

State of Iowa  
DEPARTMENT OF PUBLIC INSTRUCTION  
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ORGANIZATION, STORAGE AND DISTRIBUTION  
OF NON-BOOK MATERIAL IN THE  
SCHOOL LIBRARY MEDIA CENTER

The Iowa State Department of Public Instruction accepts the philosophy that all resource materials whether print or non-print should be available through the central library-media center complex. This philosophy is expressed in standards and guidelines for elementary and secondary schools which either state or imply that non-book materials as well as books must be cataloged in a central media center or library situation.

In order to accomplish such a goal, librarians are faced with the immediate problem of doing something with audiovisual materials, which will be identified in this paper as non-print or non-book materials. This is such a rapidly expanding area that methods of handling these materials are still widely varied.

The philosophy of the library or media center regarding accessibility of these materials to students and teachers will be a determining factor in this situation. If non-print materials will be in an open area with student access, the Dewey Decimal classification system will be an aid to users interested in certain subject areas. The shelf list file, kept in Dewey Decimal order, also makes a quick subject bibliography available to teachers or students.

If materials must be requested from a closed stack area, a subject classification will be less important. Some may still prefer to retain it because of the value of the shelf list, but it will not expedite shelving or retrieval of materials appreciably. Therefore, others will feel that the catalog provides sufficient subject approach and will rely on accession numbers coupled with a media code, eg., FS101 for the one hundred first filmstrip received or processed.

Basically the problem of cataloging non-book materials is little different from cataloging books except that there are fewer commercial and professional helps in this area and most librarians have had much more practical experience in handling books. Those commercial and professional helps that are available and that are just beginning to flood the market have not yet achieved the degree of standardization which the beginner would like to see. This leads to a number of small but puzzling problems.

Some companies and guidebooks advocate color coding and abbreviated symbols such as the "FS" above. However, color coding runs into difficulty as the number and variety of materials available in the non-book area grows. Accordingly, an increasing number of manuals and commercial cataloging and processing companies are advocating that no color coding be used or that the color coding cover broad general areas. If color coding is preferred, the general area color coding certainly seems the more practical. There is growing sentiment in favor of a single color to indicate any non-print material where colors are used. The trend also seems to be in favor of using a strip at the top as opposed to a solid color. In many cases a felt marker with a broad tip can be used on the edge of a number of cards at once.

Abbreviations or symbols are helpful only so long as they are easily and quickly understood by the user or are part of an accession number for a collection stored in a closed access area. Because of this, some libraries type on the full work such as "Filmstrip" or buy a series of stamps which accomplish the same thing in less space. Since the Library of Congress cards include the designation for non-book materials in parentheses behind the title, an increasing number of manuals and commercial services are including this designation. This can be the only reference to the medium or can be coupled with the use of a term or a symbol over the call number or a symbol as part of an accession number filing system.

Charts showing the color and symbol codes which are in use by a few commercial companies or which are recommended in some of the manuals are included as Appendix A and Appendix B to provide information on the "state of the art". Until and unless a uniform code is accepted by the profession and adopted by the producers and commercial catalogers, there seems little possibility of uniformity. However, a study of the charts will show a trend toward a designation similar to that of Library of Congress with no color codes, and with Dewey Decimal classification numbers.

The philosophy, sophistication, location and facilities of the library or media center will influence not only the cataloging and organization of non-book materials but also their storage and distribution.

The building level center which prefers open access for all students to most materials will choose different kinds of storage from the center which, because of philosophy or facilities stores some materials, such as audiovisual materials, back magazine files and equipment, in a closed access area.

Basically, the trend seems to be for the building level center to make as many materials immediately available to students as is practical. This fits with the organization by Dewey Decimal classification.

In some cases shelving or storage units have not been conducive to classed storage. The filmstrip cabinets are probably one of the bigger problems. But industry is finally realizing that the burgeoning materials now available demand more attractive and flexible storage. Attractive record bins similar to those used in commercial outlets are now available for media centers and libraries. Larger one-purpose units are replacing the small many-purpose storage units which were once about the only type of audiovisual storage units available. A few companies are presenting filmstrip cabinets which allow filmstrips to be moved in the rows which makes it possible to arrange, label and catalog material as easy as books."

