series of sound filmstrips issued without distinctive titles may be entered under the set or series title followed by the media designation (Sound Filmstrip)

Imprint
The imprint statement includes:
name of the producer
date (if no date is given, leave blank)

Physical Description
Frames—Indicate the number of frames
NOTE: If frames are not numbered, they may be estimated by using the formula 30 inches = 40 frames
Color — Indicate whether the filmstrip is in black and white or color
Filmstrips with records — For filmstrips with accompanying records indicate "and record:2s"
Filmstrips with tapes — For filmstrips with accompanying tapes indicate "and tape" followed by the type (reel, cassette, or cartridge) in parenthesis

Abbreviations
In cataloging filmstrips use the following abbreviations:
  b&w = black and white
  s = sides
Do not use abbreviations for:
cartridge
cassette
color
frames
reel

Series
If a filmstrip is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description
NOTE: If the main entry is under series title, the series statement should be omitted

Notes
Unusual but important additional information should appear in paragraph form
Indicate accompanying aids such as discussion guides, teacher’s manuals, etc.
If the main entry is under series title, a contents note should list the individual titles of the series

Summary
A summary should be given in a separate paragraph
The summary should describe the content of the filmstrip without using evaluative words or phrases
NOTE: A summary may not be necessary for filmstrips which have a series title main entry and a contents note

Tracings
Assign subject headings using Sears List of Subject Headings
Title (when the main entry is under author)
Title analytics (when the main entry is under series)

Call Number
The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

Shelf List
Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer’s item or catalog number

PROCESSING
Sound filmstrips usually come in box storage containers that can be intershelved with other instructional materials
If they do not, they should be placed in such containers
A copy of the information appearing on the catalog card should be attached inside the box to provide potential users with an adequate description of the contents.

For ease in shelving and locating, the box should have the call number marked on the spine of the container.

The call number should be written on the lid and on the label around the original container in which the filmstrip is kept.

The call number should be written on side one of the record label.

A section of white leader tape marked with the title should be spliced to the beginning of reel-to-reel tape.

Tapes in cartridge or cassette form should have the call number marked on the cartridge or cassette near the title.

Accompanying material should be marked with the call number and school name.

**HOUSING**

Sound filmstrips should be intershelved with other instructional materials by Dewey classification numbers.

**CIRCULATION**

A pocket and card should be attached inside the box so that the sound filmstrip can be circulated in the same manner as other instructional materials.

**CARE**

Filmstrips and the accompanying records or tapes should be checked periodically for damage.

Filmstrips should be cleaned periodically.

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**Sound Filmstrips**

**With Author Entry**

398.22
Kea Keats, Ezra Jack


45 frames color and tape (cassette) 2 s

Discussion guide.
Adapted from the book of the same title.
Summary: Story of the black folk hero who stood against the mighty steam drill symbolizing the industrialization of our society.

1. Railroads--Fiction  2. Folklore--U. S.
3. John Henry I. Title

Mac MacDonald, Golden

The little island (Sound filmstrip) Weston Woods.

36 frames color and record 1 s

Picture-cued text booklet.
Based on the book of same title pub. by Doubleday, 1946.
Summary: The author chronicles the passing of the seasons on a small island.

1. Seasons--Fiction  2. Islands--Fiction
I. Title

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48
Mel
Melville, Herman
Moby Dick (Sound filmstrip) Educational Dimensions Corporation, 1968.
97 frames color and record 1 s (Great novels of the 19th century)
Teacher's guide.
Summary: Tells of Captain Ahab's pursuit of Moby Dick, the white whale who defies capture.
J. Title II. Series

759
Gre
6 filmstrips color and 6 tapes (cassette)
Guides.
Contents.--El Greco.--Bernini.--Rubens.--Rembrandt.--Velasquez.--Goya.
1. Painters I. Title anals.

Accompanying Sound:
Cassette Tape

973.9
Clo
Closer ties with our neighbors (Sound filmstrip) Eye Gate, 1965.
39 frames color and tape (reel)
Teaching manual.
Summary: Discusses U. S. foreign relations with Canada and Mexico.
1. U. S.--Foreign relations--Canada 2. U. S.--Foreign relations--Mexico
School Name

Title of Sound Filmstrip (media)

Call Number

Filmstrip with accompanying sound

With record

With reel to reel tape

Closer look with glossary teaching guide

With cassette tape
TAPES

DEFINITION
Magnetic tape with sound recorded at various speeds: 1%, 3¾, 7½ inches per second
Formats include: reel-to-reel (open), cassette (reel-to-reel enclosed in a casing), and cartridge (loop tape enclosed in a casing)

CATALOGING

Main Entry
Tapes which contain only one person's works are entered under the composer or author
Tapes which contain the works of more than one author or composer are entered under the collective title supplied by the manufacturer
If the author or composer cannot be identified, enter under title

Title
Enter under the title followed by the media designation (Tape)
Indication of the tape format does not appear here, but is designated in the physical description

