

RETURN TO:  
Denver Public Library  
10 W. 14<sup>th</sup> Avenue Pkwy  
Denver CO 80204  
(720) 865-2021

KEVIN PATTERSON  
MANAGER, GENERAL SERVICES

CITY AND COUNTY OF DENVER



JOHN W. HICKENLOOPER  
MAYOR

Department of General Services  
PURCHASING DIVISION  
[proeding@denverlibrary.org](mailto:proeding@denverlibrary.org)

Purchasing Manager: Pam Roeding  
Denver Public Library

JAMES P. MCINTYRE  
DIRECTOR OF PURCHASING

## FORMAL PROPOSAL

Proposal No. 2009-XX      Opening Day Collections Branch Libraries

### SCHEDULE OF EVENTS

• Proposal Issued	11/05/2009		
• <b>Mandatory</b> -Pre- Proposal Conference	<b>SEE PAGE 4</b>		Local Time
• Deadline to Submit Additional Questions	11/24/2009	5:00 P.M.	Local Time
• Response to Written Questions	11/25/2009		
• Proposal Due Date	12/9/2009	5:00 P.M.	Local Time
• Proposal Evaluation Period	12/10-14/2009		

**Vendor offers to furnish to the City and County of Denver the materials, supplies, products or services requested in accordance with the specifications and subject to the Terms and Conditions described herein.**

VENDOR SIGN HERE

Company Name: \_\_\_\_\_

By: \_\_\_\_\_

(Printed or Typed Name)

\_\_\_\_\_  
(Signature)

Signature constitutes acceptance of all Terms and Conditions listed on this form and all documents attached.

***THIS PROPOSAL MUST BE RETURNED IN A SEALED ENVELOPE WITH THE PROPOSAL NUMBER AND PROPOSAL TITLE ON THE ENVELOPE.***

Table of Contents

- A.1 BACKGROUND AND SCOPE:
- A.2 SUBMISSION OF PROPOSALS
- A.3 MANDATORY PRE-PROPOSAL CONFERENCE
- A.4 SITE INSPECTION
- A.5 PROPOSAL QUESTIONS
- A.6 ESTIMATED QUANTITIES
- A.7 PROPOSAL AND PERFORMANCE BONDS AND SURETIES
- A.8 ADDENDA
- A.9 ALTERNATE RESPONSES
- A.10 ACCEPTANCE PERIOD
- A.11 TECHNICAL REQUIREMENTS/STATEMENT OF WORK
- A.12 PROPOSAL CONDITIONS AND PROVISIONS
- A.13 GRATUITIES AND KICKBACKS
- A.14 NON-COLLUSIVE VENDOR CERTIFICATION
- A.15 AWARDS
- A.16 BRAND AND/OR TRADE NAME
- A.17 PRODUCT/PERFORMANCE LITERATURE
- A.18 SAMPLES
- A.19 GREENPRINT DENVER POLICY AND GUIDANCE
- A.20 COLORADO OPEN RECORDS ACT
  
- B.1 PAYMENT CONDITIONS
- B.2 FELONY DISQUALIFICATIONS
- B.3 PATENTS
- B.4 F.O.B. POINT
- B.5 DELIVERY CONSIDERATIONS
- B.6 PALLET CHARGE
- B.7 ARSENIC TREATED WOOD
  
- C.1 PRICING INFORMATION
- C.2 CHANGES
- C.3 ACCEPTANCE AND BILLING
- C.4 PRICING
  
- D.1 NON-EXCLUSIVE
- D.2 INSPECTION AND ACCEPTANCE
- D.3 SHIPPING, TAXES AND OTHER CREDITS AND CHARGES
- D.4 RISK OF LOSS
- D.5 INVOICE
- D.6 PAYMENT
- D.7 AMENDMENTS/CHANGES
- D.8 WARRANTY
- D.9 DEFENSE AND INDEMNIFICATION

- D.10 TERMINATION
- D.11 INERFERENCE
- D.12 VENUE, CHOICE OF LAW AND DISPUTES
- D.13 ASSIGNMENT/NO THIRD PARTY BENEFICIARY
- D.14 NOTICE
- D.15 COMPLIANCE WITH LAWS
- D.16 INSURANCE
- D.17 SEVERABILITY
- D.18 SURVIVAL
- D.19 NO CONSTRUCTION AGAINST DRAFTING PARTY
- D.20 STATUS OF VENDOR./OWNERSHIP OF WORK PRODUCT
- D.21 RECORDS AND AUDITS
- D.22 REMEDIES/WAIVER
- D.23 NO DISCRIMINATION IN EMPLOYMENT
- D.24 USE, POSSESSION OR SALE OF ALCOHOL OR DRUGS
- D.25 CONFLICT OF INTEREST
- D.26 ADVERTISING AND PUBLIC DISCLOSURE

- E.1 REFERENCE LISTING
- E.2 VENDOR'S CHECK LIST
- E.3 VENDOR INFORMATION

ATTACHMENT "A" SPECIFICATIONS

## **GENERAL INFORMATION & PROPOSAL INSTRUCTIONS:**

### **A.1 BACKGROUND AND SCOPE:**

The Denver Public Library, hereinafter referred to as the Library, is seeking proposals from qualified vendors for opening day collections and related vendor services for new branches in Green Valley Ranch, Stapleton and West Denver, which will result in a least one contract. It is the goal of the Library to have all materials arrive 100% shelf-ready.

### **A.2 SUBMISSION OF PROPOSALS:**

Submit five (5) original of your Proposal to the Purchasing Manager, Denver Public Library 10 W. 14<sup>th</sup> Ave Pkwy, Denver, Co 80204. Proposals are to be in either an enclosed envelope or a sealed box and labeled with the Proposal number and name. Proposals must be received and time stamped in the Purchasing Department no later than date and time listed in the Schedule of Events. Individual Proposals will not be read in public or available for public inspection until after an award determination has been made. No proposals should be submitted in plastic sleeves or spiral binders. They may be submitted in 3 ring binders.

The Library requests that whenever possible proposals be duplex printed on paper containing 30% post –consumer content in observance with the Greenprint Denver action plan.

### **A.3 MANDATORY PRE-PROPOSAL CONFERENCE:**

Contact the Purchasing Manager through e-mail @ [proeding@denverlibrary.org](mailto:proeding@denverlibrary.org) to schedule a date. Following are the available choices, each vendor **MUST** choose a individual date and time:

Wednesday, November 18<sup>th</sup> from 1 – 4 p.m., Thursday, November 19<sup>th</sup> from 9 a.m. – 12 p.m. and Friday, November 20<sup>th</sup> from 1-4 p.m.

**The vendor may arrange a conference call in lieu of coming to Denver through the Purchasing Manager [proeding@denverlibrary.org](mailto:proeding@denverlibrary.org).**

**A.4 SITE INSPECTION:** No site inspection is scheduled for this proposal.

### **A.5 PROPOSAL QUESTIONS**

The Library shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this proposal. Therefore any questions regarding this proposal are encouraged and should be submitted in writing by email to:

Purchasing Manager : Pam Roeding  
E-Mail: [proeding@denverlibrary.org](mailto:proeding@denverlibrary.org)  
Phone: (720) 865-2021

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors.

All communications regarding this proposal shall only be through the Library's Purchasing Manager listed above. No communication is to be directed to any other Library personnel.

#### A.6 ESTIMATED QUANTITIES:

Quantities listed are the Library's best estimate and do not obligate the Purchasing Manager to order or accept more than Library's actual requirements during the period designated, as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting Purchase order or contractual agreement is to supply the Library with its complete actual requirement of the materials specified in this proposal for the designated period.

#### A.7 PROPOSAL AND PERFORMANCE BONDS AND SURETIES:

Proposal and performance sureties are not required in this procurement.

#### A.8 ADDENDA

In the event it becomes necessary to revise, change, modify or cancel this Proposal or to provide additional information, addenda will be issued to all recipients of this Proposal.

#### A.9 ALTERNATE RESPONSES

It is our intent to solicit proposals that afford the Library the most cost efficient, technically responsive proposal for the acquisition of the subject matter of this Proposal. However, we recognize that there may be arrangements different from that requested hereunder that would offer additional benefits to the Library while satisfying the applicable requirements of this Proposal. Accordingly, you may submit alternative proposals for consideration, which offer such additional benefits in addition to the requested baseline proposal. These alternatives will be evaluated in conjunction with the primary (baseline) approach for each proposal.

#### A.10 ACCEPTANCE PERIOD

Proposals in response to this Proposal shall indicate that they are valid for a period no less than 120 days from the closing date.

#### A.11 TECHNICAL REQUIREMENTS/STATEMENT OF WORK

Section B of this Proposal contains our proposed Scope of Work and/or Technical Requirements. This document shall form the basis of a Purchase order or contractual agreement covering the subject matter of this Proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals submitted. The Library reserves the right to reject any or all of your proposed modifications. The Library welcomes cost saving proposals which still satisfy all technical and business objectives.

#### A.12 PROPOSAL CONDITIONS AND PROVISIONS:

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) must be returned to the Purchasing Manager on or before the time and date of the proposal opening shown on page one. This proposal MUST be returned in a sealed envelope.

All participating vendors, by their signature hereunder, shall agree to comply with all of the conditions, requirements and instructions of this proposal as stated or implied herein. Any alteration, erasure or inter-lineation by the vendor in this proposal shall constitute cause for rejection by the Purchasing Manager. Should the Library omit anything from this proposal which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the vendor shall secure written instructions from the Purchasing Manager at least forty-eight (48) hours prior to the time and date of the proposal opening shown in page one.

Typographical errors in entering quotations on proposal may result in loss of award of contract purchase order.

All vendors are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of proposal.

Unit price for each item proposed on shall be shown and shall be for the unit of measurement indicated. In case of error in extension of prices, the unit price will govern.

Any omissions as to the manufacturer's brand name, code or stock number, or style that is asked for shall be considered cause to reject any or all items on proposal if deemed to be in the best interest of the Library to do so.

The Purchasing Manager reserves the right to waive any technical or formal errors or omissions and to reject any and all proposals, or to award contract for the items hereon, either in part or whole, if he deems it to be in the best interests of the Library to do so.

The successful vendor shall be in complete compliance with all of the specifications, terms and conditions of this proposal as outlined above. The Library shall have the right to inspect the facilities and equipment of the successful vendor to insure such compliance.

No proposal shall be accepted from, and no purchase order or contractual agreement will be awarded to, any person, firm or corporation that is in arrears to the City and County of Denver, upon debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the Library, or that has failed to attain or demonstrate compliance with any law, ordinance, Library regulation, or contract term or condition as may be provided for or required in any Library contract, or that may be deemed irresponsible or unreliable by the Purchasing Manager. Vendors may be required to submit satisfactory evidence that they have a practical knowledge of the particular work proposal upon and that they have the necessary financial resources to perform and complete the work outlined in this proposal.

The vendor agrees to abide by all the laws, regulations and administrative rulings of the United States, the State of Colorado and the City and County of Denver, securing all necessary licenses and permits in connection with the proposals.

All materials, supplies and equipment furnished or services performed under the terms of this purchase order or contractual agreement shall comply with the requirements and standards specified in the Williams-Steiger Occupational Safety and Health Act of 1970 (Public Law 91-596) as well as with other applicable federal, state and local codes.

In the event that this proposal requires a formal contract to be prepared by the City and County of Denver, the successful vendor will properly sign and furnish necessary insurances (please see the City and County of Denver Prevailing Wages Rule) as required by the respective proposal within ten (10) days (unless a longer period is allowed) from the date of receipt of the formal contract forms.

All vendors must take into consideration that only the Library's contract documents will be used in the finalization of this agreement. This will include the total proposal and the City's Attorney's general form.

The Library shall not be liable for any costs incurred by vendor in the preparation of proposals or for any work performed in connection therein.

#### A.13 GRATUITIES AND KICKBACKS:

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from city employment), or for any employee or former employee (within six months of termination from city employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any Library employee, the proposal shall be disqualified and shall not be reinstated.

#### A.14 NON-COLLUSIVE VENDOR CERTIFICATION:

By the submission of this proposal, the vendor certifies that:

The proposal has been arrived at by the vendor independently and has been submitted without collusion with any other vendor.

The contents of the proposal have not been communicated by the vendor, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the vendor or its surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of the proposal.

No vendor shall submit more than one proposal for this purchase. It shall be the responsibility of each vendor to obtain the prior written permission of the Purchasing Manager before proposal opening in every situation in which the vendor, due to corporate association or other affiliation, may be found to be impermissibly associated with another vendor. Failure to observe this requirement could result in all such affiliated proposals being rejected.

#### A.15 AWARDS:

Award(s) will be made to one or more vendors on an individual item basis.

#### A.16 BRAND AND/OR TRADE NAMES:

Each vendor shall agree to furnish the proposed services, equipment or materials that are called for on the face of this proposal in strict accordance with the conditions, requirements and specifications of this invitation to propose. In the event the City includes trade names as a part of the work description of any item, any participating vendor may submit quotations on other trade-named products, providing they are equivalent, unless the wording "no substitute" is indicated. When the description includes the wording "no substitute" in addition to the trade name, quotations of price will be accepted only on the trade-named product indicated. **This bid is a "no substitute bid".**

#### A.17 PRODUCT/PERFORMANCE LITERATURE:

If any product or substance being offered herein is classified as either a hazardous chemical or a health hazard, then the vendor shall submit with his/her proposal a material safety data sheet for each product or substance being offered. Failure to comply with this requirement may result in proposal being declared non-responsive.

#### A.18 SAMPLES:

Upon request, vendors are required to furnish a sample of the goods and/or services to be supplied at no cost to the library. Any sample submitted shall create an express warranty that the whole of the goods and/or services shall conform to the sample submitted. All samples become the property of the Library.

#### A.19 GREENPRINT DENVER POLICY AND GUIDANCE:

The City & County of Denver, through its Greenprint Denver action plan, is committed to protecting the environment, and the health of the public and its employees. In accordance with this policy, City agencies are directed to procure cost-competitive products and services that minimize resource consumption and negative impacts on the environment and human health.

In requesting proposals for the Library, when specifically required in the evaluation criteria, expects all responsive proposers to demonstrate commitment to and experience in environmental sustainability and public health protection practices applicable to their line of services. The Library during its evaluation processes will actively assess the quality and value of all proposals.

Vendors, when applicable, are to follow standards and recommendations of the United States Environmental Protection Agency EPP program, the Green Seal organization, and standards and practices specified by the U.S. Green Building Council, including the Leadership in Energy and Environmental Design (LEED) program.

#### Environmentally Preferable Purchasing (EPP) Guidance and Prohibitions:

The City defines Environmentally Preferable products and services as having a lesser or reduced effect on human health and the environment when compared with competing products and services that serve the same purpose. The City's EPP evaluation may extend to raw materials acquisition, energy consumption in manufacturing and transport, packaging, recyclability, waste disposal, and many other factors.

#### A.20 COLORADO OPEN RECORDS ACT:

Documents submitted pursuant to this RFP are subject to the Colorado Open Records Act, C.R.S. §§ 24-72-201, et. seq. Vendor should clearly mark any information it believes is confidential and proprietary. The Colorado Open Records Act provides that trade secrets, privileged information, and confidential commercial, financial, geological, or geophysical data furnished by any person to the City is not subject to disclosure in response to an open

records request. City will notify the Vendor if a request is made for any such information marked confidential by Vendor so that the Vendor may take any action it deems necessary to defend the request. The Vendor, not City, shall be the entity responsible for defending against Colorado Open Records Act disclosures for any records claimed by the Vendor to be confidential and proprietary.

## **SCOPE OF WORK AND TECHNICAL REQUIREMENTS:**

### **B.1 PAYMENT CONDITIONS:**

Final Inspection: Should final inspection reveal that work accomplished under any resulting purchase order or contractual agreement is incomplete, or has not been made in accordance with drawings, specifications and authorized changes thereto, then the vendor shall be required to correct or complete the project before final payment will be made.