In the meantime, the always versatile open library shelving is being made even more versatile. Picture book and record shelving has been a familiar part of many libraries for years. Now adaptations, either as special shelving or as units to place on shelving, are available for tapes, films, filmstrips, filmstrip sets, sound filmstrips, etc. There is even one company that has adapted standard shelving to hold frames to support hanging files, similar to those used in standard letter and legal sized office files, for pamphlet and periodical storage.

More types of storage are provided for "advertising". Paperback display shelving or racks provide a case in point as do the record bins mentioned earlier. Such shelving can be used in a browsing or classed storage system.

Distribution of non-book materials has been quite limited in the past. Frequently audiovisual materials were circulated only to teachers and used only under their direction. How audiovisual materials are used by students and teachers in the library or media center and classrooms, and increasingly are checked out for home use. This means that a relatively quick and accurate check out system is needed. With records, reel tapes, sound filmstrips, etc., a cardpocket can be affixed just as to a book. With other materials, cards similar to the familiar magazine and pamphlet check out cards can be used. For system level and equipment check out, a visible record type file where reservations can be shown is frequently used. It should be noted that as students check out more and more non-print material it will probably become necessary for them to be able to check out appropriate equipment. This may be checked out for use in the library or media center, in the building or outside the school.

In addition to the color and symbol codes shown on pages 4-9, a chart on page 10 lists the commercial services reviewed in the article, "Commercial Media Cataloging - What's Around?", Library Journal, November 15, 1968, pp. 4345-4351 (School Library Journal, November, 1968, pp. 27-33). Several sets of catalog cards for non-print materials, which were prepared by Hilda Womack of the Des Moines Public Schools, are included with this paper (pp. 11-23) to provide guidelines in the cataloging and processing of such materials. These were chosen because they are similar in style to those followed by Margaret Rufsvold in 1949 and to the most frequently used styles today. The descriptive information in the collation is logical if different from that used for books. Here, as elsewhere, standardization is far from complete although most of the abbreviations are fairly obvious. Those desiring lists of abbreviations will find them included in several of the manuals. No media symbol or color code is shown. Instead, the whole media term is typed out above the Dewey Decimal classification number. While not all media are represented by the examples, enough are given to show the style and to demonstrate that there is no major difference between the cataloging of print and non-print materials. Preparing the materials for circulation may be a bit more challenging. However, several of the manuals and some commercial services provide guidelines for these problems.

As mentioned, a number of manuals have been prepared on cataloging non-book or print materials. The bibliography (p. 24) includes a number of these manuals plus the standard works on cataloging which will be of most help to the librarian faced with the responsibility of cataloging and processing non-print materials.

COLOR AND SYMBOL CODES  
(Suggested in Manuals and Articles)

	BUCKINGHAM		CALIFORNIA		DAVI		MICHIGAN		OREGON	
	color & symbol codes given but not recommended								color & symbol codes given but not recommended	
	Color	Sym	Color	Sym	Color	Sym	Color	Sym	Color	Sym
<u>Visual, nonprojected:</u>	blue								black	
Art Prints	"	AP	orange strip	CA		PA			"	
Study Prints	"	SP	orange strip	SP		PS	buff	ST	"	
Pictures	"	Pic	orange strip	CP			orange strip	PI	"	
Charts	"	Ch	salmon	CT		PC	salmon	C	"	
Posters	"	Po					orange strip	PI	"	
Maps	"	Map	black strip	CM			salmon	M	"	
Music	"	Mus								
Flashcards	"		red strip	FC			red strip	FC		
<u>Visual, projected, still</u>	green									
Slides	"	SL	buff	SL			buff	SL	purple	
Sound Slide Sets	"	SSL							"	
Viewmaster	"	VM								
Stereoptican	"	STL				TS				





COLOR AND SYMBOL CODES  
(Used by Suppliers)

	Alanar-Brodart			Professional Library Service			Specialized Service & Supply Co.			Stone Bridge Press			Library of Congress		
	Color	Code	Sets available	Color	Code	Sets available	Color	Code	Sets available	Color	Code	Sets available	Color	Code	Sets available
<b>Visual, non-projected:</b>															
Art Prints		PIC								orange					
Study Prints		PIC	X		STUDY PRINT	X		Study Print	X	orange					
Pictures		PIC						Picture	X						
Charts		CH			CHART	X		Chart	X	brown		X			
Posters		PIC													
Maps		MAP			MAP	X		Map	X					Map	
Music															
Flashcards		FC						Flash-card	X						
<b>Visual, projected, still:</b>															
Slides		SL			SLIDE	X		Slide	X	brown		X			
Sound slide sets															
Viewmaster															
Stereoptican															
Microfilm		MF								blue		X		Micro-film	
Microfiche															
Transparencies		TRA	X					Trans- parency	X	blue		X			