Imprint
The imprint statement includes:
name of the manufacturing company
date (if no date is given, leave blank)

Physical Description
Format — Indicate the format using the following terms:
reel
cassette
cartridge

Speed — Speed, in inches per second, should be indicated for reel-to-reel tapes only

Length — Length is given in minutes

Tracks — Indicate the number of tracks when appropriate

Monaural or stereophonic — Indicate whether monaural or stereophonic

Abbreviations
In cataloging tapes use the following abbreviations:
ips = inches per second
min = minutes
mono = monaural
stereo = stereophonic

Do not use abbreviations for:
cartridge
cassette
reel

Series
If a tape is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

Notes
Unusual but important additional information should appear in paragraph form
Any or all of the following types of information may appear in the first note: performer, orchestra, conductor, or reader
Indicate accompanying aids such as teacher's manual, script, etc.
A separate note should be used to indicate that the tape is based upon previously existing material and this information should be preceded by the phrase "Based on"

Tracings
Assign subject headings using Sears List of Subject Headings or Mary D. Pearson's List of Subject Headings for Recorded Music (for classical music)

Call Number
The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

Shelf List
Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number
PROCESSING

A copy of the information appearing on the catalog card should be attached inside the container to provide potential users with an adequate description of the contents.

For ease in shelving and locating, the storage container should have the call number marked on the spine.

Splice white leader to tape which is not self contained in a cartridge or cassette.

The title should be written on the leader using an indelible ink.

Tapes enclosed in cartridges or cassettes should have the call number and school name marked on the cartridge or cassette, near the title.

Accompanying material should be marked with the call number and school name.

HOUSING

Tapes should be intershelved with other instructional materials by Dewey classification number.

The storage container should be kept in an upright position.

CIRCULATION

A pocket and card should be attached inside the box so that the tape can be circulated in the same manner as other instructional materials.

CARE

Occasional use of the tape improves storage characteristics.

Keep tapes away from magnets.

Care should be taken that the area in which tapes are housed is not subject to extreme temperatures.

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Cassette Tape

301.3 Dan

Dangers of pollution; experts probe the hazards of water, soil and air pollution. Learning Plans, 1969. cassette 46 min mono (Man and his physical environment)

1. Pollution 2. Man--Influence on nature
I. Series

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301.3 Alb

Albert, Eddie


1 reel 3 3/4 ips 27 min mono

The tragic effects... of our violation of nature.

1. Man--Influence on nature I. Title

Author Entry,
Reel-to-Reel Tape
The sounds of Spanish (Tape) EMC Corp.
1 reel 3 3/4 ips 27 min mono (Language teacher's library)

Accompanied by booklet.
Spanish language.

1. Spanish language--Audio-visual instruction
TRANSPARENCIES

DEFINITION
A picture, diagram, or design printed on plastic film or translucent substance made visible by light shining through

CATALOGING TRANSPARENCIES OF PERMANENT VALUE
Main Entry
A single transparency or set of transparencies is entered under title followed by the media designation (Transparency)
If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Transparency)

Imprint
The imprint statement includes:
name of the publisher
date (if no date is given, leave blank)

Physical Description
Number — If more than one, indicate the number of transparencies followed by the word “transparencies”
Color — Indicate whether the transparency is black and white or color

Abbreviations
In cataloging transparencies, use the following abbreviations:
b&w = black and white

Do not use abbreviations for:
color

Series
If a transparency is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description

Notes
Unusual but important additional information should appear in paragraph form
A note should be used to indicate the presence or number of overlays
Indicate accompanying aids such as discussion guides, teacher’s manuals, etc.

Tracings
Assign subject headings using Sears List of Subject Headings
Series

Call Number
The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

Shelf List
Additional information which may be useful on the shelf list card includes:
source of purchase
price
date of acquisition
copy number (the use of copy number replaces the need for an accession number)
manufacturer’s item or catalog number

CATALOGING TRANSPARENCIES OF EPHEMERAL VALUE
Main Entry
Transparencies of ephemeral value are entered under general subject headings
The first time a subject is used a catalog card is prepared with the subject as a main entry followed by the media designation (Transparency)
Additional transparencies may be added under the same subject without the need to prepare additional catalog cards

Call Number
The call number consists of:
a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
the first three letters of the main entry (disregarding articles)

PROCESSING TRANSPARENCIES OF PERMANENT VALUE
For ease in shelving and locating, the storage container should have the call number marked on the spine
For storage containers too thin to have the call number marked on the spine, mark the call number and school name in the upper left hand corner
Each transparency should have the call number and school name marked in the upper left hand corner

PROCESSING TRANSPARENCIES OF EPHEMERAL VALUE
Transparencies of ephemeral value should be kept in storage containers by subject
The first time a subject is used a storage container should be prepared. Additional transparencies on the same subject may be added to the storage container. For ease in shelving and locating, the storage container should have the call number marked on the spine. Each transparency and overlay should have the call number marked in the upper left hand corner. Accompanying aids should be marked with the call number and school name.