### **B.2 PATENTS:**

Vendor agrees to defend the City and County of Denver at seller's own expense, in all suits, actions or proceedings in which the City and County of Denver is made a defendant for actual or alleged infringement of any United States of America or foreign letters patent resulting from the City and County of Denver's use of the goods purchased as a result of this Invitation for Proposal. Seller further agrees to pay and discharge any and all judgments or decrees which may be rendered in any such suit, action or proceeding against the City and County of Denver.

Seller agrees to indemnify and hold harmless the City and County of Denver from any and all license, royalty and proprietary fees or costs, including legal costs, which may arise out of the City and County of Denver's purchase and use of goods supplied by the seller.

It is expressly agreed by vendor that these covenants are irrevocable and perpetual.

### **B.3 LAWS, REGULATIONS, TAXES AND PERMITS**

The Vendor shall procure all permits and licenses, pay all charges, taxes and fees and give all notices necessary and incidental to the due and lawful prosecution of the work. All costs thereof shall be deemed to be included in the prices proposed for the work.

The Vendor, at all times, shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules and regulations in any manner affecting the conduct of the work.

Without limiting the foregoing, the Vendor shall establish appropriate procedures and controls so that services under this Contract will not be performed by using any alien who is not legally eligible for such employment under United States Immigration laws. Failure to comply with this condition satisfactorily may cause the City to terminate this Contract.

**B.4 F.O.B. POINT:**

Prices quoted shall be F.O.B. Denver, Colorado, delivered: To be determined.

**B.5 DELIVERY CONSIDERATIONS:**

When a date is set for the delivery of merchandise or the performance of work, said merchandise must be delivered or work performed in accordance with the specifications or description herein contained on or before said date, or the order to the delinquent party may be cancelled and awarded to the next lowest vendor. In such case, the City and County will have the right to buy such articles at market prices for immediate delivery, and an excess in cost of same over price named hereon is to be paid by the vendor under this purchase order or contractual agreement, or deducted from any money due or hereafter coming to him.

**B.6 PALLET CHARGE:**

All pallets supplied shall be non-returnable, no deposit.

**B.7 ARSENIC TREATED WOOD:**

The Denver Revised Municipal Code Section 20-57, for proposals the purchase or use of wood treated with preservatives containing arsenic in the performance of work on city-owned property. The vendor's signature on the front page of this proposal signifies their understanding of and intent to comply with this legal requirement.

**PRICING INSTRUCTIONS:**

**C.1 PRICING INFORMATION:**

This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing such as additional discounts for increased quantities, prompt payment, etc. The requirements have been developed to allow the City to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

**C.2 CHANGES:**

The City will not consider change orders or amendments unless it is deemed a change in the original scope of the project. All items not itemized in the pricing above which are instrumental to completing the project will be at the cost of the vendor to supply at no additional charge to the City.

**C.3 ACCEPTANCE AND BILLING**

**SEE ATTACHMENT "A"**

**C.4 PRICING:**

All prices quoted shall be firm and fixed for the specified contract period.

**GENERAL CONDITIONS OF PURCHASE:**

**D.1 NON-EXCLUSIVE:**

This Purchase Order is non-exclusive. City does not guarantee any minimum purchase other than as provided herein

**D.2 INSPECTION AND ACCEPTANCE:**

Vendor shall perform all services in accordance with the standard of care exercised by highly competent vendors who perform like or similar services. City may inspect all goods/services prior to acceptance. Payment does not constitute acceptance. Vendor shall bear the cost of any inspection/testing that reveal goods/services that are defective or do not meet specifications. City's failure to accept or reject goods/services shall not relieve Vendor from its responsibility for such goods/services that are defective or do not meet specifications nor impose liability on City for such goods/services. If any part of the goods/services are not acceptable to City, City may, in addition to any other rights it may have at law or in equity: (1) make a warranty claim; (2) repair and/or replace

the goods or substitute other services at Vendor's expense; or (3) reject and return the goods at Vendor's cost and/or reject the services at Vendor's expense for full credit. Any rejected goods/services are not to be replaced without written authorization from City, and any such replacement shall be on the same terms and conditions contained in this Purchase Order.

#### D.3 SHIPPING, TAXES AND OTHER CREDITS AND CHARGES:

Vendor shall procure all permits and licenses; pay all charges, taxes and fees; and give all notices necessary and incidental to the fulfillment of this Purchase Order and all cost thereof have been included in the prices contained herein. City shall not be liable for the payment of taxes, late charges or penalties of any nature, except as required by D.R.M.C. § 20-107, et seq. The price of all goods/services shall reflect all applicable tax exemptions. City's Federal Registration No. is 84-6000580 and its State Registration No. is 98-02890. All pricing is F.O.B. destination unless otherwise specified. Shipments must be marked with Vendor's name, the Purchase Order number, and contain a delivery or packing slip. Vendor shall not impose any charges for boxing, crating, parcel post, insurance, handling, freight, express or other similar charges or fees. Vendor shall notify City in writing of any price decreases immediately, and City shall receive the benefit thereof on all unshipped items. Vendor shall comply with any additional delivery terms specified herein. Vendor shall be responsible for the cleanup and reporting of any contamination (environmental or otherwise) or spillage resulting from the delivery and/or unloading of goods within twenty-four (24) hours of the contamination or spillage or sooner if required by law. Vendor shall pay all sales and use taxes levied by City on any tangible personal property built into the goods/services. Vendor shall obtain a Certificate of Exemption from the State of Colorado Department of Revenue prior to the purchase of any materials to be built into the goods/services and provide a copy of the Certificate to City prior to final payment.

#### D.4 RISK OF LOSS:

Vendor shall bear the risk of loss, injury or destruction of goods prior to delivery to City. Loss, injury or destruction shall not release Vendor from any obligation hereunder.

#### D.5 INVOICE:

Each invoice shall include: (i) the purchase order number; (ii) individual itemization of the goods/services; (iii) per unit price, extended and totaled; (iv) quantity ordered, back ordered and shipped; (v) an invoice number and date; (vi) ordering department's name and "ship to" address; and (vii) agreed upon payment terms set forth herein.

#### D.6 PAYMENT:

Payment shall be subject to City's Prompt Payment Ordinance D.R.M.C. § 20-107, et-seq. after City accepts the goods/services. City's payment obligations hereunder, whether direct or contingent, shall extend only to funds appropriated by the Denver City Council for the purpose of this Purchase Order, encumbered for the purpose of this Purchase Order and paid into the Treasury of City. Vendor acknowledges that: (i) City does not by this Purchase Order, irrevocably pledge present cash reserves for payments in future fiscal years; and (ii) this Purchase Order is not intended to

create a multiple-fiscal year direct or indirect debt or financial obligation of City. City may setoff against any payments due to Vendor any claims and/or credits it may have against Vendor under this Purchase Order.

**D.7 AMENDMENTS/CHANGES:**

Only the Purchasing Manager or his/her delegate is authorized to change or amend this Purchase Order by a formal written change order. Any change or amendment that would cause the aggregate payable under this Purchase Order to exceed the amount appropriated and encumbered for this Purchase Order is expressly prohibited and of no effect. Vendor shall verify that the amount appropriated and encumbered is sufficient to cover any increase in cost due to changes or amendments. Goods/services provided without such verification are provided at Vendor's risk. The Vendor has no authority to bind City on any contractual matters.

**D.8 WARRANTY:**

Vendor warrants and guarantees to City that all goods furnished under this Purchase Order are free from defects in workmanship and materials, are merchantable, and fit for the purposes for which they are to be used. For any goods furnished under this Purchase Order which become defective within twelve (12) months (unless otherwise specified) after date of receipt by City, Vendor shall either, at City's election and to City's satisfaction, remedy any and all defects or replace the defective goods at no expense to City within seven (7) days of receipt of the defective goods or accept the defective goods for full credit and payment of any return shipping charges. Vendor shall be fully responsible for any and all warranty work, regardless of third party warranty coverage. Vendor shall furnish additional or replacement parts at the same prices, conditions and specifications delineated herein.

**D.9 DEFENSE & INDEMNIFICATION:**

- (a) Vendor hereby agrees to defend, indemnify, reimburse and hold harmless City, its appointed and elected officials, agents and employees for, from and against all liabilities, claims, judgments, suits or demands for damages to persons or property arising out of, resulting from, or relating to the work performed under this Agreement ("Claims"), unless such Claims have been specifically determined by the trier of fact to be the sole negligence or willful misconduct of the City. This indemnity shall be interpreted in the broadest possible manner to indemnify City for any acts or omissions of Vendor or its subcontractors either passive or active, irrespective of fault, including City's concurrent negligence whether active or passive, except for the sole negligence or willful misconduct of City.
- (b) Vendor's duty to defend and indemnify City shall arise at the time written notice of the Claim is first provided to City regardless of whether Claimant has filed suit on the Claim. Vendor's duty to defend and indemnify City shall arise even if City is the only party sued by claimant and/or claimant alleges

that City's negligence or willful misconduct was the sole cause of claimant's damages.

- (c) Vendor will defend any and all Claims which may be brought or threatened against City and will pay on behalf of City any expenses incurred by reason of such Claims including, but not limited to, court costs and attorney fees incurred in defending and investigating such Claims or seeking to enforce this indemnity obligation. Such payments on behalf of City shall be in addition to any other legal remedies available to City and shall not be considered City's exclusive remedy.
- (d) Insurance coverage requirements specified in this Agreement shall in no way lessen or limit the liability of the Vendor under the terms of this indemnification obligation. The Vendor shall obtain, at its own expense, any additional insurance that it deems necessary for the City's protection.
- (e) This defense and indemnification obligation shall survive the expiration or termination of this Agreement.

#### D.10 TERMINATION:

City may terminate this Purchase Order, in whole or in part, at any time and for any reason immediately upon written notice to Vendor. In the event of such a termination, City's sole liability shall be limited to payment of the amount due for the goods/services accepted by City. Vendor acknowledges the risks inherent in this termination for convenience and expressly accepts them. Termination by City shall not constitute a waiver of any claims City may have against Vendor.

#### D.11 INTERFERENCE:

Vendor shall notify the Director of Purchasing immediately of any condition that may interfere with the performance of Vendor's obligations under this Purchase Order and confirm such notification in writing within twenty-four (24) hours. City's failure to respond to any such notice shall in no way act as a waiver of any rights or remedies City may possess.

#### D.12 VENUE, CHOICE OF LAW AND DISPUTES:

Venue for all legal actions shall lie in the District Court in and for City and County of Denver, State of Colorado, and shall be governed by the laws of the State of Colorado as well as the Charter and Revised Municipal Code, rules, regulations, Executive Orders, and fiscal rules of City. All disputes shall be resolved by administrative hearing, pursuant to the procedure established by D.R.M.C. § 56-106. Director of Purchasing shall render the final determination.

#### D.13 ASSIGNMENT/NO THIRD PARTY BENEFICIARY:

Vendor shall not assign or subcontract any of its rights or obligations under this Purchase Order without the written consent of City. In the event City permits an assignment or subcontract, Vendor shall continue to be liable under this Purchase Order and any permitted assignee or subcontractor

shall be bound by the terms and conditions contained herein. This Purchase Order is intended solely for the benefit of City and Vendor with no third party beneficiaries

**D.14 NOTICE:**

Notices shall be made by Vendor to the Director of Purchasing and by City to Vendor at the addresses provided herein, in writing sent registered, return receipt requested.

**D.15 COMPLIANCE WITH LAWS:**

Vendor shall observe and comply with all federal, state, county, city and other laws, codes, ordinances, rules, regulations and executive orders related to its performance under this Purchase Order. City may immediately terminate this Purchase Order, in whole or in part, if Vendor or an employee is convicted, plead nolo contendere, or admits culpability to a criminal offense of bribery, kickbacks, collusive bidding, bid-rigging, antitrust, fraud, undue influence, theft, racketeering, extortion or any offense of a similar nature.

**D.16 INSURANCE:**

Vendor shall secure, before delivery of any goods/services, the following insurance covering all operations, goods and services provided to City. Vendor shall keep the required insurance coverage in force at all times during the term of the Purchase Order, or any extension thereof, during any warranty period, and for three (3) years after termination of this Purchase Order. The required insurance shall be underwritten by an insurer licensed to do business in Colorado and rated by A.M. Best Company as "A"VIII or better. Each policy shall contain a valid provision stating "Should any of the above-described policies be canceled or should any coverage be reduced before the expiration date thereof, the issuing company shall send written notice to the Denver Risk Administrator, 201 West Colfax Avenue, Dept. 1105, Denver, Colorado 80202 by certified mail, return receipt requested. Such written notice shall be sent thirty (30) days prior to such cancellation or reduction unless due to non-payment of premiums for which notice shall be sent ten (10) days prior." If any policy is in excess of a deductible or self-insured retention, City must be notified by Vendor. Vendor shall be responsible for the payment of any deductible or self-insured retention. City reserves the right to require Vendor to provide a bond, at no cost to City, in the amount of the deductible or self-insured retention to guarantee payment of claims. The insurance coverages specified in this Purchase Order are the minimum requirements, and these requirements do not lessen or limit the liability of Vendor. Vendor shall provide a copy of this Purchase Order to its insurance agent or broker and have its agent or broker provide proof of Vendor's required insurance on the industry standard ACORD form. . City reserves the right to require Vendor to provide a certificate of insurance, a policy, or other proof of insurance as required by City's Risk Administrator in his sole discretion. Vendor's insurer shall name City as an additional insured and waive subrogation rights against City. All sub-consultants, subcontractors, independent contractors, suppliers or other entities providing goods/services hereunder shall be subject to all of the requirements herein and shall procure and maintain the same coverages required of Vendor. Vendor shall include all such entities as insureds under its policies or shall ensure that they all maintain the required coverages. Vendor shall provide proof of insurance for all such entities upon request by City. For Worker's Compensation Insurance, Vendor shall maintain the coverage as required by

statute for each work location and shall maintain Employer's Liability insurance with limits of \$100,000 for each bodily injury occurrence claim, \$100,000 for each bodily injury caused by disease claim, and \$500,000 aggregate for all bodily injuries caused by disease claims. Vendor expressly represents to City, as a material representation upon which City is relying, that none of the Vendor's officers or employees who may be eligible under any statute or law to reject Workers' Compensation Insurance shall effect such rejection during any part of the term of this Purchase Order, and that any such rejections previously effected, have been revoked. Vendor shall maintain general liability coverage with limits of \$1,000,000 for each occurrence claim, \$1,000,000 for each personal and advertising injury claim, \$2,000,000 products and completed operations for each occurrence, and \$2,000,000 policy aggregate. Vendor shall maintain auto coverage with limits of \$1,000,000 for bodily injury per person, \$1,000,000 for bodily injury for each accident, and \$1,000,000 for property damage applicable to all vehicles operating on City property and elsewhere. For general liability coverage, the policy must provide the following: (i) unlimited defense costs in excess of policy limits; (ii) contractual liability covering the indemnification provisions of this Purchase Order; (iii) severability of interests provision; (iv) waiver of exclusion for lawsuits by one insured against another; (v) provision that coverage is primary; (vi) provision that coverage is non-contributory with other coverage or self-insurance provided by City; and (vii) if the policy is a claims-made policy, then the retroactive date must be on or before the first date when any goods or services were provided to City.

#### D.17 SEVERABILITY:

If any provision of this Purchase Order, except for the provisions requiring appropriation and encumbering of funds and limiting the total amount payable by City, is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity of the remaining portions or provisions shall not be affected if the intent of City and Vendor can be fulfilled.

#### D.18 SURVIVAL:

All terms and conditions of this Purchase Order which by their nature must survive termination/expiration shall so survive. Without limiting the foregoing, Vendor's insurance, warranty and indemnity obligations shall survive for the relevant warranty or statutes of limitation period plus the time necessary to fully resolve any claims, matters or actions begun within that period. Bonds shall survive as long as any warranty period.

#### D.19 NO CONSTRUCTION AGAINST DRAFTING PARTY:

No provision of this Purchase Order shall be construed against the drafter.

#### D.20 STATUS OF VENDOR/OWNERSHIP OF WORK PRODUCT:

Vendor is an independent contractor retained on a contractual basis to perform services for a limited period of time as described in Section 9.1.1E(x) of the Charter of City. Vendor and its employees are not employees or officers of City under Chapter 18 of the D.R.M.C. for any purpose whatsoever. All goods, deliverables, hardware, software, plans, drawings, reports, submittals and all

other documents or things furnished to City by Vendor shall become and are the property of City, without restriction.