CATALOG CARDS  
FOR  
NON-BOOK MATERIALS

	Alanar-Brodart	Library of Congress	Professional Library Service	Specialized Services & Supply	Stone Bridge Press
Cost	Kit @ \$.35	1st card .10-.13¢ additional cards @ .06	Varies	Kit @ \$.35	Card Set @ \$.25 Kit @ \$.40 Processing @ \$.45 Non banded + \$.10
Color Code	No	No	No	No	6
Abbreviated Letter Code	21	No	No	No	14
Total term used with Call No.	No	Call No. must be added	Yes	Yes	No
Total term used in body of card	Yes	Yes	Yes	No	No
Firms whose materials are represented	43	Nearly all U.S. Firms	85	not given	not given
Contracts with Firms	Encyclopaedia Britannica Jam Handy Elementary School Library Collection		Coronet Film Associates Imperial Film Tweedy	Bailey Films Eye Gate McGraw SVE 3M Trans. Western Pub.	
Availability of Card Sets	Direct or from Contracting Producer	Direct from jobber or producer	From Contracting Producer	Direct or from Contracting Producer	Direct
Grade Levels Covered	K-12	K Up	A little elementary; most secondary	K-12	K-12
Number of titles cataloged 11-68	Under 1000	100,000	5000	6000-20,000	5000
Series, handling of	1 set; extra subject cards	each title separately cataloged; series card can be added	extra analytics	each title separately cataloged with series cards	each title separately cataloged with series cards
Classification & subject heading system	Dewey, - Sears	Dewey or Lib. of Cong. - Lib. of Cong.	Dewey, - Sears	Dewey - Sears	Dewey - Sears

## SAMPLE CARD SETS

Examples are shown of main entries, added entries and shelf list cards for films, filmstrips, spoken and music recordings, and tapes. Sample check out cards are shown for a record and a filmstrip. These card sets demonstrate the general format discussed in more detail in several of the manuals and cataloging books given in the bibliography.

## TAPES

Tape

394 Tazewell, Charles  
Small one; a Christmas story. Bing  
Crosby, narrator.  
1 reel (5 in.) 7 1/2 in. per sec. single  
track

1 Christmas stories I Crosby, Bing II  
Title

(Main entry card) ○

Tape

CHRISTMAS STORIES  
394 Tazewell, Charles  
Ta Small one; a Christmas story. Bing  
Crosby, narrator.  
1 reel (5 in.) 7 1/2 in. per sec. single  
track


1 Christmas stories I Crosby, Bing II  
Title

(Subject heading card) ○

Tape

394 Crosby, Bing  
Tazewell, Charles  
Ta Small one; a Christmas story. Bing  
Crosby, narrator.  
1 reel (5 in.) 7 1/2 in. per sec. single  
track


1 Christmas stories I Crosby, Bing II  
Title

(Additional entry for  narrator)

Tape

394 Small one.  
Tazewell, Charles  
Ta Small one; a Christmas story. Bing  
Crosby, narrator.  
1 reel (5 in.) 7 1/2 in. per sec. single  
track


1 Christmas stories I Crosby, Bing II  
Title

(Title entry card.) 

Tape

394 Tazewell, Charles  
Ta Small one; a Christmas story. Bing  
Crosby, narrator.  
1 reel (5 in.) 7 1/2 in. per sec. single  
track

Copy 1 5.79


(Shelf list card.) 

## FILMSTRIPS

Filmstrip

385 City community: Carrying freight.  
Ci Curriculum Films 1950  
26 frames color 35mm


1 Transportation

(Main entry under  title.)

Filmstrip

TRANSPORTATION  
385 City community: Carrying freight.  
Ci Curriculum Films 1950  
26 frames color 35mm

1 Transportation

(Subject heading  card.)

