

JUVENILE MATERIALS

Follow basic copy cataloging procedures for LC and member copy, while applying the special procedures below. All juvenile fiction materials are considered to be literature, so be sure to follow basic procedures for avoiding split author files.

FIXED FIELDS

AUDN – TARGET AUDIENCE (008/22)

Fixed field 008, position 22 is “a designation of the intellectual level of the audience for which the item is intended” (<http://www.oclc.org/bibformats/en/fixedfield/audn.shtm>).

Juvenile books should receive a coding in this field. Choose one of the following codes. A **j** coding is sufficient if the primary age is not known.

- j** **Juvenile.** The item is intended for children and young people, approximate ages 0–15 years. Use when a more specific code for the juvenile target audience is **not** desired.
- a** **Preschool.** The item is intended for children, approximate ages 0–5 years.
- b** **Primary.** The item is intended for children, approximate ages 6–8 years.
- c** **Pre-adolescent.** The item is intended for young people, approximate ages 9–13 year.
- d** **Adolescent.** The item is intended for young people, approximate ages 14–17 years.

Adult books housed in the Juvenile Collection are not given a juvenile coding in **AUDN**. These items may be coded as adult (**e**), specialized (**f**), general (**g**), or simply left blank.

VARIABLE FIELDS

037 Delete all 037 fields containing URLs, such as for Junior Library Guild items
300 Picture books lacking page numbering should be described in this manner:
300 1 v. (unpaged)

700 Illustrators of juvenile books should receive added entries. Do not add or delete subfield |e relator codes in the 700 fields for illustrators of children's books.
700 1 Andersen, Bethanne, |d 1954- |e ill. (ISBD records)
700 1 Andersen, Bethanne, |d 1954- |e illus. (pre-ISBD records)

AUTHORITY WORK

Follow routine name and series authority procedures, watching particularly for series and series-like phrases.

fund against which the item was ordered. If the item was ordered for the juvenile collection, it should be classified in PZ and given that location. If it appears to be non-juvenile in content and has a literature or PN classification number it can go to the stacks (or elsewhere if appropriate). Use judgment if in doubt.

Literature

- You can change the title cutter in an 050 rather than adding an 090:
050 PZ7.A413 |b Mg 1985 →→→ **050** PZ7.A413 |b M45 1985

PZ7 is the number for General Juvenile Belles Lettres, 1870-

- For children's literature in languages other than English, starting at PZ10.72, LC often uses a single cutter with successive cutting rather than two cutters. In Chinook, we have been inconsistent, in some cases following LC with a single cutter and in others we have used two cutters. In new cataloging, we should follow LC in their 050 records, but adjust as necessary. For member copy, use judgment and adjust as necessary.
- **Verifying or assigning literary author numbers on member copy**
Check LC bib records in OCLC first. Children's authors may write their own fiction as well as rewriting fairy tales, folklore, etc., so check for LC records corresponding to the book you have in hand: PZ7, PZ8, PZ8.1, PZ8.2, PZ8. It makes everything easier in the future if we use an LC number to begin with.
If you find no LC records, *accept or assign* a cutter for the author that fits in alphabetically with the cutter numbers we already have.
- Works which are considered adult but are also read by children, such as Robinson Crusoe or Watership Down are placed in Subclass PR, Subclass PS, etc. Some authors may have PR or PS numbers *and* PZ numbers, because they write both adult and juvenile books. LC is sometimes inconsistent. Check Chinook to see how we have classified previous works by an author.
- A book in English which is a "retelling" rather than a straight translation is classed in PZ7-PZ8.3 and entered under the reteller's name. These are considered to be original works, not translations.
- Class juvenile poetry, drama, humor, and comic books in the P-PT literature schedules where appropriate.

Foreign language literature

- Works of noted authors in foreign languages are classed in Subclass PQ, Subclass PT, etc., Andersen, Lagerloff, etc.
- Multi-national collections of juvenile drama are classed in PN6119.9. – PN6120. Multi-national collections of juvenile poetry are classed in PN6109 – PN6110

**Juvenile drama, multi-authored collections of American & English poems,
see Subclasses PR and PS**

- 10.4 **Sign language and Braille**
- 10.5 **Polyglot**

PZ7-8.3 Includes retellings of foreign language titles AND translations from English into other languages

SUBJECT HEADINGS

- **For non-fiction**, use an LC subject heading with the subdivision:
|v Juvenile literature.
- Some records may have both LC subject headings as well as subject headings for children's literature. Children's literature headings are indicated by 650_1.
- If the record has both LC subject headings and 650_1, delete the 650_1 if it duplicates a 650_0:

650 0 Chinese Americans|vJuvenile fiction
650 1 Chinese Americans|vFiction
- If the record has 650_1s but no 650_0s, simply change the second indicators to 0 and let the record go to Backstage.
- For **Legends, folklore, fairy tales, tales**, or any other similar item that is **not strictly fiction**, add the "Juvenile literature" subdivision.
- **DELETE** subject headings with the form, Children's stories, American, Children's stories, French, Children's poetry, Children's plays, etc., **UNLESS** the book **IS** a collection of them (more than one). The number of authors does not matter. The only criteria for whether the record should have one of these headings is that there is more than one story, play, etc. present in the item.

MISCELLANEOUS INFORMATION

This section is for your information and may be helpful in dealing with poor copy. There is no need to consult it if you have adequate copy in hand.

Alphabet books

For *a prose story* use **PZ7** and the following subject heading:

650 0 Alphabet |v Juvenile fiction

For *a rhymed story* use **PE1155** and the following subject heading:

650 0 Alphabet |v Juvenile poetry

For just *letters and pictures* use **PE1155** and the following subject heading:

650 0 English language |v Alphabet |v Juvenile literature

Readers

LC tends to classify these in **PZ7** now, but did not in the past. **Don't change LC-assigned numbers**, but for member copy, use **PE1119** or **1121**.

For primary readers (grades 1-3) use **PE1119** and the following subject heading:

650 0 Readers (Primary)

For elementary readers (grades 4-6) use **PE1121** and the following subject heading:

650 0 Readers (Elementary)

Readers from other countries: Use **PE1119** or **1121** and add 2 subject headings.

650 0 English language |x Study and teaching |z France **or**

650 0 English language |x Study and teaching |v French speakers (if
language is specified)

AND

650 0 Readers (Primary) **or**

650 0 Readers (Elementary)

Grimm's Fairy Tales: Use subject heading: Fairy tales.

For complete collections use: **PZ34.K5713** [date] (no second Cutter)

Enter under the following uniform title:

130 0 Kinder- und Hausmarchen. #1 English

Give added entries for both brothers Grimm.

700 10 Grimm, Jacob,|d1785-1863

700 10 Grimm, Wilhelm,|d1786-1859

For selections use: PZ34.K57513 [date] (no second Cutter)

Enter under: Kinder- und Hausmarchen. #l English. #k Selections
Give added entries for both brothers Grimm.

For individual tales not necessarily retold but just **translated**, enter under the uniform title for the tale and use: PZ34 plus a Cutter for the uniform title (e.g. H313 for Hansel und Gretel)

Give added entries for both brothers Grimm.

For individual tales retold by various authors, classify by the reteller's number in PZ8.
Give added entries for both brothers Grimm plus a 730 uniform title.

Mother Goose: Use PZ8.3.M85 and make a second Cutter for comp., ill., etc.
090 PZ8.3.M85 |b C67 1913

Enter under the uniform title, Mother Goose
130 0 Mother Goose
700 1 Cory, Fanny Y. (ill.)

Aesop's Fables:

If retold, put under the author number for the individual author and make that author the main entry. Make an added entry for Aesop. Make an added entry uniform title for Aesop's fables.

100 1 Ogilby, John |d1600-1676
240 10 Aesop's fables. |l English
700 00 Aesop

If not retold (there is just an illustrator in this case), enter under the uniform title: Aesop's fables. Make an added entry for Aesop and for the illustrator.

130 0 Aesop's fables. |l English
700 00 Aesop
700 1 Rayevsky, Robert (ill.)

FREE FLOATING SUBDIVISIONS

These may be used under topics and names of persons and places. Do not be concerned with adding them; just know they are o.k. if you see them:

|v Juvenile drama
|v Juvenile poetry
|v Juvenile humor

MISCELLANEOUS SUBJECT HEADINGS OF INTEREST

- 650 0 High interest-low vocabulary books (books with limited vocabulary for older children and adolescents)
- 650 0 Upside down books.
- 650 0 Toys and movable books.
- 650 0 Fables.
- 650 0 Stories without words.
- 650 0 Science fiction.
- 650 0 Legends. (Can also use after people or medieval legends:
Grail |v Legends, Crockett, Davy |v Legends)
- 650 0 Fantasy. (Modern stories of imaginary worlds)

"Legends and stories" as a subdivision is obsolete. If you see it on an old record, change it to Folklore.