**D.21 RECORDS AND AUDITS:**

Vendor shall maintain for three (3) years after final payment hereunder, all pertinent books, documents, papers and records of Vendor involving transactions related to this Purchase Order, and City shall have the right to inspect and copy the same.

**D.22 REMEDIES/WAIVER:**

No remedy specified herein shall limit any other rights and remedies of City at law or in equity. No waiver of any breach shall be construed as a waiver of any other breach.

**D.23 NO DISCRIMINATION IN EMPLOYMENT:**

Vendor shall not refuse to hire, discharge, promote or demote, or to discriminate in matters of compensation against any person otherwise qualified, solely because of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability; and Vendor shall insert the foregoing provision in any subcontracts hereunder.

**D.24 USE, POSSESSION OR SALE OF ALCOHOL OR DRUGS:**

Vendor shall cooperate and comply with the provisions of Executive Order 94. Violation may result in City terminating this Purchase Order or barring Vendor from City facilities or from participating in City operations.

**D.25 CONFLICT OF INTEREST:**

No employee of City shall have any personal or beneficial interest in the goods/services described in this Purchase Order; and Vendor shall not hire or contract for services any employee or officer of City which would be in violation of City's Code of Ethics, D.R.M.C. §2-51, et seq. or the Charter §§ 1.2.8, 1.2.9, and 1.2.12.

**D.26 ADVERTISING AND PUBLIC DISCLOSURE:**

Vendor shall not reference the goods/services provided hereunder in any of its advertising or public relations materials without first obtaining the written approval of the Purchasing Manager.

**ADDITIONAL REQUIRED INFORMATION:**

**E.1 REFERENCE LISTING:**

Vendors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the vendor is currently furnishing or has, in the past, completed service for:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Reference \_\_\_\_\_

Telephone Number \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Reference \_\_\_\_\_

Telephone Number \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Reference \_\_\_\_\_

Telephone Number \_\_\_\_\_

### E.2 VENDOR'S CHECK LIST

THE FOLLOWING CHECK LIST SHOULD BE USED TO ENSURE REQUIRED DOCUMENTATION IS ATTACHED TO THE PROPOSAL. IF A DOCUMENT IS NOT REQUIRED FOR YOUR PROPOSAL, WRITE N/A IN THE BLANK.

	PAGE
1. HAVE YOU SIGNED THE FRONT PAGE OF THE PROPOSAL?	_____
2. HAVE YOU ENTERED YOUR SOCIAL SECURITY OR FEDERAL IDENTIFICATION NUMBER?	_____
3. HAVE YOU REVIEWED ALL PROPOSAL PRICES?	_____
4. HAVE YOU CHECKED UNIT COSTS, EXTENSIONS AND TOTALS?	_____
5. HAVE YOU LISTED THE QUANTITIES YOU WILL SUPPLY?	_____
6. HAVE YOU SUPPLIED ANY ALTERNATIVES OR ADDITIONAL INFORMATION ON SEPARATE HEADED NOTE PAPER?	_____
7. HAVE YOU CHECKED TO ENSURE THERE ARE NO ALTERATIONS, DELINEATIONS OR ERASURES OF ANY PROPOSAL ITEMS?	_____
8. HAVE YOU INCLUDED MANUFACTURER'S NAMES AND REFERENCE NUMBERS, AS APPLICABLE?	_____
9. ARE BONDS ENCLOSED WITH PROPOSAL (WHEN APPLICABLE)?	_____
10. HAVE YOU ASSURED THAT THERE IS SUFFICIENT TIME TO TRANSMIT THIS PROPOSAL? THE MAILING ENVELOPE MUST BE DELIVERED ON TIME, AS SPECIFIED IN THE PROPOSAL, TO THE CORRECT ADDRESS; THE ENVELOPE MUST BE MARKED WITH PROPOSAL NUMBER, DATE REQUIRED AND PROPOSAL TITLE.	_____
11. HAVE YOU ENCLOSED RELEVANT TECHNICAL LITERATURE OR SAMPLES (WHERE APPLICABLE)?	_____

NO PROPOSAL: VENDORS WHO FAIL TO RESPOND TWICE TO PROPOSALS OF A SIMILAR NATURE MAY BE REMOVED FROM THE MAILING LIST. A RETURNED "NO PROPOSAL" IS AN ACCEPTABLE RESPONSE.

#### CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THE PROPOSAL IS ACCURATE TO THE BEST OF MY KNOWLEDGE, AND THAT I AM DULY AUTHORIZED/EMPOWERED TO SIGN CONTRACTS ON BEHALF OF THIS COMPANY.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
YOUR NAME (PLEASE PRINT)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

### E.3 VENDOR INFORMATION

Vendor	
Tell us where the vendor will provide? <input type="checkbox"/> Rent <input type="checkbox"/> Medical Service 06	<input checked="" type="checkbox"/> Non-Employee Compensation 07 <input type="checkbox"/> Attorney 14
Business Name	Tax ID # (TIN or SSN)
Business Address	Telephone Number
City, State Zip	Fax Number
Order Address (If different from above)	Email (not Required)
City, State, Zip	Vendor Entity Type (check one)
Remittance Name	<input type="checkbox"/> Individual <input type="checkbox"/> LLP/LLC
Remittance Address	<input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor
City, State, Zip	<input type="checkbox"/> Corporation <input type="checkbox"/> Government
	<input type="checkbox"/> Exempt/Non-Profit <input type="checkbox"/> Employee

Information

**REQUEST FOR TAXPAYER  
IDENTIFICATION NUMBER (TIN) VERIFICATION**

*For Auditor's Office Use Only*  
Vendor #

PLEASE PRINT OR TYPE  
INFORMATION

**Legal Name** (Do NOT Enter the Business name of a sole proprietorship on this line.)

**Trade Name** (Complete only if doing business as – DBA.)

**Official Business/Mailing Address** (Include City, State and Zip Code.)

**Do NOT send to the IRS**

Return this form to the **City and County of Denver** contact with whom you have been working at the address below.

Purchasing Division  
Department of General Services  
City & County of Denver  
Wellington E. Webb Municipal Office Building  
201 W. Colfax Ave. Dept 304  
Denver, CO 80202

Check this box if you are either an attorney or a law firm.  Check this box if you are a medical service provider.

**Check your legal entity type and enter your 9-digit Taxpayer Identification Number (TIN) below.**

For Individuals, this is your Social Security Number (SSN). For other entities, it is your Employer Identification Number (EIN).

**Sole Proprietor** (Note: Enter both the Owners SSN and the business EIN if applicable.)

SSN 

				+		+				
--	--	--	--	---	--	---	--	--	--	--

EIN 

				+						
--	--	--	--	---	--	--	--	--	--	--

**Individual**

SSN 

				+		+				
--	--	--	--	---	--	---	--	--	--	--

**General Partnership**

EIN 

				+						
--	--	--	--	---	--	--	--	--	--	--

**Corporation**

EIN 

				+						
--	--	--	--	---	--	--	--	--	--	--

**S-Corporation**

EIN 

				+						
--	--	--	--	---	--	--	--	--	--	--

**LLC**

EIN 

				+						
--	--	--	--	---	--	--	--	--	--	--

**LLP**

EIN 

				+						
--	--	--	--	---	--	--	--	--	--	--

**Government Entity**

EIN 

				+						
--	--	--	--	---	--	--	--	--	--	--

**Exempt or Non-Profit Organization**

EIN 

				+						
--	--	--	--	---	--	--	--	--	--	--

*If your business is a Foreign Entity please request a Form W-8 Certificate of Foreign Status from your City & County of Denver contact.*

**CERTIFICATION**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions:** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide the correct TIN.

**Name** (print or type) \_\_\_\_\_ **Title** (print or type) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Page 22**  
**Date** \_\_\_\_\_ **Telephone** \_\_\_\_\_

# ATTACHMENT “A”

## 1. Purpose and Background

The Denver Public Library (DPL) is the largest public library system in the state of Colorado and serves a population of more than 550,000 people at the Central Library, 22 branch locations and two bookmobiles. DPL is an independent agency of the City and County of Denver and is governed by the eight members of the Denver Public Library Commission.

DPL is seeking proposals from qualified vendors for opening day collections and related vendor services for new branches in Green Valley Ranch, Stapleton and West Denver, which will result in a least one contract. It is the goal of DPL to have all materials arrive 100% shelf-ready.

Each location will open with 75,000 to 100,000 items. The first branch is expected to open in late 2010 with the remaining two locations opening by the end of 2013.

DPL currently uses the TLC/CARL integrated library system (circulation, on-line catalog, serials and acquisitions modules). DPL will be posting an RFP for an integrated library system in 2009 meaning a migration may occur during the project.

## 2. Scope of Services

DPL is seeking a wide range of vendor services for cost effective and timely provision of materials for adult, young adult and juvenile audiences as well as selection tools, physical processing, cataloging and other value added services.

Value added services include but are not limited to: selection lists based on DPL holdings, items linked to titles either through live access to DPL database or another method and physical processing to DPL specifications.

## 3. Proposal Requirements

Firms interested in providing the services described above are requested to submit the following information. Responses to each item should appear in the same order as in this RFP and should designate by heading and paragraph the item to which the response applies.

### 3.1 Executive Summary

Each proposal should be accompanied by an executive summary not exceeding two pages which summarizes key points of the proposal and which is signed by an officer of the firm who is responsible for committing the firm's resources.

### 3.2 Proposal Details-Vendor Qualifications

Please note any fees that would be charged by the Vendor for any of the services described below. If a service that is described is *not* one that can be provided by your company please mark as “NA” (not applicable).

### **3.2.1 Shipments and Invoicing**

Describe the various methods for shipment and invoices utilized for opening day collections. Demonstrate flexibility in generating invoices and provide samples.

The following points are required:

- a. Value added services (processing, cataloging, item linking) must be invoiced separately.
- b. Provide sample invoices for materials and value added services.
- c. Provide all invoices in duplicate.

### **3.2.2 Storing, Packing and Labeling Shipments**

Describe the various methods for storing materials, packing and labeling materials (strict Dewey/alpha order, rough Dewey/alpha order, etc.) and any costs associated with said methods.

Additionally, please advise whether the library will be charged if the project is unexpectedly delayed and the vendor is required to store items beyond the anticipated completion date.

### **3.2.3 Method of shipment and shipping charges**

Describe how shipments will be sent, which carriers are used, and how deliveries are made. If there is no charge for shipping to DPL, so declare.

### **3.2.3 Unpacking and shelving services**

Describe the services your company provides for the unpacking and shelving of materials. If you do not offer such services, please state. Additionally, state whether additional charges apply for unpacking and shelving services.

### **3.2.4 Credits and Returns**

DPL prefers to receive no charge replacements for all missing or damaged shipments. Please indicate whether your company will provide this service.

Describe your company's policy for cancellations, issuing of credit and acceptance of returns for damaged shipments, short shipments, wrong titles supplied, etc. Provide samples of forms and paperwork for returns and credit. Indicate if your company enables customers to complete a "self credit" form for incomplete or damaged shipments and whether a return authorization number is required for returns. Also, please indicate if self-credit memos can be done by e-mail or on-line on your company's website.

### **3.2.5 Cancellations and Backorder reports**

Describe the types of back order status reports your company supplies and how frequently and in what format the reports are sent. Provide samples of the reports. Describe your company's cancellation policies for orders and backordered items.

### **3.2.6 Ordering Methods**

Describe the types of orders accepted by your company for opening day collection materials. (e. g. mail, fax, phone, electronic, etc.). Describe the software and equipment required for electronic ordering and whether your company can receive electronic orders generated from the TLC/CARL Acquisitions System in the EDIFACT format. Indicate if orders can be transmitted electronically from lists produced on a web based bibliographic database and whether the vendor website includes stock information.

### **3.2.7 Customer Service**

DPL requires your company to dedicate specific staff member(s) to work as a liaison between DPL and the company. Anyone assigned to DPL must be an expert on the internal operations of your company. Include the name, title and contact information of the staff assigned to this project.

### **3.2.8 Processing Services for Materials**

Please note whether your company can supply the listed processing services for the components that are being proposed. Describe the types and brands of processing materials used. Proposals shall define warranties for equipment, parts and labor; and shall include delivery lead times. Please comment on services if needed.

Note: Complete processing specifications are detailed in Appendix A.

#### **3.2.8.1 Processing of Book Materials**

Description of service:

1. Mylar plastic jacket for hardcover books
2. Property stamp for all books (1 stamp impressions) (Note: Stamps provided by DPL)
3. Barcode label for all books affixed on the front cover of book in the lower left-hand corner  $\frac{3}{4}$  inch from bottom and  $\frac{3}{4}$  inch from left edge.
4. Clear label protector for barcodes on all books.
5. Branch label. Following branch distribution list, attach a DEMCO all-in-one branch label to upper right-hand corner of each book (provided by DPL).
6. Spine label with call number as indicated in Appendix A. Spine label should be covered with tape.
7. Genre label (provided by DPL)
8. RFID tag programmed with DPL code, item number and security bit. The tag will be placed on the back cover along the spine.

Bid must include price per item for this service.

#### **3.2.8.2 Processing of Audiovisual Materials**

Description of service:

1. Barcode label for all DVDs affixed on the front cover of book in the lower left-hand corner  $\frac{3}{4}$  inch from bottom and  $\frac{3}{4}$  inch from left edge. A donut label with the corresponding item number will be placed on the disc. If the title contains more than

one disc, the item number will either be hand-written on a blank donut label or the vendor will imprint the item number on the blank donut label using a software program.

2. Clear label protector for barcode.
3. Branch label. Following branch distribution list, either digitally scan the branch code on the art work/case or attach a DEMCO all-in-one branch label to upper right-hand corner of each book (Provided by DPL).
4. Spine label with call number as indicated in Appendix A. Spine label should be covered with tape if it is not digitally spaced on the item.
5. RFID tag programmed with DPL code, item number and security bit. The tag will be placed on the back of the cover art for CDs and DVDs and the back inside case for audiobooks.

For DVDs only:

- All DVDs are to be repackaged in a clear case with the artwork trimmed from the lower right corner in order to reveal whether a disc is inside the case.
- Genre label above call number (provided by DPL).

For CDs only:

- All CDs are to be repackaged in a durable plastic case that can withstand multiple uses.

For audiobooks only:

- All audiobooks are to be repackaged in a durable clam-shell case preserving the original artwork as much as possible.

### **3.2.8.3 Invoicing for Processing Services**

Processing services are to be invoiced separately from charges for materials on a monthly basis.

## **3.3 Cataloging and Spine Label Services**

It is expected that the opening day collection will not require new MARC records be placed in the DPL database. It is essential items arrive matching current DPL call number practices. Complete cataloging and spine label requirements are in Appendices B and C, and production of spine labels. DPL prefers that MARC catalog records be delivered from or through OCLC.

Please note any fees charged for providing MARC records **per title, not per item**.

### **3.3.1. Invoicing for Cataloging and Spine Label Services**

Invoicing for cataloging and spine label services are to be invoiced separately from charges for materials on a monthly basis. These charges may be included in the same invoice for processing.

### **3.4 Item Linking Services**

Describe the various methods used by your company to load item level information into the DPL database. In the description, be sure to include the following information:

- a. Cost per item
- b. Measures used to ensure the security of the DPL database and network are not compromised.

#### **3.4.1 Invoicing for Item Linking Services**

Invoicing for item linking services are to be invoiced separately from charges for materials on a monthly basis. These charges may be included in the same invoice for processing, cataloging and spine label services.

### **3.5 Other Opening Day Collection Services Provided By Vendor**

Please use this section to describe other services offered by your company not yet covered in this RFP.

### **3.6 Discounts and Terms**

State the definitions and discount percentage(s) that will be provided off the publishers' list price for categories below. Itemize discounts within the categories.

List any other categories, definitions, and discount percentages supplied by the Vendor.