Filmstrip

385      City community: Carrying freight.  
 Ci      Curriculum Films 1950  
          26 frames color 35mm

Copy 1    5.00  
 Copy 2    4.98  
 Copy 3    5.02

○

(Shelf list card.)

Filmstrip	
385	Copy 2
Ci <u>City community: Carrying freight</u>	
DATE	ISSUED TO
DEMCO 33-207	

# FILMS

Film

531 Force of gravity. Young America Films  
Fo 1949  
10 minutes sound b & w 16 mm  
  
With teacher's guide

1 Gravitation

(Main entry under title.)

Film

GRAVITATION  
531 Force of gravity. Young America Films  
Fo 1949  
10 minutes sound b & w 16mm  
  
With teacher's guide

1 Gravitation

(Subject heading card.)

Film

531 Force of gravity. Young America Films  
Fo 1949  
10 minutes sound b & w 16mm  
  
With teacher's guide

Copy 1 135.00  
Copy 1 teacher's guide

(Shelf list card.)



## RECORDS

### Record

468      Ahlman, Mirjam  
Ah      Speak my language; Spanish for young  
beginners, by Mirjam Ahlman and Zenobia  
Gilbert.  
4 sides 33 1/3 rpm Dover 1959

With illustrated two-color book - Speak  
my language

I Spanish language I Gilbert, Zenobia  
II Title



(Main entry card.)

### Record

SPANISH LANGUAGE  
468      Ahlman, Mirjam  
Ah      Speak my language; Spanish for young  
beginners, by Mirjam Ahlman and Zenobia  
Gilbert.  
4 sides 33 1/3 rpm Dover 1959

With illustrated two-color book - Speak  
my language

I Spanish language I Gilbert, Zenobia  
II Title



(Subject heading card.)

Record

Gilbert, Zenobia  
468 Ahlman, Mirjam  
Ah Speak my language; Spanish for young  
beginners, by Mirjam Ahlman and Zenobia  
Gilbert.  
4 sides 33 1/3 rpm Dover 1959

With illustrated two-color book - Speak  
my language

I Spanish language I Gilbert, Zenobia  
II Title

(Additional author card.)

Record

Speak my language  
468 Ahlman, Mirjam  
Ah Speak my language; Spanish for young  
beginners, by Mirjam Ahlman and Zenobia  
Gilbert.  
4 sides 33 1/3 rpm Dover 1959

With illustrated two-color book - Speak  
my language

I Spanish language I Gilbert, Zenobia  
II Title

(Title entry card.)

Record

468 Ahlman, Mirjam  
Ah Speak my language; Spanish for young  
beginners, by Mirjam Ahlman and Zenobia  
Gilbert.  
4 sides 33 1/3 rpm Dover 1959

With illustrated two-color book - Speak  
my language

Copy 1 illus. book  
Copy 1 4.95

(Shelf list card.)

Record

784 Proudly we hail  
Pr 2 sides 45 rpm Sesac AD-94

Contents: America, the beautiful, Hail to  
the chief, Star spangled banner, Stars and  
stripes forever, Battle hymn of the republic

1 National songs



(Main entry under title.)

Record

NATIONAL SONGS  
784 Proudly we hail.  
Pr 2 sides 45 rpm Sesac AD-94

Contents: America, the beautiful, Hail to  
the chief, Star spangled banner, Stars and  
stripes forever, Battle hymn of the republic

1 National songs



(Subject heading card.)

Record

784 Proudly we hail.  
Pr 2 sides 45 rpm Sesac AD-94

Copy 1 1.72



(Shelf list card.)

Record

786 Festival Casals de Puerto Rico, 1957; Mozart:  
Fe Quartet in E-flat major for piano and  
strings, k. 493 and Schubert: Sonata in A  
minor for violin and piano, op. 137, no.2  
2 sides 33 1/3 rpm Columbia ML5237

Contents: Eugene Istomin, pianist; Isaac  
Stern, violinist; Milton Katims, violist;  
Mischa Schneider, cellist; Alexander  
Schneider, violinist; Mieczyslaw Horszowski,  
pianist

1 Piano music      2  Instrumental music

(Main entry under title.)

