**FREDERICK COUNTY PUBLIC SCHOOLS**

**ITEM RECORD SPECIFICATIONS**

 **(Library●Solution for Schools)**

**Barcode Structure**

3 of 9 Mod 10 (numeric) 14 digits using all numbers

|  |  |  |  |
| --- | --- | --- | --- |
| 1st digit (Item Type) | 2nd-5th digits  | 6th-13th | 14th |
| 3 | [school code/ID](see attached table) | Item number | Check digit |

**949 Local Hodlings Field Structure**

|  |  |
| --- | --- |
| **Subfield** | **Definition** |
| ╪a | Holdings Code (Combination of school code and collection code) |
| ╪b | Call Number Prefix for a Standard Dewey Call Number |
| ╪c | Dewey Classification or Non-standard Classification |
| ╪d | Main Entry Cutter |
| ╪g | Barcode Number |
| ╪p | Unit Price |

**CALL NUMBER VERIFICATION**

**Please be sure to use uppercase letters in the call numbers. Note: Prefix in subfield b should only be used if call number in subfield c is a standard Dewey call number; otherwise it is placed in subfield c as a prefix to the non-standard call number.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section** | **Holdings** **Code****(subfield a)** | **Prefix****(subfield b)****Use only if subfield c is a Dewey call number** | **Classification****(subfield c)****Dewey call number** | **Classification****(subfield c)****Non-standard call number** | **Cutter****(subfield d)** | **Example** |

 **Non-Standard**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Fiction | [School ID]FIC |   |   | FIC | 3 letters Main Entry | ╪cFIC ╪dBLU |
| Easy Everybody | [School ID]E |   |   | E | 3 letters Main Entry | ╪cE ╪dFOX |
| Story Collection | [School ID]SC |   |   | SC | 3 letters Main Entry | ╪cSC ╪dKIN |

 **Standard**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Non-Fiction | [School ID]NF |   | Dewey classification |   | 3 letters Main Entry | ╪c741 ╪dDUB |
| Biography | [School ID]BIO |   | 921 |   | 3 letters Main Entry | ╪c921 ╪dKEN |
| Collective Biography | [School ID]CBIO |   | 920 |   | 3 letters Main Entry | ╪c920 ╪dPRE |

 **Mixed**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reference | [School ID]REF | REF | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bREF ╪c031 ╪dWOR╪cREF FIC ╪JON |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section** | **Holdings Code****(subfield a)** | **Prefix** **(subfield b)****Use only if subfield c is a Dewey call number** | **Classification****(subfield c)****Dewey Call Number** | **Classification****(subfield c)****Non-standard Call Number** | **Cutter****(subfield d)** | **Example** |
| Professional | [School ID]PRO | PRO | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bPRO ╪c811 ╪dSIL╪cPRO SC ╪dKEN  |
| Compact Disc | [School ID]CDA | CDA | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bCDA ╪c371 ╪dDUF╪cCDA E ╪dSUE |
| Big Books | [School ID]BIGBK | BB | Dewey classification | BB No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bBB ╪c921 ╪dREY╪cBB E ╪dLIN |
| Cassettes | [School ID]CAS | CAS | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bCAS ╪c400 ╪dDIL╪cCAS E ╪dHOF |
| CD-ROM | [School ID]CDR | CDR | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bCDR ╪c811 ╪dSIL╪cCDR E ╪dBRO |
| ComputerDigital Audio Book(Play Away) | [School ID]DAB | DAB | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bDAB ╪c523 ╪dNYE╪cDAB FIC ╪dATW  |
| Digital Video Disc | [School ID]DVD | DVD | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bDVD ╪c372 ╪dREA╪cDVD FIC ╪dRAW |
| Kits | [School ID]KIT | KIT | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bKIT ╪c333 ╪dSMI╪cKIT SC ╪dELE |
| Paperbacks | [School ID]PB | PB | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bPB ╪c354 ╪dSWA╪cPB FIC ╪dGIF |
| Videos | [School ID]VID | VID | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bVID ╪c921 ╪dTUB ╪cVID E ╪dNYE |
| E-Book | [School ID]EBK | EBK | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bEBK ╪c002 ╪dINT╪cEBK E ╪dSEU |
| Graphic Novels | [School ID]GRN | GRN | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bGRN ╪c741.5 ╪dTYM╪cGRN FIC ╪dATW  |
| Spanish | [School ID]SPAN | SPAN | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bSPAN ╪c741.5 ╪dTYM╪cSPAN FIC ╪dATW  |
| Foreign Language (not Spanish) | [School ID]FL | FL | Dewey classification | No Prefix in subfield b – should be placed in subfield c | 3 letters Main Entry | ╪bFL ╪c741.5 ╪dTYM╪cFL FIC ╪dATW  |

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| --- | --- |
| **School** | **School Code (ID)** |
| Ballenger Creek ES | 2304 |
| Ballenger Creek MS | 2305 |
| Brunswick ES | 0067 |
| Brunswick HS | 2503 |
| Brunswick MS | 2525 |
| Career and Technology Center | 0221 |
| Carroll Manor ES | 0108 |
| Catoctin HS | 1509 |
| Centerville ES | 0715 |
| Crestwood MS | 0227 |
| Deer Crossing ES | 0917 |
| Emmitsburg ES | 0503 |
| Frederick HS | 0209 |
| Glade ES | 2611 |
| Gov. Thomas Johnson HS | 0213 |
| Gov. Thomas Johnson MS | 0220 |
| Green Valley ES | 0913 |
| Heather Ridge | 0208 |
| Hillcrest ES | 2302 |
| Kemptown ES | 0915 |
| Lewistown ES | 2001 |
| Liberty ES | 0060 |
| Lincoln ES | 0004 |
| Linganore HS | 0920 |
| Middletown ES | 0030 |
| Middletown HS | 0313 |
| Middletown MS | 0311 |
| Middletown Primary | 0314 |
| Monocacy ES | 0222 |
| Monocacy MS | 0219 |
| Monocacy Valley Montessori PCS | 0226 |
| Myersville ES | 1604 |
| New Market ES | 6100 |
| New Market MS | 0914 |
| New Midway ES | 1108 |
| North Frederick ES | 0210 |
| Oakdale ES | 0919 |
| Oakdale MS | 0918 |
| Oakdale HS | 0912 |
| Orchard Grove ES | 0230 |
| Parkway ES | 0002 |
| Professional Library & Instructional Materials Center | 0003 |
| Rock Creek School | 2404 |
| Sabillasville ES | 0049 |
| Spring Ridge ES | 0916 |
| Thurmont ES | 1503 |
| Thurmont MS | 1510 |
| Thurmont PS | 1511 |
| Tuscarora ES | 0109 |
| Tuscarora HS | 2307 |
| Twin Ridge ES | 1801 |
| Urbana ES | 0702 |
| Urbana HS | 0713 |
| Urbana MS | 0716 |
| Valley ES | 1406 |
| Walkersville ES | 2607 |
| Walkersville HS | 2610 |
| Walkersville MS | 2606 |
| Waverley ES | 2403 |
| West Frederick MS | 0211 |
| Whittier ES | 2107 |
| Windsor Knolls MS | 0076 |
| Wolfsville ES | 0603 |
| Woodsboro ES | 1105 |
| Yellow Springs ES | 2103 |