A. Adult fiction and non-fiction books, including large print books

B. Young adult fiction and non-fiction

1. General trade hardback books
2. Trade paperbacks
3. Mass market paperbacks
4. Large print
5. Continuations/standing orders
6. Graphic novels
7. Small press
8. Academic press non-trade titles
9. Technical or special books

C. Children's fiction and non-fiction books

1. Children's books (Publishers Library Binding)
2. Children's books (Single binding)
3. Paperbacks for children
4. Children's series titles

D. Audiobooks fiction and non-fiction, including kits (CD only)

E. DVDs and Music CDs

Compact discs (music)

F. Spanish language materials

### **3.7 Material Acquisition Workflow**

- A. Selected vendor(s) will receive a MARC-out of the DPL database.
- B. Vendor(s) will match the MARC-out with titles it can provide and return a file to DPL.
- C. DPL will determine titles/quantity based on the returned file and submit order to vendor(s).

State your ability to comply with the above workflow.

### **3.8 Company Qualifications**

Please provide the following information:

- Vendor's full company or corporate name
- Give the official representative(s) name, address, telephone number, fax number and e-mail address as well as
- The vendor's office location responsible for performance under a contract with DPL.
- Provide the URL for the Vendor's website.

Provide pertinent background information about your company. Include brief descriptions of the types of materials that your company can provide. Vendors may also highlight here any new and/or innovative services that they have developed for library customers during the past several years.

### **3.9 Staff Qualifications**

Provide names and pertinent background of key personnel who would be involved in providing the proposed services.

### **3.10 References**

List the three most recent entities, with dates, for which opening day collections have been provided where the total item count for the building exceeded 80,000 items. Also, please list the references of three entities, at a minimum, that use the same ILS (TLC/CARL) as DPL and indicate whether your company was given permission to work live in the customer's database, items were loaded into the database using MARC fields or another method. Please provide the name, title and telephone number of persons who may be contacted for each reference listed.

## **4. Evaluation of Proposals**

DPL intends to select the proposed services and terms that are most advantageous to itself. The responses to this RFP will be evaluated by a Selection Committee to be established for such purpose.

### **4.1 Overview of Evaluation Process**

The evaluation process will include a review of all proposals and is designed to award Optional Use Contracts to the Vendor(s) with the best combination of attributes based upon the evaluation criteria.

#### **4.1.1 Evaluation Criteria**

DPL evaluation criteria include:

- Vendor meeting/presentation
- Quoted costs and discounts, including cost of vendor's online database and related services
- Responsiveness to the scope of services outlined in this RFP (ability to provide services requested by DPL).
- Qualifications of the vendor, including experience and qualifications of relevant staff
- Quality of references, including DPL past history with vendor

#### **5. Special Conditions**

Expected Time Period of the Contract. The period of any contract resulting from this RFP is tentatively scheduled to begin on or about June 1, 2009 and to continue through January 31, 2011.

## Appendices

### A. Material Processing

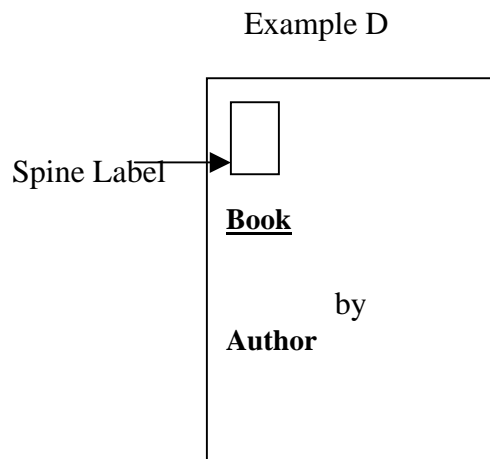
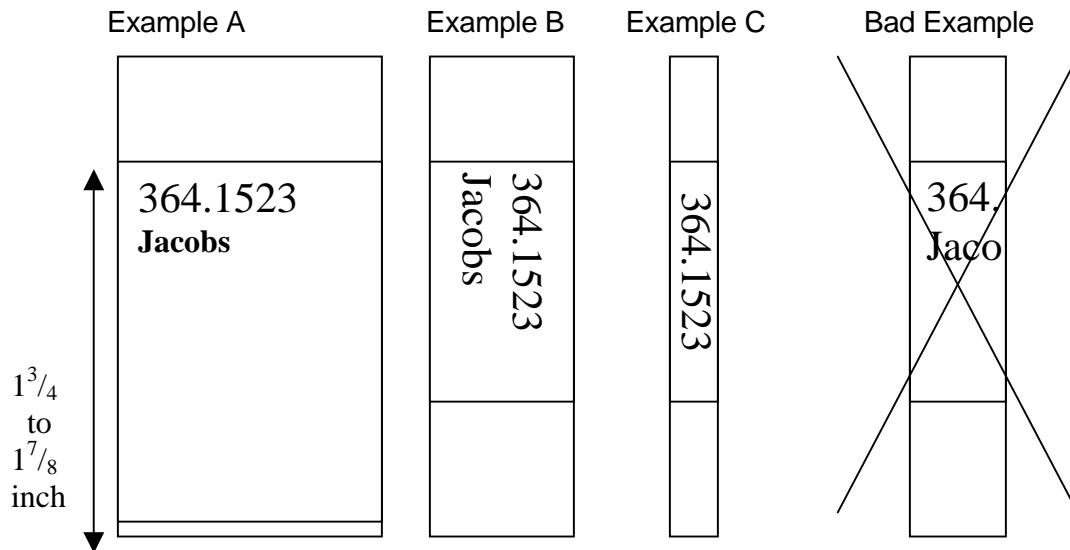
#### A.1 Book Processing/Labeling

- If the book has a dust jacket, cover with mylar cover and tape with ½ inch filament tape (applied at corners of jacket in an angular fashion).
- Stamp top of book with “Denver Public Library” in red. If book is narrow, stamp inside lower right corner of the title page.
- Barcode labels. Place R0# barcode on front cover of book in the lower left-hand corner ¾ inch from bottom and ¾ inch from left edge. Cover with special barcode cover, not book tape.
- Branch labels. Following branch distribution list, attach a DEMCO all-in-one branch label to upper right-hand corner of each book.
  1. If book has mylar cover, place label on outside of cover.
  2. Place the clear portion of the label to the edge of the upper right-hand corner of the book.
  3. If label covers title information, adjust slightly. If adjustment moves label more than one inch from the upper corner placement, do not adjust.

##### A.1.1 Spine Label Placement for Books

The top of the spine label should be  $1\frac{3}{4}$  to  $1\frac{7}{8}$  inch from the bottom of the spine, whether or not it is turned on its side. Use the following rules to determine if the spine label should be turned on its side:

- If the label can go right-side-up with all characters of the spine label showing, place it right-side-up (see Example A).
- If not, it should go sideways with at least the first line of text showing, the rest folded over to the back of the book. Tip the spine label 90° to the right, so that in order to read the spine label right-side-up, one would tip their head to the right (see Examples B and C).
- If the book has no spine, or so narrow a spine that the first row of the call number won't be entirely visible, place the spine label right-side-up in the upper left-hand corner of the cover of the book (see Example D).



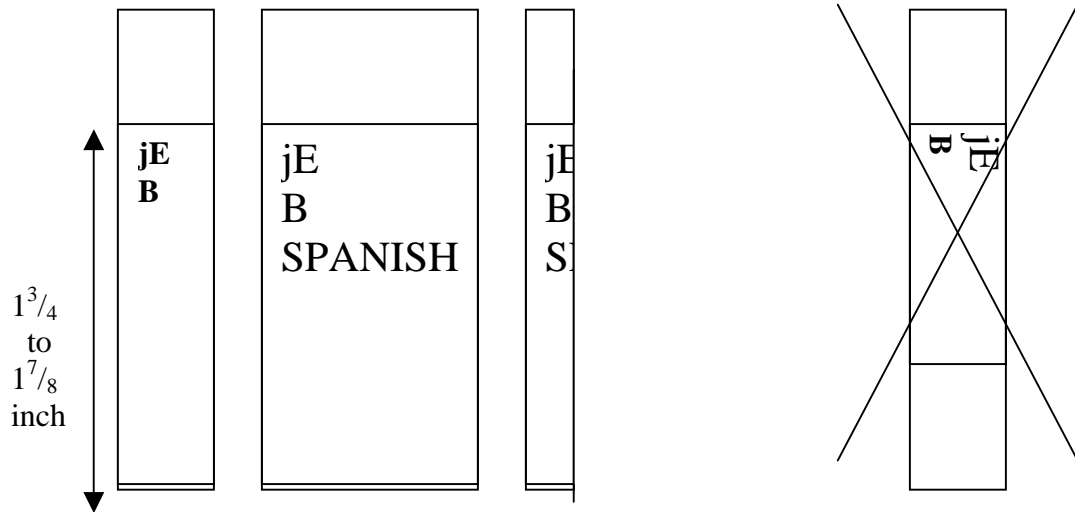
Never wrap the call number around to the front of the book (see the Bad Example above), unless its call number begins with jE, jR, jR1, or jR2 (see the Exception Description below).

Cover each label with book tape. Be careful not to tape over any portion of the barcode symbol so that the barcode will scan well.

**Exception Description:** For all books with call numbers beginning with jE, jR, jR1, and jR2, the spine label will always go right side up, even though this will mean sometimes wrapping information around to the front of a book (See Examples below).

If the book has no spine, or so narrow a spine that the first character of each row of the call number won't be entirely visible, place the spine label in the upper left-hand corner of the cover of the book (see Example D above).

Examples (for books with call numbers beginning in jE, jR, jR1, and jR2):



## A.2 DVD Processing

- Remove any outer wrapping from the DVD.
- Using the barcodes specified for DVDs (Donut Barcodes, which come on a roll will a duplicate “Donut” for the DVD itself) place the barcode on the front of the case,  $\frac{3}{4}$  of an inch from the bottom and left-hand edges. Cover with a barcode cover.
- On the DVD, place the “Donut” sticker (see example) around the center hold of the DVD. The sticker should be pre-printed with the R0# and Denver Public Library. Make sure the printed R0# on the sticker matches the barcode on the cover of the DVD.
- If there is more than one DVD in the container, mark a DVD(s) label with the correct number and put it above the barcode and cover with tape, taking care not to cover the barcode.
- On the additional DVD(s) write the R0# and “DEN PUB LIB” on a blank Donut sticker or on the DVD itself for one-sided DVDs or around the center hole if the DVD is playable on both sides (identifiable by the absence of any text or pictures on the DVD itself and side A and B or 1 and 2 indicated on the center of the DVD).
- Place the branch label in the upper right-hand corner of the front of the case, using judgment not to cover information and cover with tape if you are not using the all-in-one branch labels.

**\*\*PLEASE NOTE** – occasionally branch or spine label (call #) will cover a part of the title information. If this happens, slight adjustment in label placement is possible. However, if adjustment moves label over an inch in either direction from the corner placement, DO NOT ADJUST.

- If the DVD is playable on both sides (identifiable by the absence of any text or pictures on the DVD itself and side A and B or 1 and 2 indicated on the center of the DVD) tattle tape the box in a place that would not be immediately visible to the patron. For example place the tattle tape on the case directly under the spot where the DVD itself sits.

#### Non-fiction DVDs

- Follow above steps
- Place the printed call # that is included with the paperwork on the bottom of the spine, wrapping to the front of the case if needed. Cover with book tape.
- If the DVD is in a foreign language format only (not on DVDs with language selection capabilities), place a language sticker above the spine label.
- Cover all labels/stickers with book tape.

#### Fiction DVDs

- Follow above steps.
- Place an alpha letter sticker on the bottom of the spine, wrapping to the front of the case if needed. The alpha sticker is the first letter of the title (excluding articles).
- Place one genre sticker about the spine label.
- Cover all labels/stickers with book tape.

### A.3 Music CD Processing

- The branch location goes on the **JEWEL CASE or MORE DURABLE SUBSTITUTE** in the upper right-hand corner, cover with book tape if not using the all-in-one labels.
- The spine label (call #) goes on the **JEWEL CASE or MORE DURABLE SUBSTITUTE** in the upper left-hand corner. Cover with book tape.
- Using the donut barcodes, which come in a roll, place the barcode on the front of the **JEWEL CASE or MORE DURABLE SUBSTITUTE**  $\frac{3}{4}$  of an inch from the bottom and  $\frac{3}{4}$  of an inch from the left side of the case.
- Place the donut barcode, with the R0# and DENVER PUBLIC LIBRARY already printed on it on the CD around the center hole.
- Duplicate the barcode on the front of the jewel case and place it on the back cover of the booklet. This makes it easier to match up the booklet with the CD in case the two get separated.

- If there is more than one CD, write the R0# AND “DEN PUB LIB” on each CD or the use the blank donut stickers, on which the R0# needs to be written. Place it on the CD, around the center hole.
- If there is more than one CD, place a # of CD(s) sticker on the front of the jewel case directly above the barcode indicating how many CD(s) and/or Booklet(s) are included.
- If there is a CD set, or if the CD(s) come with booklet(s) that are larger than the CD case, use judgment when deciding if they should be repackaged.

#### A.4 Audiobooks

- If necessary, remove CDs from original packaging. Cut the packaging to fit into sleeve of plastic holder. Secure the information using double-sided tape on the back of the information before inserting into sleeve of the plastic holder. Place CDs in CD sleeves inside the holder. Keep in mind it is acceptable to process books on CD as is when they come in factory holders.
- On the front of the holder/container place a barcode in the lower left-hand corner  $\frac{3}{4}$  inches from bottom and left edges. When there is more than one CD, mark the number of CDs and/or other items using number of CD(s) label and place above barcode on the front cover of the holder. Cover the barcode with a barcode cover; also cover the no. of CD(s) label with the barcode cover whenever possible.
- Label each CD with the R0# and “DEN PUB LIB” (using either the “Donut” sticker or by writing it on each CD) so if one gets separated it is easily matched to the set.
- On the front upper right corner of holder place the branch location label using judgment not to cover information. Cover with book tape if not using all-in-one labels.
- Please note – occasionally the branch label will cover a part of the title or author information. If this happens, a slight adjustment in label placement is possible. If adjustment moves the label over an inch from the upper corner placement, DO NOT ADJUST.
- Place the spine label (call #) on the spine of the holder/container. If all the information on the label will fit on the spine of the book, place the label right side up,  $\frac{1}{8}$  inch from bottom of the holder/container. If not the label should go  $\frac{1}{2}$  from the bottom, sideways with at least the first line of text showing, the rest folded over to the back of the case. Cover each label with book tape.
- Genre stickers go above the spine label.

## Appendix B. Cataloging Procedures

### Cataloging Procedure—Summary for copy catalogers

- I. Search OCLC for a matching bibliographic record.
- II. Verify the bibliographic data including ISBN:
  - A. Compare the title page to the OCLC copy.
  - B. Title field (245) should match exactly, word for word & letter for letter.
  - C. Some editing may be required for Encoding level (Elvl) 8 or contributed copy.
  - D. Too much editing required may indicate a non-match!
- III. Check that the OCLC record is complete:
  - A. It has suggested DDC number and LC subjects as needed.
  - B. Check for presence of publishing date, edition statements, series statements, any other information.
- IV. Check the suggested Dewey classification number and verify that it is appropriate for this work and that it agrees with all relevant DPL procedures. (See *Call numbers procedure*)
  - A. Watch for Also-ins requiring two call numbers (See *Also-ins....*)  
Watch for possible Serials (See *Serials procedure*)
  - B. Some materials are not classed in DDC; see relevant procedures for non-print formats, fiction, juvenile picture books (jE), readers (jR)
- V. Assign text Cutter (see *Cutter use procedure*)
- VI. On order form, processing form or other paperwork:
  - A. Check locations and level (adult, j or Y) and adjust if necessary. Be sure code in Aud in fixed fields does not contradict level.
  - B. Check for notes such as Biog, SF, etc.
  - C. Write call number on form, with your initials, date and OCLC control number.
- VII. Make labels
- VIII. Bump problems, such as:
  - A. No matching OCLC record, or unsure if a match
  - B. Missing, incorrect or confusing data (especially with UKM records)
  - C. K level records for print materials, talking books
  - D. Multiple discrepancies which may indicate a non-match
  - E. Formats not completed at the Copy Cataloging level: scores, maps, computer files, serials (including possible serials for decision) ; also materials in non-Roman alphabets. Serials and possible serials go to

Serials cataloger. Travel materials need to be searched in CARL; if there is an old serial record that needs to be closed, give to Serials cataloger.