Record

Mozart, Wolfgang Amadeus  
Quartet in E-flat major for piano and  
strings, k. 493 (in  
786 Festival Casals de Puerto Rico, 1957; Mozart:  
Fe Quartet in E-flat major for piano and  
strings, k. 493 and Schubert: Sonata in A  
minor for violin and piano, op. 137, no.2  
2 sides 33 1/3 rpm Columbia ML5237

Contents: Eugene Istomin, pianist; Isaac  
Stern, violinist; Milton Katims, violist;  
Mischa Schneider, cellist; Alexander  
Schneider, violinist; Mieczyslaw Horszowski,  
pianist

1 Piano music      2  Instrumental music

(Additional composer entry card.)

Record

Quartet in E-flat major for piano and  
strings, k. 493  
Mozart, Wolfgang Amadeus (in  
786 Festival Casals de Puerto Rico, 1957; Mozart:  
Fe Quartet in E-flat major for piano and  
strings, k. 493 and Schubert: Sonata in A  
minor for violin and piano, op. 137, no.2  
2 sides 33 1/3 rpm Columbia ML5237

Contents: Eugene Istomin, pianist; Isaac  
Stern, violinist; Milton Katims, violist;  
Mischa Schneider, cellist; Alexander  
Schneider, violinist; Mieczyslaw Horszowski,  
pianist

1 Piano music      2  Instrumental music

(Additional title entry card.)

Record Schubert, Franz  
Sonata in A minor for violin and piano,  
op. 137, no.2 (in  
786 Festival Casals de Puerto Rico, 1957; Mozart:  
Fe Quartet in E-flat major for piano and  
strings, k. 493 and Schubert: Sonata in A  
minor for violin and piano, op. 137, no.2  
2 sides 33 1/3 rpm Columbia ML5237

Contents: Eugene Istomin, pianist; Isaac  
Stern, violinist; Milton Katims, violist;  
Mischa Schneider, cellist; Alexander  
Schneider, violinist; Mieczyslaw Horszowski,  
pianist

1 Piano music 2  Instrumental music  
(Additional composer entry card.)

Record Sonata in A minor for violin and piano,  
op. 137, no.2  
Schubert, Franz (in  
786 Festival Casals de Puerto Rico, 1957; Mozart:  
Fe Quartet in E-flat major for piano and  
strings, k. 493 and Schubert: Sonata in A  
minor for violin and piano, op. 137, no.2  
2 sides 33 1/3 rpm Columbia ML5237

Contents: Eugene Istomin, pianist; Isaac  
Stern, violinist; Milton Katims, violist;  
Mischa Schneider, cellist; Alexander  
Schneider, violinist; Mieczyslaw Horszowski,  
pianist

1 Piano music 2  Instrumental music  
(Additional title entry card.)

Record

PIANO MUSIC

786 Festival Casals de Puerto Rico, 1957; Mozart:  
Fe Quartet in E-flat major for piano and  
strings, k. 493 and Schubert: Sonata in A  
minor for violin and piano, op. 137, no.2  
2 sides 33 1/3 rpm Columbia ML5237

Contents: Eugene Istomin, pianist; Isaac  
Stern, violinist; Milton Katims, violist;  
Mischa Schneider, cellist; Alexander  
Schneider, violinist; Mieczyslaw Horszowski,  
pianist

1 Piano music    2  Instrumental music  
(Subject heading card.)

Record

INSTRUMENTAL MUSIC

786 Festival Casals de Puerto Rico, 1957; Mozart:  
Fe Quartet in E-flat major for piano and  
strings, k. 493 and Schubert: Sonata in A  
minor for violin and piano, op. 137, no.2  
2 sides 33 1/3 rpm Columbia ML5237

Contents: Eugene Istomin, pianist; Isaac  
Stern, violinist; Milton Katims, violist;  
Mischa Schneider, cellist; Alexander  
Schneider, violinist; Mieczyslaw Horszowski,  
pianist

1 Piano music    2  Instrumental music  
(Subject heading card.)

Record

786 Festival Casals de Puerto Rico, 1957;  
Fe Mozart: Quartet in E-flat major for piano  
and strings, k. 493 and Schubert: Sonata  
in A minor for violin and piano, op. 137,  
no. 2  
2 sides 33 1/3 rpm Columbia ML5237

Copy 1 3.98

(Shelf list card.)



Record	
786	Copy 1
Fe	Festivals Casals de Puerto Rico 1957
DATE	ISSUED TO
DEMCO 32-207	

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