CATALOGUING STANDARDS

Items are catalogued by RDA standards and are tagged using Library of Congress MARC 21 standards.

Call numbers are assigned using Dewey Decimal Classification 2026 edition.

Nonfiction	**DDC (maximum of 3 digits past the decimal) with the first three letters of author's surname or main entry, capitalized**
Individual Biography	**92 with the first three letters of biographee's surname, capitalized**
Graphic Novels	**Dewey Number applicable to subject matter**
Fiction	**FIC with the first three letters of author's surname, capitalized**
Picture Books	**JP with the first three letters of the author's surname, capitalized**
Easy read	**E with the first three letters of the author's surname, capitalized**

These represent our standard specifications. Other choices are available upon request. See the Cataloguing Information Form for a complete list of options.

Subject headings are assigned using Library of Congress Subject Headings, 47th edition. Sears Subject Headings, 24th edition are used upon request.

Holdings information is available in the 852 tag or the 949 tag. Please consult the Cataloguing Information Form for details.

Accelerated Reader data is included when available.

Lexile measure is included when available.

Please consult the Cataloguing Information Form for full details as to what information we need to process your order.

August 2026