- IX. All Special Collections materials require a unique cutter from the Four-Figure or Cutter-Sanborn tables and a year on the call number.

**Cataloging Procedure -- Editing bibliographic records  
(with occasional notes for original cataloging)**

- I. Search OCLC for a matching record.
- II. If more than one matching record is found, prefer in order:
- A. DLC-DLC
  - B. PCC
  - C. DLC Encoding level 8
  - D. Contributed, Level I
  - E. Contributed, Level K, L, M etc.
    - 1. Consider bumping for possible Lock & Replace upgrade to level I. Generally print and audiobooks should be bumped.
    - 2. Bump if too many problems
- III. Edit copy as needed
- A. For Encoding level 8 with a blank 300 field, Lock & Replace to complete 300 **ELIMINATED 9/2002. Leave 300 as is on CIP copy.**
    - 1. Level 8 record may require more editing; watch particularly for changes in 245 from the prepublication version
    - 2. Additional editing cannot be done as part of lock & replace, except as specified
  - B. Lock & replace to add subjects and/or 092 **if needed** and allowed
    - 1. May add 092 if there is no 092 or 082 in the record
    - 2. May add 650/651 if none present in record
    - 3. May add 655 if none present in record
    - 4. May add 505 if none present in record
  - C. Lock & replace to upgrade levels K, M, O, 2, 5 or 7 to level I, as permitted. **(OPTIONAL! Only if necessary; professional staff only)**
    - 1. In general, serials records cannot be upgraded.
    - 2. CJK records cannot be upgraded.
  - D. Update tags, punctuation, etc., to AACR2  
This includes changing 740 to 246 if needed, updating obsolete tags such as 410, and any other needed changes.  
**DO NOT UPDATE PUNCTUATION; ALWAYS UPDATE TAGS.**

- E. Correct name capitalization in old records
  - F. Delete initial articles in title fields lacking filing indicators:
    1. 240, 246, 490, 7xx ^t, 8xx ^t
    2. Retain initial articles in fields that DO have filing indicators: 245, 440.
  - G. Delete initial article and set filing indicator to 0 in all uniform title fields (130, 630, 730) unless article is part of a name, as in Los Angeles. Delete initial article in 740 and set filing indicator to 0.
  - H. Fields 006 (fixed) and 007 (variable) need careful checking, since these codes control the creation of format terms in the PAC (such as Audio Cassettes, Large Type Books, Juvenile). Refer to MARC Applications Format and Language Terms (field 898).
- IV. Call numbers (see also: Call Numbers Procedure)
- A. Use 099 for DPL call numbers.
  - B. Dewey number (if available) should also appear in 092 if no 082 is present.
  - C. Use a second 099 for second call number for also-ins. A 3rd 099 is possible if an item is owned by WHC and GEA as well as in the general collection; however this is very rare.
  - D. Verify suggested Dewey
    1. **DO NOT VERIFY FOR DLC-DLC OR PCC RECORDS.**
    2. Must be correct both in DDC and in DPL practice
    3. Must be appropriate to the item; consider how it is likely to be used by library customers
    4. Use informed judgment in deciding to replace a valid DDC number. This should be rare.
  - E. Use text cutter according to DPL practice.
  - F. Follow "arrange alphabetically" instructions where they exist in Dewey
    1. Example: 005.133 and other specific computer numbers in 004-006
    2. When building numbers, these instructions DO travel with added numbers!
  - G. Remember special Cuttering for some types of materials:

1. Cutter for the subject of the work for individual biographies, critical works, and works about artists if the artist is not the main entry.
  2. Family histories (See Genealogy procedure)
  3. See lists for plants (635.93), dog breeds (636.71), makes of cars, trucks, motorcycles (629.2222 and 629.28x,etc.), Indian tribes in Western History (C970.3)
- H. Add the following as needed, in this order:
1. Add year for editions after the first only for Ref. And Special Collections.
  2. Add language designation if material is in a language other than English. See list of language abbreviations for language names longer than 8 letters.
    - a) Do not add for bilingual, multilingual or art books.
    - b) In general, do not add to 4xx call numbers, e.g.: instructional texts for learning another language.
      - (1) DO add to 4xx numbers if entirely in that language, e.g. Spanish dictionary or grammar text for use by Spanish speakers with no notes or instructions in another language.
  3. Add MICROFLM or MICROFCH if needed.
  4. Format term (such as SCORE) is always last, with the exception of volume numbers for multivolume sets. Refer to the instructions for the appropriate format.

## V. Subjects

- A. Delete any subject headings with second indicators other than 0 (LCSH), 1(LC children's), 4 (Local) or 7 (Genre). Delete those with 4 if redundant, inappropriate or unnecessary.
- B. Scan topical subjects for sense, accuracy and pertinence to the topic of the work
  1. Be aware of subject obsolescence in older copy; bump if not sure
- C. Scan also name subjects, especially any topical subdivisions
- D. If subjects are lacking, use LCSH to supply if simple
  1. Note that "Literature" in 8xx numbers often does not require any subject headings
  2. If complex, bump to appropriate level staff
  3. Remember special 690 or 691 DPL subjects, such as
    - a) Occupations ^x ----
    - b) [Place] ^y[year(s)] for WHC items limited to specific places and times

- c) Bilingual text or multilingual text (see glossary).
- d) [format term] (See procedures for non-book formats. For copy, omit if redundant because generated by the system.)
- e) Coming of age stories—(add to any work of fiction with the genre heading Bildungsromans).
- f) True crime

E. Add 650 0 Ghost towns ^z [place] to older records, especially for Western History materials. If heading “Cities and towns, Ruined, extinct, etc.” is present, change to current form and/or add Ghost towns.

F. DPL adds subjects to fiction, including genre headings as needed.

## VI. Other

A. Add 246 alternate titles as needed to improve access

1. Author’s or publisher’s name as first element of title in 245
2. Parallel or distinctive title
3. Title with initials or numbers (not years) in the first five words
4. Differing spine, cover, half- or running title
5. Use correct indicators, or 500 note, as needed to be clear, e.g. 246 14 [Cover title] or 500 Title on cassette label: [xxx]
6. If the information at head of title DOES NOT stand alone as a meaningful title, do not use 246 subfield i for an at head of title note. Instead, make a 500 note that reads "At head of title: [Berlitz]" and then add a 246 3 \_ Berlitz Rome. If the information at the head of title DOES stand alone as a meaningful title, use the 246 subfield i form.

B. Reassign location on the processing form if necessary -- Central location should match class and level, i.e. j materials should be relocated to Children's (CH), not central (CE).

C. Check for consistency within the bibliographic record

1. Fixed to variable fields
2. Subject(s) to classification to contents
3. Delete tags as specified in MARC applications, e.g. 653 tags

D. Add Summary (520) or contents (505) notes or other information (such as 740 02 analytical titles) if doing so will significantly improve access for our customers. (May lock & replace OCLC record to add 505 note)

E. Verify all name headings for UKM records.

F. If a volume in a multivolume set has a complete, meaningful title of its own, treat as a separate item and put the set title in a 440.

1. For reference materials, if the volume does NOT have a title, or has something like "A-M" or "The early years", or "Adams-El Paso counties" treat the item as a part of a multivolume set. Before making your decision, check titles of other volumes in the set. .
2. For circulating materials always prefer separate records, even if there are no individual titles. Records will be distinguished by "part one," etc., in subfield p of the 245.

## VII. Special types of materials

### A. SPANISH LANGUAGE MATERIALS

1. Add appropriate subject heading (s) from Bilindex. These are coded 650/651 with indicator 7 and ^2 bidex (note that there is NO period after bidex, the punctuation precedes subfield 2)
2. For juvenile materials, also add 650 1 Spanish language materials
3. For juvenile materials, also add 520 contents note in Spanish if it is easily available, such as by copying from dust jacket or similar source. A 520 may also be added to other materials, especially for fiction works with indeterminate content

### B. CHILDREN'S (JUVENILE) and YOUNG ADULT MATERIALS, including HOUSED-INS

1. Annotated card program (Children's subject headings)
  - a) These are subject headings (6xx) with a second indicator 1. They may be referred to below as AC headings. They may include 651, 650, and 600 headings
  - b) For juvenile (j) materials, retain Annotated Card (Children's) headings (650 1 ). These are required for proper searching in the Prospector union catalog.
  - c) For materials classed "Y" for Young Adult, AC headings should be deleted or ignored
    - (1) Delete if redundant
      - (a) If there are LCSH subject headings (second indicator 0) and the AC headings repeat the same information, delete the AC headings
      - (b) The presence or absence of the word "Juvenile" need not be considered in determining redundancy
    - (2) If the record has only annotated card headings these may be left on the record. It is not necessary to search for and add other headings.

2. The words Juvenile literature (or Juvenile fiction, etc.) must be present, either in a subfield v after any subject or in a separate 690 field, or in a system-generated format term 898 on all “j” classed materials and other materials to be housed in CHL.
  - a) This is required for Kids’ Catalog.
  - b) Be sure code a, b, c or j appears in Audn in fixed fields for material classed “j”; this will generate the format term Juvenile.
  - c) For housed-in materials, add a 690 "Also in juvenile."
  
3. The word “Juvenile” should NOT appear in records for items classed “Y” for Young Adult (unless they are to be housed-in). These items should NOT have a, b, c or j in the Fixed fields. They must have d in order to generate the format term "Teen".
  
4. A 520 summary note is strongly desirable if information is easily available, especially for “j” items and especially for fiction
  - a) Should be brief
  - b) Usually can be copied from cover or jacket information
  
5. Special Subjects—add as needed:
  - a) Juvenile board books
  - b) Juvenile pop-up books
  - c) Juvenile big books
  - d) Juvenile life the flap books
  
6. Housed-Ins
  - a) Materials which are NOT juvenile should not be classed “j” even if ordered for Children’s. Items ordered as Reference may be classed "j" on a case by case basis.
  - b) Non-juvenile material may be housed in Children’s (at Central Library) or in the branch juvenile collections, at the request of the Children’s Specialist in CDO
  - c) Such material will have on the order “House in CHL & juvenile” as needed.
  - d) Juvenile or adult materials can also be designated "Locate Y".
  - e) For housed-in materials, add a 690 "Also in juvenile" or “Also in Young Adult.”
  - f) Materials ordered and marked on the order “Class J” that are not juvenile should be referred to the Children’s Specialist; place on the question shelf in TAS.

C. LARGE TYPE BOOKS

1. Value “d” must be present in “Form” in fixed fields. This will generate the format term Large type books.

2. Add upper-case suffix LARGE TYPE to call number
  3. Add (large print) after paging in 300 ^a, if there is no other statement such as "Large print ed." in 250 that serves the same purpose
  4. Add 650 0 Large type books for original only (for copy use macro).
- D. TRAVEL MATERIALS
1. First search CARL for a possible old serial record needing closing. If found, bump to Serials team.
  2. Class as monographs.
- E. CRITICAL EDITIONS
1. Do not consider a work to be a critical edition unless it contains substantial, multiple essays, constituting at least 1/4 of the work
  2. Critical editions are classed and Cuttered for the author of the work criticized.
- F. SIGN LANGUAGE
- Class all signed materials (videos, and books showing signing) in 419 regardless of topic.
- G. BOOK CLUB EDITIONS
1. Treat as added copies if possible, whether fiction or nonfiction
  2. As with any other item, significant new material makes it a new title. (See Added copy/New title guidelines)
- H. CLIFFS NOTES, MONARCH NOTES, ETC.
1. Be sure that the words "Cliffs notes" or Monarch notes" are accessible in a word search on CARL, usually in a series tag (490, 440) or alternate title tag (246). A 500 tag is not indexed.
  2. Be sure there is a 600 author-title tracing for the work being discussed
- I. LITERACY MATERIALS for adults
1. Watch for information on item indicating nature of material; statement on order form is not always present.
  2. For new adult readers (NAR in internal notes), class according to the type/topic of material (i.e. FIC, 398.2, etc.). 428.6 (Readers) or 428.62 (Readers for new literates) may be used as appropriate if the item really is a reader (has questions, projects for the reader or is a reading textbook) but do not force classify everything marked NAR into these numbers.
  3. Tend to use a shorter classification number, if there is an option
  4. Do not use j or Y in call number
  5. Do not use "Juvenile" in subjects

6. Add additional subjects:
    - (1) on all books: 650 0 Readers (Adult)
    - b) on non-fiction: 650 0 Readers ^x [Topic]
  7. Delete any conflicting subjects, such as “High interest, low vocabulary...”
- J. ELA (ENGLISH LANGUAGE ACQUISITION) [formerly ESL (ENGLISH AS A SECOND LANGUAGE)] including SmartReaders
1. These are a subset of literacy materials. We will allow CDO to determine which ones they think are ELA as opposed to general literacy.
  2. Add subjects if not already present:
    - a) On all materials-- 650 0 Readers (Adult)
    - b) On cassette (or CD) materials -- 650 0 English language ^v Sound recordings for foreign speakers
    - c) On non-fiction: 650 0 Readers ^x [Topic]
  3. Tend to use a shorter classification number, if there is an option
  4. Do not use j or Y in call number
  5. Do not use “Juvenile” in subjects
- K. ACTING EDITIONS OF PLAYS
1. An acting edition has been defined for DPL as any play that includes such information as property lists, stage plans, or any other material specific to performance and beyond the normal stage directions in the text. They are usually, but not always, French’s or similar.
  2. Add “acting edition” in a 500 note even if the words do not appear on the item. (If they do appear, then add “acting ed.” in 250)
- L. FICTION AND OTHER TITLES FORMERLY GIVEN BRIEF (paperback/EPH) RECORDS
1. Watch for instructions in Internal notes
  2. If no instructions to the contrary are given, hardback copies may be added to EPH/Brief records
    - a) Collection Development Office makes the determination when brief records should be replaced by full cataloging and provides instructions as needed
    - b) This applies to any materials previously done as EPH, including paperback fiction, picture books (jE type), cartoon books, etc.
  3. When instructed to do so, give full cataloging on OCLC; then when new full record appears on CARL, have all items moved from old brief record to new record and brief record deleted.
- M. PHOTOCOPIES
1. Add a 533 if information is available or can be determined

2. If not, add a 500 note Photocopy

N. ON-DEMAND REPRINTS, SUCH AS THESE

1. Note that rules state that the fixed fields refer to the original item, not the reprint. This includes dates.
2. Requires a 533 note and 539 note. Theses also get some special notes, such as 502, and 500 indicating presence of abstract and/or vita.

O. MICROFORMS

1. Must have appropriate letter in fixed fields: "a" for film, "b" fiche
2. Must have ^h in 245
3. Must have 007

P. GOVERNMENT PUBLICATIONS going to the Government Publications collection

1. NOTE: Many documents are going to branches or Western History; they are handled as any other materials and these instructions do not apply
2. Documents call number is supplied by GPB and is already written on the item and processing form
3. Break subfields as needed, after punctuation
4. No labels needed
5. Change DPLA to DPLR for Regional, DPLU for U.S., DPLC for Colorado, DPLD for Denver
  - a) Note that GPB makes this determination; in case of an item which involves agencies at more than one level it may appear confusing. Even if copy suggests one level when GPB's choice is another, we abide by their choice
6. Need correct code in fixed field GPub: c, f, l or s
7. Produce (instead of update); cards are sent to GovBus
8. Do not put on regular trucks to Processing; put on GovBus shelf in TAS area.

