

## Cataloging Guidelines

Author's Last Name	Three letters of the author's last name should be used in call numbers All CAPS
Fiction	FIC
E	E
Story Collection	SC
Literary Criticism	LC
Non Fiction	Prime Dewey number should be used with the three letters of the author's last name in ALL CAPS.
Reference	REF
Professional	PRO
Biographies	921- Individual Biographies 920- Collective Biographies *Three letters of the subject's name should be used in the call number.
Equipment	EQU *This includes projectors, laptops, cameras, Chromebooks, overheads, DVD players, CD players
Digital Video Disc	DVD
Chart	CHA
Compact Disc	CD
Game	GAM
Kit	KIT
Manipulative	MAN
Map	MAP
Model	MOD
Picture	PIC
Playaway	PLA
Read-alongs	RDA

- As we forward, please use these guidelines. Make sure that vendors are aware of these cataloging guidelines.