**HOUSING**

Transparencies should be intershelved with other instructional materials by Dewey classification number.

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**CIRCULATING TRANSPARENCIES OF PERMANENT VALUE**

A pocket and card should be attached inside the box so that the transparencies can be circulated in the same manner as other instructional materials.

**CIRCULATING TRANSPARENCIES OF EPHEMERAL VALUE**

General circulation cards should be used to circulate transparencies of ephemeral value.

**CARE**

When transparencies are smudged they may be wiped clean with a soft, slightly dampened cloth.

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**Transparency With Overlays**

- 535.32
  - color
  - 4 overlays.

  1. Lenses 2. Optics, Geometrical

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**Earth is born (Transparency)** Life Education Program, 1970.

- 551
- 8 transparencies color

  Lecture notes.

  1. Geology 2. Earth
938
Gre «Greece» (Transparency)

Miscellaneous transparencies on the history and civilization of Greece.

A General Entry Card for Transparencies of Ephemeral Value
SUPPLY AND DEMAND OF PORK CHOPS

QUANTITIES OF PORK CHOPS SUPPLIED AND DEMANDED:

$1.15
$1.05
$0.95
$0.85

10,000 20,000 30,000 40,000

DEMAND
SUPPLY

TRANSPARENCIES OF PERMANENT VALUE
VIDEOTAPES

DEFINITION

Electro-magnetic tape ½, 1, or 2 inches wide on which the electronic impulses produced by the video and audio portion of a television program, motion picture, etc., are recorded (by special equipment) for subsequent playback and broadcasting at a speed compatible with the recorder.

CATALOGING

Main Entry

A videotape is entered under title followed by the media designation (Videotape).

If no title is given, a subject oriented title should be assigned and this title followed by the media designation (Videotape).

Responsible Party

The name of the person, institution, or organization responsible for the videotape's coming into existence follows the title and is preceded by the phrase "Videotaping by".

Producer

If the videotape was made by someone other than the "responsible party," this information is given following the phrase "Made by".

Date

The year in which the videotape was produced is given following the "producer".

If no date is readily available, leave blank.

Physical Description

Length — Length is given in minutes.

Sound or silent — Indicate the presence of sound on the videotape by use of the term "sound" and the lack of sound on the videotape by use of the term "silent".

Color — Indicate whether the videotape is in black and white or color.

Width — Width is given in inches.

Indicate whether the videotape is on a reel or in a cartridge.

Playback equipment — A statement of the manufacturer and model number of the equipment on which the videotape can be played back should be included and is preceded by the word "For".

Abbreviations

In cataloging videotapes, use the following abbreviations:

- b&w = black and white
- min = minutes

Do not use abbreviations for:

- color
- inches
- silent
- sound

Series

If a videotape is produced as part of a series, the series title is recorded in parenthesis immediately following the physical description.

Notes

Unusual but important additional information should appear in paragraph form.

Indicate accompanying aids such as discussion guides, teacher's manuals, etc.

Indicate the narrator or performer only if this information would be a factor in determining use of the videotape. When used, this information follows the word "Talent".

Summary

A summary should be given in a separate paragraph.

The summary should describe the content of the videotape without evaluative words or phrases.

Tracings

Assign subject headings using Sears List of Subject Headings.

Series statement

Call Number

The call number consists of:

- a classification number from the latest edition of the Abridged Dewey Decimal Classification and Relative Index
- the first three letters of the main entry (disregarding articles)

Shelf List

Additional information which may be useful on the shelf list card includes:

- source of purchase
- price
- date of acquisition.
copy number (the use of a copy number replaces the need for an accession number)
manufacturer's item or catalog number

PROCESSING

A copy of the catalog card should be attached inside the container to provide potential users with an adequate description of the contents. For ease in shelving and locating, the storage container should have the call number marked on the spine. For videotapes on reels, the title should be written on the leader using an indelible ink. For videotape in cartridges, the call number and school name should be marked on the cartridge near the title. Accompanying aids should be marked with the call number and school name.

HOUSING

Videotapes should be intershelved with other instructional materials by Dewey classification number. The storage container should be kept in an upright position.

CIRCULATION

A pocket and card should be attached inside the container so that the videotape can be circulated in the same manner as other instructional materials.

CARE

Videotape should be regularly checked for distortion. Be sure to have adequate leader and trailer tape to avoid loss of actual video footage. Splicing must be done electronically.

371.33
Bul Bulletin boards (Videotape) Videotaping by Milwaukee Public Schools, Dept. of Instructional Resources. Made by George Burns, 1970. 30 min sound b&w 2 in for quadruplex (Using technology: the materials)

Summary: Ideas, materials, color schemes, layouts, techniques of constructing bulletin board displays.

1. Teaching--Aids and devices I. Series

916
Afr African family life and culture (Videotape) Videotaping by Department of Curriculum Development, Madison, Wisconsin, Public Schools, 1970. 35 min sound b&w 1 in for Panasonic 8100

Slides are also available.

1. Africa--Social life and customs 2. Africa--Civilization