Q. Romance collections in paperback, including trade paperbacks

1. Generally 3-5 short stories by different authors
2. Generally have a collective title
3. Do not classify in 8xx even though this is contrary to normal cataloging procedure
4. Treat as title main entry, FIC TITLE if not eph or TITLE if it is eph

R. Short story collections (by more than one author)

1. Yand j collections

- a) Starting now, collections of short stories by multiple authors that are Y or j will be classed YShorts or jShorts instead of the Dewey class number.
    - b) Second line of call number will still be up to 8 letters of first word of the Main entry –which should be the title.
  - 2. Adult collections
    - a) Class FIC [First 8 letters of title main entry]
    - b) This is instead of classing in 8xxs – to see if they circulate more – and may be eliminated if the experiment does not work.
- S. Great Courses and similar materials
  - 1. Revised in 2007/8 to solve Router problems; call number must be under 15 digits/spaces to show on Router lists
  - 2. Reduce call numbers to similar to those for same type of materials on DVD. As with the change recently in media codes this would apply ONLY to Great Courses and similar materials
  - 3. See examples on the I drive  
I:/COS/TAS/PROCEDUR/Cataloging/Great courses
- T. Graphic novels
  - 1. Y and j graphic novels
    - a) Instead of a Dewey in the 099 use j or Y and up to 7 letters of the Title, Series, or character as determined from the official list from CDO Children’s/YA Specialist. There is no space between Y or j and the rest.
    - b) In 2<sup>nd</sup> subfield a, number of volume, if applicable
    - c) For Superheroes like Spiderman use the name of the character rather than any title
    - d) Official list, ever growing, is at  
I:/COS/TAS/PROCEDUR/Cataloging/Y and j graphic novels
  - 2. Adult graphic novels
    - a) Instead of a dDewey in the 099 use up to 8 letters of the title, series or character as determined from the official list.
    - b) In 2<sup>nd</sup> subfield a, number of volume, if applicable
    - c) For superheroes, use name of character instead of title
    - d) Official list, ever growing, is at  
I:/COS/TAS/PROCEDUR/Cataloging/Adult graphic novel series etc.

## DVDs

DVDs are produced in special formats for the sight-impaired user. This difference is significant and requires separate bibliographic records with special notes and subject headings. Described DVDs are for sight impairment. Catalogers should search carefully for these records. **The situation with Described DVDs is different from videos**



DESCRIBE

A

917.3

A

DESCRIBE

DVD

DVD

DESCRIBE

A

- d) The language refers to the language of the original soundtrack, not the country of origin. Add a language suffix for any DVD originally produced in a language other than English.

Silent films and those with only a few non-English phrases are treated as if English, unless they contain additional interpretive material in another language or languages. Consult your supervisor for assistance.

#### B. Prefixes

1. Add “j” or “Y” to non-fiction.
2. Fiction/entertainment DVDs require no prefix when the call number is CHILDREN.

#### C. Cutters

1. The first letter from the title is the Cutter, even if there is a 1xx
2. If the original title is in a language of a non-roman alphabet, use the English language title for Cuttering
3. Consider DVDs of plays performed on a stage to be nonfiction and class in 812, 822, etc., as appropriate. Cutter from the title of the play **EXCEPT** for plays of William Shakespeare. Use the DPL special Cutter list **and call numbers** for Shakespeare (see Shakespeare procedure). If a DVD of a play was produced and released as a feature film, consider it entertainment/fiction, e.g.: Mel Gibson’s film Hamlet.
4. Consider DVDs of operas to be nonfiction and class in 782.1. Do not use language in the call number for operas.
5. The cutter in the 099 will serve as the alpha letter to be applied to the packaging.

D. Suffixes

1. Do not add dates for new versions.
2. Add the language for non-fiction titles if foreign. Do not add language for opera performances.
3. Only add the format DVD for non-fiction titles. Entertainment DVDs already have this information.
4. Add volume or part number to call numbers when it would be helpful to the user, especially when numbering is not on the container.

5.  
Examples:

DVD G	DVD ITALIAN G	jDVD SPANISH G	CHILDREN DVD G
917.8 G DVD	j599.7 G SPANISH DVD		

II. Titles

- A. The 245 should be a title from the container even if it is not the one on the title screen.
- B. Make as many 246 variant title entries as appropriate; include one for the title screen title if necessary.
- C. For original cataloging, follow AACR2 for OCLC. Edit this record according to II.A.-B. above for DPL.

III. Notes

- A. Add notes about previously released movies or adaptations from plays or books if readily available from the OCLC record or item.

- B. Add notes for items produced for hearing and sight impaired user, using statement on the item or other appropriate wording.
- C. If the DVD is subtitled or dubbed, add a 546 note such as: Can be viewed subtitled in [language(s)], or dubbed in [language(s)].

IV. Subject Headings

- A. Add the following subject heading(s) as appropriate:
  - 690 Closed caption DVDs.
  - 690 Described DVDs.
- B. Add other genre subject headings as appropriate, including “Feature films.” In addition, add one or more of the following as appropriate for entertainment DVDs:
  - 690 Comedy DVDs.
  - 690 Drama DVDs.
  - 690 Action / adventure DVDs.
  - 690 Foreign DVDs.
  - 690 Science fiction DVDs.
  - 690 Musicals (DVDs)
  - 690 Horror DVDs.
  - 690 Children’s DVDs.
  - 690 Holiday DVDs.
  - 690 Westerns (DVDs)
  - 690 Anime DVDs
  - 690 TV DVDs.

Though more than one of these may be added to the record, choose one that predominates and mark it on the paperwork for processing staff to apply a genre sticker. Make sure that this genre is the first to display as a 690. Use the following table of preference:

- Holiday NOTE: NO HOLIDAY STICKER FOR ADULT ITEMS!
- Children’s
- Foreign (either alone, or further specified by Chinese, Farsi, French, German, Italian, Japanese, Russian, Spanish, Yiddish, or Vietnamese)
- Everything else

**NOTE:** Foreign is defined as: a) Any film made outside of the U.S. in which the original soundtrack was in a language other than English; or, b) Any film in which the original soundtrack was in English, but the film was made in a non-English-speaking country. This means that a film originally made in English in an English-speaking country will not get a Foreign sticker or have Foreign DVDs as the first 690. It may, however, have it as an additional 690.

- C. If the DVD can be viewed either dubbed or subtitled in Spanish, add at least one subject heading from the Bilindex.  
Add a language subject heading when the only spoken language is not English. If the DVD can be viewed in more than one language, and the original language of the film is not English, add a 690 only for the original language of the film.  
Examples:  
690 Spanish language DVDs.  
690 Japanese language DVDs.
  - D. Anime – Do not consider anime DVDs to be Foreign
- V. Added entries
- A. Added entries for long lists of performers and producers are unnecessary. Catalogers may use judgment on inclusion or deletion.
  - B. Make author-title added entries for books on which the DVD/film was based.
- VI. Packaging
- A. If DVDs are preprocessed either as a unit or as separates, catalog to match the packaging/processing when possible. Use informed judgment to avoid redoing work already paid for.
  - B. Current practice is to prefer cataloging as a set when possible.

## **SHAKESPEARE**

### DPL Classification Table

**Shakespeare, William, 1564-1616**

**822.3**

### General outline of DPL classification for Shakespeare

#### Works by Shakespeare

- 822.3 Complete works
- 822.31 Selected works and Selections
- 822.32 Individual works
  
- 822.33 Original editions, Facsimiles

#### Works about Shakespeare

- 822.34 X Reference
- Y Criticism
- Z Biography

Authorship Controversy  
822.35

Works based on Shakespeare  
822.36

Specific Rules and Examples

822.3 Complete works  
Including his complete dramatic works  
Cutter numbers are not used. Letters representing the editor, illustrator, series, publisher, title or other distinctive feature area used instead. Three letters should be supplied, with additional letters as needed to distinguish editions, revisions, etc.

822.3  
Har Shakespeare, William  
Complete works / ed. by G.B. Harrison

822.31 Selected works  
Partial collections of whole plays; also anthologies, extracts, monologues etc.:  
If you have a partial collection consisting of two separate works, then class with the first work named in its separate works number under 822.32  
If not, then Cutter as for 822.3

Poems: see 822.32 Y  
Dictionaries of quotations: see 822.34  
Adaptations, paraphrases: see 822.36

822.32 Individual works  
Includes partial collections consisting of only two separate works. Class with the first work named. Arrange according to the following table. Add three letters for editor or other distinctive feature, with additional letters as needed.

822.32  
H2wiL Shakespeare, William  
1993 Hamlet / ed. by J.D. Wilson. 3rd ed. 1993.

AL All's well that ends well  
An Antony and Cleopatra  
As As you like it  
Co Comedy of errors  
Cr Coriolanus  
Cy Cymbeline  
E3 King Edward III

H2 Hamlet  
 H4 Henry IV  
 H41 Henry IV, pt. 1  
 H42 Henry IV, pt. 2  
 H5 Henry V  
 H6 Henry VI  
 H61 Henry VI, pt. 1  
 H62 Henry VI, pt. 2  
 H63 Henry VI, pt. 3  
 H8 Henry VIII  
 J Julius Caesar  
 Kj King John  
 KL King Lear  
 L Love's labour's lost  
 Ma Macbeth  
 Me Measure for measure  
 Mh Merchant of Venice  
 Mr Merry wives of Windsor  
 Ms Midsummer night's dream  
 Mu Much ado about nothing  
 O Othello  
 Pe Pericles  
 R2 Richard II  
 R3 Richard III  
 Ro Romeo and Juliet  
 Ta Taming of the shrew  
 Te Tempest  
 Ti Timon of Athens  
 Tn Titus Andronicus  
 Tr Troilus and Cressida  
 Tt Twelfth night  
 Tw Two gentlemen of Verona  
 W Winter's tale

Poems

Y1 Collected poems, Selections, Songs  
 Y3 Venus and Adonis  
 Y5 Rape of Lucrece  
 Y7 Sonnets  
 Y9 Other  
 Z Spurious and doubtful works

822.33 Original editions, facsimiles

Include both complete works and separate works

### Complete works

For Cutter numbers for complete works, use

- A1 First folio (1623)
- A2 Second folio (1632)
- A3 Third folio (1664)
- A4 Fourth folio (1685)

Add two letters from the identifying name

### 822.33

- A1no Shakespeare, William  
The first folio of Shakespeare  
New York: Norton, 1968.  
(The Norton facsimile)

### Individual works

For Cutter numbers for separate works, use the letters for the individual title as given under 822.32, and add two letters from a distinctive element. Do not distinguish between various original editions.

### 822.33

- TeLo Shakespeare, William  
The Tempest : being a photographic facsimile of the first edition, 1623... introduction by Charles Loughridge.

### 822.34 Works about Shakespeare

- X Reference works  
Bibliographies, concordances, dictionaries, indexes, quotations, periodicals and societies

Arrange by main entry, using three letters

### 822.34

- Xbak Baker, A. E.  
Shakespeare commentary

### 822.34 continued

- Y Criticism and interpretation. Stage history.  
Comprehensive for "life and works"  
Arrange as under X
- Yz Criticism of individual works. Stage history of individual plays.  
Arrange by work, using letters as in 822.32, followed by two letters from main entry

(For “Norton critical editions” treatment, take last letters from editor)

822.34  
Yzh2be Benedict, R. R.  
Mystery of Hamlet

Z Biography  
Arrange by main entry, using three letters

822.34  
ZwiL Williams, F.  
Mr. Shakespeare of the Globe

822.35 Authorship controversy  
Cutter from main entry, using regular DPL rules

822.35  
Shakespe Shakespeare Fellowship  
Edward De Vere ... the real Shakespeare

822.36 Works based on Shakespeare  
Imitations, paraphrases, adaptations, parodies  
Cutter from main entry, using regular DPL rules

822.36  
Chute Chute, M. G.  
1976 Stories from Shakespeare

## **RECORDINGS – SPOKEN**

1. Handle these like any other material, but add extra subjects  
690 Abridged talking books or 690 Unabridged talking books if appropriate.
2. For spoken CDs add a 690 Spoken compact discs.
3. Note that a few may be abridged versions of the original work; look for indications on cassette or holder and add appropriate 500 note.
4. All spoken CDs are considered CD Books. This includes storytelling, lectures, instruction.
5. Trace performer(s) if prominently named.
6. If a talking book has the same narrator, a different publisher, and a note indicating that the previous publisher played some part in the new production,

and we have that previously published talking book, add to that record. Include 500 note: publisher varies.

7. Call numbers are the same as for print materials, with an appropriate suffix for format added, i.e. AUDIOCASSETTE or CD BOOK.
8. Titles published in 2 or more parts/containers—if they cannot reasonably be repackaged into a single container, then catalog each part on a separate bib record. Include “pt. 1”, etc., in the call number.
9. EXCEPTION: See special Great Courses procedure.

FIC  
KING  
L  
CD  
BOOK

973.2  
Williams  
CD  
BOOK

973.2  
Williams  
SPANISH  
CD  
BOOK

FIC  
KING  
L  
AUDIO  
CASSETTE

FIC  
CERVANTE  
M  
CD  
BOOK  
Pt. 2

RECORDINGS: MUSIC

- I. DPL does not use Dewey for any music recordings in general or special collections. We use words in place of classification number.

Words used:

CHILDREN  
CLASSIC  
COUNTRY  
FOLK  
HIPHOP RAP  
HOLIDAY  
JAZZ  
LATIN  
NEW AGE  
OPERA  
POP  
RELIGS  
R&B

used for:

Juvenile  
Classical  
Country & western  
Folk  
Hip hop & rap  
Holiday  
Jazz  
Latin  
New Age  
Operas & operettas  
Popular  
Religious  
Rhythm & blues

SOUND EFFECTS  
SOUND TRACKS  
WORLD

Sound effects  
Sound tracks  
World

- II. Rules in current practice
- A. OPERA is used for complete operas and operettas, and for recordings of selections from operas and operettas.
  - B. LATIN is to include popular Latino singers from any country singing in either Spanish or English.
  - C. RELIGIOUS is to include any kind of religious music: Gregorian chant, Masses, hymns, Christian music, etc.
  - D. FOLK music includes singers/groups like Peter, Paul & Mary, the Chad Mitchell Trio, Pete Seeger, etc.
  - E. WORLD music has a somewhat different connotation than FOLK and is a bit more modern.
  - F. SOUND TRACKS includes movie & television music, excerpts and complete works.

- III. Precedence
- A. HOLIDAY takes precedence, followed by CHILDREN.
  - B. Religious music of any type is classed RELIGS

- IV. Construction of call numbers
- A. Prefixes Y and C as appropriate for destination collection.
  - B. Word category in place of the call number. See the attached Classification guidelines for choosing the correct category.
  - C. Up to eight (8) letters from the main entry, which may be composer, performer, or first word of title, depending on the applicable rules in AACR2R.
  - D. Cutter sound tracks from film title if for one film. Compilations are cuttered for composer/main entry.
  - E. Do not add a language suffix.
  - F. Add an appropriate format suffix last (the second and third will be rare):

CD	AUDIO	SOUND
	CASSETTE	RECORD

- V. Call number examples

- A. C  
COUNTRY  
WILLIAMS  
CD  
Williams, Hank  
40 greatest hits / Hank Williams.
- B. CHILDREN  
ONE  
CD  
102 dalmatians [sound recording] : music from and inspired by the film.
- C. CLASSIC  
VIVALDI  
Vivaldi, Antonio  
The four seasons / Vivaldi.

	CD	
D.	COUNTRY ASLEEP CD	Asleep at the wheel Ride with Bob / Asleep at the Wheel.
E.	FOLK FOLK CD	Folk song America : a 20th century revival
F.	HIPHOP RAP OUTKAST CD	Outkast (Musical group) Stankonia / Outkast.
G.	HOLIDAY ARVADA CD	Arvada Center Chorale. Fanfares & carols / Arvada Center Chorale ; Aries Brass Quintet.
H.	JAZZ GETZ CD	Getz, Stan, 927- Getz/Gilberto / Stan Getz, Joao Gilberto.
I.	LATIN MARTIN CD	Martin, Ricky. Ricky Martin.
J.	NEW AGE LEE CD	Lee, Riley Kelly. Buddha's dream : music for meditation / Riley Lee.
K.	OPERA VERDI CD	Verdi, Giuseppe, 1813-1901. Aida : [opera in four acts] / Verdi.
L.	POP GRATEFUL CD	Grateful Dead (Musical group) What a long, strange trip it's been : the best of the Grateful Dead / Grateful Dead.
M.	RELIGS BEETHOVE CD	Beethoven, Ludwig van, 1770-1827. Missa solemnis : op. 123 / Ludwig van Beethoven.
N.	R&B BLAND CD	Bland, Bobby. Two steps from the blues.
O.	SOUND EFFECTS LIVING CD	Living sound effects. Vol. 7.

- P. SOUND TRACKS EVERYONE CD  
Everyone says I love you : original soundtrack recording.
- Q. WORLD KHAN CD  
Khan, Badar Ali.  
Lost in qawwali. II / Badar Ali Khan.
- VI. Local subject headings (690) *Audio cassettes, Compact discs, and Sound recordings* are no longer necessary. These terms will be system-generated, provided fixed field and 007 information is correct.
- VII. Note that spoken recordings are classed. DPL collects audio cassettes only for spoken recordings, except for Children's materials not available on compact disc. Children's music cassettes are done according to this procedure. LPs will be extremely rare (and only for Western History).
- VIII. Children's sometimes orders items that are storytelling rather than music per se; these may have jFIC or j398.2 or similar in place of the words.
- IX. Add the LC subject heading *Sounds* to recordings of sound effects. Consider use of the following LC subject headings for particular sounds:
- 650 0 Nature sounds.
  - 650 0 Animal sounds.
  - 650 0 City sounds.
- X. Based on the call number assigned, add one of the following local genre headings:
- 690 Children's music (CDs)
  - 690 Classical music (CDs)
  - 690 Country CDs.
  - 690 Folk music (CDs)
  - 690 Hiphop/Rap CDs.
  - 690 Holiday music (CDs)
  - 690 Jazz CDs.
  - 690 Latin music (CDs)
  - 690 New age music (CDs)
  - 690 Opera CDs.
  - 690 Pop music (CDs)
  - 690 Religious music (CDs)
  - 690 Rhythm and blues CDs.
  - 690 Sound effects (CDs)
  - 690 Sound tracks (CDs)
  - 690 World music (CDs)

Classification guidelines - music recordings

Anthem (including antiphons, magnificats)	C	New Age music	N
Ballets	C	Nocturnes	C
Bluegrass music	F or CW	Operas (complete)	O
Blues	J or RB	Operas (excerpts)	O
Canons and rounds	C	Oratorios	C
Cantatas	C	Overtures	C
Canzonas (instrumental music so designated)	C	Part-songs	C
Carols (except Christmas carols)	C	Passacaglias	C
Chaconnes	C	Passion music	C
Chance compositions	C	Pavane	C
Chansons, polyphonic	C	Polonaise	C
Chants	C or R	Popular music	P
Chorale preludes	C	Preludes	C
Chorales	C	Program music	C
Concerti grossi	C	Ragtime music	P
Concertos	C	Requiems	R
Country music	CW	Ricercars	C
Dance forms	C or P	Rock music	P
Divertimentos, serenades, cassations and nocturni	C	Rondos	C
Fantasia, fancies, fantasies, etc.	C	Sonatas	C
Folk music (including folk songs, ballads, etc.)	F	Songs	C or P
Fugues	C	Spirituals	R
Gospel music	R	Studies and exercises (etudes)	C
Hymns	R or H	Suites	C
Jazz	J	Symphonic poems	C
Madrigals	C	Symphonies	C
Marches	C	Toccatas	C
Masses	R	Trio-sonatas	C
Mazurkas	C	Variations	C
Minuets	C	Waltzes	C
Motets	C		
Motion picture music	ST		
Musical revues and comedies	ST		

C = CLASSIC  
 CW = COUNTRY  
 F = FOLK  
 H = HOLIDAY  
 J = JAZZ  
 N = NEW AGE

O = OPERA  
 P = POP  
 RB = R&B  
 R = RELIGIOUS  
 ST = SOUND TRACKS

**Added copy procedure**

(see also procedures for specific formats)

- I. Match item to permanent bib record on CARL
  - A. Refer to Added Copy / New Title guidelines (Monograph) for criteria on what constitutes a match
  - B. For NON-FICTION titles, make sure that the title, author, and edition match.
  - C. For FICTION it is not necessary for date and paging to match, provided that everything else does. If the publisher is the only difference, and there is a '590 Publisher varies' note, then it is a match.
  
- II. Print appropriate number of labels.

**Added Copy / New Title guidelines (Monograph):**

The following rules governing decisions on whether variant editions are to be treated as new titles or as added copies apply only to regular department and Genealogy materials. There are special rules for Special Collections materials. Decisions may call for individual judgment on a case-by-case basis. Sometimes the weight of a combination of factors will affect the decision.

These guidelines apply to non-fiction, and to fiction with the exceptions indicated.

VARIATION IN	NEW TITLE	ADDED COPY	RECORD VARIATION
<u>Title proper</u>	Yes	No	N/A
Title other (245 ^b)	Only if there are other differences	Usually, when variations are slight	590 Subtitle varies
Editor, translator	Usually	Rarely	No
Illustrations	Yes, if significant	Usually, unless significant	No
Introduction or foreword	Only if important—brings book up to date	If unimportant	No
Joint authors—order of names	No, if only difference	Yes	No
Edition, numbered	Yes, unless actually a printing	Only if actually a printing, as is frequently the case with Spanish materials	No
Edition, new, revised, etc.	Yes, usually	Only if not really revised	No
Edition, abridged	Yes	No	N/A
Edition, named or	No	Yes	049^n Deluxe

paperback			Book Club
Place & Publisher	No, unless other differences	Usually, including variation of publisher name	590 Publisher varies and 049^n Publisher name and pages
Date—Copyright	No, unless other differences	Yes	No
Date—printing	No	Yes	No
Paging	Only if significant and there are other variations	Usually, even for index or notes, if minor and not on title page	049^n [xxx p.]
Volumes	Yes	No	N/A
Series	Usually, unless publisher's or reprint	Only if publisher's or reprint	No
Bound with	Yes	No	N/A
Size	No	Yes	No

#### Fiction Exceptions

Editor; introduction or foreword; illustrator	Usually not, unless a critical edition Critical ed. Must have substantial multiple essays, constituting at least ¼ the work	Usually—prefer to add. If it does not qualify as a critical edition, add to an existing record	No
Place & publisher	Rarely	Yes	No
Paging	No	Yes	No
Series	No	Yes	No
Record on CARL is a brief (EPH) record	No, unless requested	Yes	No

#### **Added Copy / New Title guidelines (Monograph):**

##### **Special Collections**

**Includes Western History (not Genealogy), RHC, DOU, EFD, JHC, CON**

No distinction is made between fiction and non-fiction.

VARIATION IN	NEW TITLE	ADDED COPY	RECORD VARIATION
<b><u>Title proper</u></b>	Yes	No	N/A
Title other (245 ^b)	Yes	No	N/A
Editor, translator, illustrator	Yes	No	N/A
Illustrations	Yes	No	N/A
Introduction or foreword	Yes	No	N/A
Joint authors—order of names	No	Yes	No
Edition, numbered	Yes	No	N/A
Edition, new, revised, etc.	Yes	No	N/A
Edition, abridged	Yes	No	N/A
Edition, named	No	Yes	049^n Deluxe Book Club
Place & Publisher	Yes	No	N/A
Date—Copyright	Yes	No	N/A
Date—printing	No	Yes, only if identical	No
Paging	Yes	No	N/A
Volumes	Yes	No	N/A
Series	Yes	No	N/A
Bound with	Yes	No	N/A
Size	No	Yes	No

**Added Copy guidelines:  
Reclassing Foreign Language Fiction**

Prior to March 1999, foreign language fiction was classified in the Dewey 800s with a language suffix. Since that date, these materials have been classed as with English language fiction, adding a language suffix:

FIC  
NAME  
|  
LANGUAGE

Added copies can be reclassified by Bibliographic Technicians if:

- 1) The entire text is in a non-English language
- 2) The call number begins with 8xx
- 3) There is a single main entry author
- 4) There are 6xx or 898 fields with the language and words such as "Fiction" or "Short stories."

If any of the above is missing, give the materials to BAS for a decision, unless it is obviously non-fiction.

**Added Copy guidelines:  
TRANSLATING CUTTER NUMBERS**

This procedure applies only to those records that have Cutter numbers, with the following exceptions:

- This procedure does not apply to materials in Special Collections.
- This procedure does not apply to works by or about Shakespeare.

When processing added copies for DPL regular collections, use the new text Cutter format so that old formats will be phased out over time. If necessary, update call number to reflect current practice.

Add the word reclass, your initials, and the date (month/year) to the 049 field.

Some materials will need special handling.

- Bump any item with a 'z' in the work letters that doesn't come from the title [biographies]
- Bump any items that have **CARL505**..... in the 035 tag of the MARC record [see attached example].

1. RULES

- A. We use text Cutters up to 8 characters.
- B. General rules for Cutters:
  - 1. Cutter will be a combination of upper and lower case letters, exactly as found in the main entry.
  - 2. Cutter will include up to the first 8 characters of the main entry.
    - a. If the main entry is a 100, use the first 8 characters up to a comma for the text cutter, including spaces, apostrophes, and hyphens, e.g.: San Vicente = San Vice O'Shaughnessy = O'Shaune Smith-Lovin = Smith-Lo
    - b. If the main entry is a 110, 111, 130, or 245, use the first 8 characters of the first word (up to the first space) for the text cutter. "Spaces" include slashes, hyphens, commas, and periods, e.g.: Real-time = Real
  - 3. If the first characters of a title main entry consist of numbers, spell them out for the text Cutter in the language of the title.
  - 4. When cuttering for software or for a specific firm, use upper and lower case letters as in the authority record. If an extra line is required to create a meaningful cutter, add it.
  - 5. Diacritics, etc. When creating a text cutter, delete spaces that are left when the printer ignores diacritics. If letters are joined (AE), have hooks, slashes, etc., type the letter for the text cutter.

- C. Cutter is usually from the main entry, with exceptions as ordered in Dewey and additional exceptions as stated below.
1. Biographies and criticism of an individual author and/or their work: Cutter from the subject individual rather than the main entry.
    - a) Criticism of a single work -- Class and Cutter for the author of the work.
    - b) Biography – If the subject of a biography has his or her own DDC number, e.g.: Buddha - 294.363 ; John the Baptist – 232.94 ; Satan/Lucifer - 235.47, the cutter is taken from the main entry, NOT from the biographee.
    - c) Personal narratives of war are not cuttered as biographies and the books do not get a biography sticker.
    - d) Juvenile biographies—When there is a Children’s authority record for a more recognizable form of a name (as opposed to the official Library of Congress heading; e.g. Magellan for Magalhaes) be sure the Children’s heading is on the record (600 11) and cutter from it.
  2. Books about musical groups are cuttered by group name.
    - a) Biographies of pop singers are classed in 782.42 rather than 781.66.
  3. Other categories for which special Cutter lists have been established
    - a) Breeds of dogs (in 636.71)
    - b) Flowers (in 635.93)
    - c) Automobiles (in 629.222 etc.)
    - d) Indian tribes in Western History (C970.3)
  4. Works by or about Shakespeare (See Shakespeare procedure.)

## 2. PROCEDURE

- a. Open ITS, search for bib record, match according to New title/Added copy guidelines
- b. If there is there a 1xx tag (100, 110, 111) copy up to eight characters, following rules listed above.
- c. Paste these characters over the cutter number found in the 099 tag
- d. If there is no 1xx tag, if the record is title main entry go to the 245 tag
- e. Copy up to eight characters, **excluding articles at the beginning of the title**, following rules listed above
- f. If the first characters of the title main entry consist of numbers, spell them out for the text Cutter.

## EXAMPLES

**Title main entry** – title begins with a word

Ramp plans : learn how to build vert, street, mini, launch and bowls.

OLD FORMAT	NEW FORMAT
796.22 R147	796.22 Ramp

**Title main entry** – title begins with a number

12-step horror stories : true tales of misery, betrayal, and abuse in AA, NA, and  
12-step treatment

OLD FORMAT	NEW FORMAT
362.291 T917	362.291 Twelve

**Author main entry**

The happy isles of Oceania / Paul Theroux

OLD FORMAT	NEW FORMAT
919.504 T343hap	919.504 Theroux

**Author main entry**

Living the simple life : a guide to scaling down / Elaine St. James

OLD FORMAT	NEW FORMAT
179.9 S143Li	179.9 St. Jame

**Author main entry**

Art deco painting / Edward Lucie-Smith

OLD FORMAT	NEW FORMAT
759.0612 L963ar	759.0612 Lucie-Sm

**Author main entry**

After ninety / Imogen Cunningham

OLD FORMAT	NEW FORMAT
779.2 C917af	779.2 Cunningh

**Author main entry**

Collected poems of Frank O'Hara / Frank O'Hara

OLD FORMAT	NEW FORMAT
811 O36co	811 O'Hara

**ADDED COPY/NEW TITLE DECISION CHART (designed for CDO)****FICTION CHART**

Difference / Variation in	New title	Added Copy
Editor, Introduction or forward	Usually not, except Critical editions*	Yes
Translator	Yes	No
Place and publisher	No	Yes
Paging	No	Yes
Series	No	Yes
Printing or copyright date	No	Yes
Illustrator	Yes if significant	No
Revised edition	Yes	No
Abridged or simplified edition	Yes	No

*\*Critical edition: Per Jim Kroll, to be considered a critical edition a work of fiction must have substantial multiple essays, constituting at least ¼ of the size of the work.*

**NONFICTION CHART**

Difference / Variation in	New Title	Added Copy
Editor or translator	Yes, usually	No
Place and publisher	No	Yes
Paging	No	Yes
Series	Yes	No
Printing or copyright date	Only with other differences	Usually
Illustrator	Yes	No

<b>Revised edition</b>	Yes	No
<b>Abridged or simplified edition</b>	Yes	No
<b>Introduction or forward</b>	Only if important and brings book up to date	If not important
<b>Edition, numbered</b>	Yes	No

**When there is more than one possible record on CARLPAC:**

Choose according to the following, in this order:

- The one with the least differences from the item in hand or being ordered, if known (e.g. critical essays, introduction, size, illustrations, publisher)
- The record with the most copies attached
- The record that already has a note saying “Publisher varies”
- The record providing the best access (e.g. subjects, contents note)

**Do not add:**

- A large print to a regular print, or vice versa
- Works having substantially different content, such as Beowulf alone to Beowulf, and The fight at Finnsburg
- Different number of volumes
- Also-ins

**EPH PROCEDURES – BASICS**

What is and what isn't EPH

- I. jE and readers jR, JR1, jR2, jR3: if it's hardcover we catalog; if paper we do as EPH.
- II. Non-fiction paperbacks should be cataloged unless they are comics/cartoons, genre story collections, or stories based on film.
  - A. Garfield, Calvin & Hobbs and Joke books – do EPH unless oversized new title.
  - B. Children's books with classed call numbers, add paperback edition to existing Bib record.
- III. Only FIC, jFIC and jE can be done as EPH. Non-fiction is never done as EPH.
- IV. CHL Board books – EPH; Don't add to an existing jE record.
- V. Children's books with very weak bindings should be EPH.
- VI. Follow CDO orders on Receiving form.

## VII. EPH SPANISH BOOKS

A. Spanish CHL books, do as EPH. Put white Spanish sticker on top left corner of cover.

B. Add three tracings:

1. 650 7 Cuentos infantiles.^2bidex
2. 650 1 Spanish language materials.
3. 690 Novela juvenil.

C. For conversion, Loc = LANG (for branches and CHL)

VIII. Certain materials in Spanish are supposed to be done as EPH, others are to be cataloged:

A. Magic School Bus – Classed juvenile – give to Cataloger.

B. Goosebumps – EPH

## EPH PROCEDURE -- CATALOGING

**Used for cataloging of mass market fiction paperbacks** (but not juvenile or YA series as designated on special Series list)

- I. Search for a bibliographic record using CARL ITS (soon to be ITSi)
  - A. Do a title search or ISBN search.
    1. If a bibliographic record is found -- process and convert -- see added copy procedure.
    2. If an I-PAGE ORDER RECORD is found:
      - a) Select I-Page order record
      - b) Add 008 tag, 049 tag and tracings
      - c) Edit rest of record according to DPL guidelines
    3. If no record found on Carl, need to create a new minibib record using OCLC or ITS.
    4. Prefer cataloging on OCLC instead of 2 and 3 above. If using OCLC ignore the following ITS instructions but other instructions remain the same.
  - B. You can clone from an existing record, or create from scratch.
- II. Creating a new record
  - A. Click on the Create a new record button
  - B. Choose books
  - C. Fill in the required fields
- III. Cloning from an existing similar record (e.g. same author)
  - A. Search for a record similar to the item in hand (same author, series, or genre).
  - B. Verify author and illustrator for the correct use of name.
  - C. Delete or replace fields as needed, e.g. 020, 300
- IV. Minibib record will contain the following fields.
  - A. LDR tag – system generated
  - B. 008 tag – system generated; edit as needed using edit 008 button
  - C. 049 tag -- #aDPLA #n Your initials

- D. 020 tag -- ISBN
  - E. 099 tag -- Author's last name (or BIG BOOK [letter]).
  - F. 100 tag -- Author
  - G. 245 tag -- Title (subfield #a only; also subfield #b if useful information such as series-type wording or main character)
  - H. 246 tag -- Indicators are usually 3 blank – form of title – or 14 for Cover title
  - I. 260 tag -- Publisher and year
  - J. 300 tag -- Paging (subfield #a only)
  - K. 440 tag -- Series-- subfield #v number or volume if any.
    - 1. DO NOT USE 440 FOR AUTHOR SERIES. Author series is defined as a series wherein all books are by the same author(s).
    - 2. Check series by searching in the OCLC authority file:
  - L. 490 tag – Series not traced (first indicator 0) or traced differently (first indicator 1)
  - M. 500 tag – General note.(optional)
  - N. 505 tag – Contents note (optional)
  - O. 520 tag -- Summary note (optional)
  - P. 650 or 690 – Subject or Special headings – below.
  - Q. 655 tag -- #2gsafd -- See tracing for genre headings --see list below
  - R. 700 tag -- joint author or illustrator if present; may be more than one.
  - S. 740 tag – added entry title – use for titles included in the larger work (indicators 02)
  - T. 800 tag – Author series (use with 490 indicator 1)
  - U. 946 tag Purchase order number to link
- V. Especially for juvenile, teen and non-English language records, be sure to format record to correctly to create 898 tags (Leader, 007, 008 fields)
- A. Note: Check indicators from OCLC manuals.
- VI. Convert -- Using CARL.Solution Circulation. See Processing/conversion manual for up-to-date instructions and codes.
- A. Search for record.
  - B. Select record, wand Barcode number
  - C. Call # -- author's last name or first 2 words of title for Title main entry.
  - D. LOC -- PAPER or genre code for Hoyt and branches.
    - 1. For CHL books use CHL.
    - 2. For Language books use LANG
    - 3. For Board books use BOARD
    - 4. For Holiday books use HOLIDAY
  - E. MEDIA --PB OR JPB depending on the level.
- VII. Move any temp items to new brief record and release item (s) to be distributed.
- VIII. EPH CATALOGING (paperbacks) EXCEPTIONAL SITUATIONS

A. Multiple authors-- If 2 authors of the same work, one gets 100 and the second a 700. If 3 authors of same work, first gets 100 and other two get 700s; four or more authors becomes title main entry. Refer questions to a cataloger.

B. Title main entries: If more than 3 different authors and titles add 505 note. Title and Authors. If less than 3 different authors add 700 tag with subfield t. For Samples:

1. See record for 3 authors and titles. (bid. 0623663185) -- Title Mistletoe kittens
2. See record for 5 authors or more. (bid. 1422491) -- Title Love potion.

IX. Special series problems

A. DOES NOT APPLY TO CHILDREN'S OR YA SERIES—See separate procedure

B. Series where the “original” author is not the current author.

1. 100 should contain actual author
2. 700 for original author/creator
3. Spine initial is for original author
4. Call number field is original author's last name

C. Series where the only name on the title page is given in an “odd” way rather than as an author. e.g. Don Pendleton's Mack Bolan and no other actual author is stated (although another person may be mentioned as “contributing” to the work.

1. 100 for name on title page
2. Initial of that name on spine
3. That last name in call number field
4. (optional) 700 for contributor
5. Add subject headings.

X. Paperbacks are often marked on the cover or spine by the publisher as western, science fiction, etc. In general, take their word for it.

1. English language materials -- Add a 655 tag with 7 indicator and subfield #2gsafd for any of the following as appropriate. Can also be a 655 with indicator 0 and no subfield 2 if the heading is an LCSH heading.
2. You may have more than one.
  - a) Adventure fiction
  - b) Comic books, strips, etc
  - c) Fantasy fiction
  - d) Historical fiction
  - e) Horror fiction
  - f) Humorous stories
  - g) Love stories

- h) Movie novels
- i) Mystery fiction
- j) Romantic suspense fiction
- k) Science fiction
- l) Suspense fiction
- m) Western stories

XI. Special headings for Children's materials—

A. Add in 690 tag for the following:

- 1. Juvenile literature
- 2. Toy and movable books.
- 3. Juvenile board books
- 4. Juvenile pop-up books
- 5. Juvenile big books – 655 tag not 690:  
655 7 Big Books (Children's books)^2lcsh  
Also call number in 099 is BIG BOOK plus 1<sup>st</sup> letter of main entry
- 6. Juvenile lift the flap books

B. See Macro for these.

XII. Genre heading for EPH Spanish

A. Add in 650 tag with second indicator 7 subfield 2 bidex.

- 1. Relatos de aventura -- Suspense novels, Swashbucklers, Thrillers.
- 2. Novela biografica -- Fictionalized accounts of life of a real person.
- 3. Munquitos, tiras comicas, etc. Use for Garfield, Snoopy, Calvin & Hobbes, etc.
- 4. Novela Policiaca -- Crime stories, Suspense novels, Mysteries
- 5. Novela fantastica
- 6. Novela historica
- 7. Cuentos de terror -- Horror fiction
- 8. Cuentos del oeste -- Western stories; set in 19th cent. American West

Cuentos de amor -- Love stories (Romances).

### Call Numbers

- I. The Denver Public Library creates call numbers through the use of Dewey Decimal Classification numbers, text Cutters, work letters, prefixes and suffixes. DPL uses one call number only, with the exception of special collections and government documents.
- II. Ancient history -- The DPL shelf list is over 100 years old, and practices have varied over the years.

- A. At times in the past, prefixes were used, such as lower case initial letter prefixes for foreign language materials or q for quarto, that are no longer assigned today. Materials using the old foreign language designations will be reclassified if more copies are added.
  - B. Another past practice was the use of B for biography, followed by a Cutter. These materials should be reclassified if copies are added.
  - C. Old TR and TL collections are reclassified as encountered. Special projects have reclassified most of these.
  - D. Past practice included creation of unique call numbers for distinct bibliographic entities.
  - E. Past practice for cutting included use of Cutter 4 figure and Cutter Sanborn tables. Materials using this method of cutting will be reclassified if more copies are added. The bib. record will be edited to reflect current practice, reclass notices will not be sent.
- III. Exceptions to Dewey Decimal Classification – Areas where DPL does not use DDC:
- A. Juvenile picture books-- Use jE plus one letter from Main Entry. (See Cataloging Guidelines for Children's Materials.)
  - B. Juvenile Readers-- These are identified by the children's selection specialist according to the level of reader. Suspected readers not so identified should be returned to the children's specialist for level decision. Use jR, jR1, jR2, jR3 plus one letter from main entry. (See Cataloging Guidelines for Children's Materials.)
  - C. Periodicals (published more often than once a year)-- Use x with no additions, except for Genealogy, Western History and GRN (General Reference and Nonfiction). Periodicals in Genealogy, Western History and GRN are classified according to Dewey. Exceptions to "x" may be made at the request of a department. (See Serials cataloging procedure.)
  - D. Generic records for manufacturers' automobile service/shop manuals are classified x with no additions. (See Auto manufacturer's procedure.)
  - E. Generic records for Standards and Specifications-- Use SPECS with no additions. (See Standards and Specifications procedure.)
  - F. Fiction: novels and short story collections by a single author -- Use FIC followed by the first 8 letters of author's last name and then the first letter of first name all in caps. This includes a single work by two or more authors working together. For a single work by more than three authors, use the first 8 letters of title main entry in place of author. See Fiction procedure for details. This does not apply to collections of fiction by different authors or to critical editions, both of which will be classed in

- G. Videos—(See Videos procedure.)
  - H. Fiction paperbacks (EPH)—(See EPH procedure.)
  - I. Music recordings—(See Recordings: Music procedure.)
- IV. DPL Use of Dewey Decimal Classification
- A. DPL uses the current edition of Dewey, although it may not be accepted immediately upon publication of a new edition.
  - B. No more than 6 digits beyond the decimal point are permitted except for Genealogy materials (See Call Numbers—Special Collections procedure.)
  - C. Some exceptions are made for local practice in the Circulating Collection:
    1. 352-354 -- Apply the option decision: DPL has chosen to use Option B See centered entry 352-354 under 093-099. Option B. In order to provide local emphasis and shorter notation, class specific topics of public administration treated in jurisdictions requiring local emphasis in 352-354 without adding notation 09...
    2. 400s  
 Watch for “base number” as given in DDC to avoid confusion and possible double digits. Also, while DPL classes some readers in the 400s, consider a work a Reader in this sense only if its chief use is intended to be learning a foreign language. These generally have glossaries and notes in English.  
  
 Add language designation if material is in a language other than English. See Language Abbreviations for Call Numbers for language names longer than 8 letters. Do not add for bilingual or multilingual works.  
 In general, do not add to 4xx call numbers, e.g.: instructional texts for learning another language.  
 DO add to 4xx numbers if entirely in that language, e.g. Spanish dictionary or grammar text for use by Spanish speakers with no notes or instructions in another language.
    3. 419 Sign Language -- Class signed videos and books in 419 regardless of subject.

4. 629.2222 through 629.229 and 629.287: Vehicles by name  
Whether or not directed in DDC, arrange alphabetically by name of vehicle. See special DPL text Cutter list. This includes cars, trucks, vans, and motorcycles.
5. 635.93 and 636.71  
DPL also uses special text Cutters for Dog Breeds and Flowers. See section under Cutters and individual lists in manual. Do not use 635-933-635.939. Do not use 636.72-636.76 extensions for specific breeds provided for in Special Cutter list; however, general numbers may be used for groups of breeds.
6. 647.9+  
Do not use for tourist guides to Bed and breakfast accommodations, hotels, campgrounds, etc. [any guide to a place to sleep!]. Class in the 91x area.
7. 650.142 Resumes  
Use for all resume books, including writing cover letters.
8. 7XX+ Art books  
Art books in languages other than English are shelved with English language art books. Language is not added to the call number, they are not shelved with other foreign language materials, and they do not get language stickers.
9. 779 Photographs  
Use for general collections or for a general collection by one photographer. If, however, the collection is descriptive of a place or topic, with little or no photographic data, prefer classing with the subject. If DLC-DLC suggests LC number in D-F, this indicates classifying in 900s.
10. 780s Music  
Use DDC as usual for treatises about music, biographies, etc. For scores (including song books, methods books), DPL uses the base number for the ensemble or instrument, without adding a facet indicator or any further additions. (See also Scores procedure.)
11. 800s Literature
  - a) Do not use period tables.
  - b) DPL does not use extensions to call numbers in 810-899, literatures of specific languages. However, they may be used in 800-809, e.g. 808.83876 Collections of science fiction but 813.08 Collections of American science fiction.

- (1) When eliminating the numbers from the period table, additional numbers may be retained if appropriate. Example: 813.5409 becomes 813.09.
- (2) The only allowable extensions for numbers 810-899 are –08 for Collections and –09 for Criticism. 08 Collections implies by more than one author.

c) Literature in cartoon or comic strip form is usually classed in 741.5+; however, bible material in cartoon form goes in 22x. Watch for “graphic novels”--These should be classed in 741.5+, with occasional exceptions [e.g. Maus].

- (1) Exception: Only adult graphic novels are classed. See special procedure for j and Y graphic novels.

d) 808.06665  
Do not use for resumes. Class in 650.142.

e) 822.33 Shakespeare  
Do not use. (See Shakespeare procedure.)

f) Anthologies – Changed June 2007. Class as FIC, title main entry.

- 12. 914-919 Hiking books  
Do not use. All hiking books are classed in 796.51+
- 13. 920+ Biographies  
Prefer to class biographies with subject. Only a few numbers in 920s are still valid; use for general collections that cannot be classed with a more specific subject.
- 14. 929.2 Family histories  
In Genealogy, do not subdivide. In other departments, may subdivide by place if appropriate.
- 15. 970.00497 Indians of North America  
Prefer a more specific place when possible. Use this number for general works limited only by continent.
- 16. Children’s country/region series. Class children’s series that provide an overview or an introduction to a country or region (e.g.: Enchantment of the world), or series on states/regions of the U.S. in j940-999. If emphasis is on culture, 306 may be appropriate.

D. Local practice for non-circulating collections

- 1. Western History—(See Western History procedure.)
- 2. Genealogy—(See Genealogy procedure.)
- 3. Rare books, etc.—(See Rare books procedure.)

## V. Cutters

- A. We use text Cutters up to 8 characters.
- B. General rules for Cutters:
  1. Cutter will be a combination of upper and lower case letters, exactly as found in the main entry.
  2. Cutter will include up to the first 8 characters of the main entry.
    - c. If the main entry is a 100, use the first 8 characters up to a comma for the text cutter, including spaces, apostrophes, and hyphens, e.g.: San Vicente = San Vice O'Shaughnessy = O'Shaune Smith-Lovin = Smith-Lo
    - d. If the main entry is a 110, 111, 130, or 245, use the first 8 characters of the first word (up to the first space) for the text cutter. "Spaces" include slashes, hyphens, commas, and periods, e.g.: Real-time = Real
  3. If the first characters of a title main entry consist of numbers, spell them out for the text Cutter in the language of the title.
  4. When cutting for software or for a specific firm, use upper and lower case letters as in the authority record. If an extra line is required to create a meaningful cutter, add it.
  5. Diacritics, etc. When creating a text cutter, delete spaces that are left when the printer ignores diacritics. If letters are joined (AE), have hooks, slashes, etc., type the letter for the text cutter.
- C. Cutter is usually from the main entry, with exceptions as ordered in Dewey and additional exceptions as stated below.
  1. Biographies and criticism of an individual author, artist, architect, etc. and/or their work: Cutter from the subject individual rather than the main entry.
    - a) Criticism of a single work -- Class and Cutter for the author of the work.
    - b) Biography – If the subject of a biography has his or her own DDC number, e.g.: Buddha - 294.363 ; John the Baptist – 232.94 ; Satan/Lucifer - 235.47, the cutter is taken from the main entry, NOT from the biographee.
    - c) Personal narratives of war are not cuttered as biographies and the books do not get a biography sticker.
    - d) Juvenile biographies—When there is a Children's authority record for a more recognizable form of a name (as opposed to the official Library of Congress heading; e.g. Magellan for Magalhaes) be sure the Children's heading is on the record (600 11) and cutter from it.
    - e) Do not Cutter from a 130 if the heading is for a foreign language title or a title under which the work was previously published. Consider changing these to 730s on

copy. Do Cutter from a 130 for Sacred scriptures, anonymous classics, legal materials.

2. Books about musical groups are cuttered by group name.
  - a) Biographies of pop singers are classed in 782.42 rather than 781.66.
3. Other categories for which special Cutter lists have been established
  - a) Breeds of dogs (in 636.71)
  - b) Flowers (in 635.93)
  - c) Automobiles (in 629.222 etc.)
  - d) Indian tribes in Western History (C970.3)
4. Works by or about Shakespeare (See Shakespeare procedure.)

## VI. Prefixes

- A. Prefixes are used to collocate materials that cross classification lines.
- B. Prefixes currently used in DPL are the following:
  1. Those indicating level of material:
    - a) j for children's materials
    - b) Y for Young Adult
  2. Those indicating location in a special collection. Note that the same title may exist in the circulating collection and also in Western History and/or Genealogy, in which case two (or more) call numbers will be assigned to the same bibliographic entity.
    - a) C for Western History (special collection)
    - b) CA for Colorado Authors in the Western History collection-- used for materials by Colorado authors that would normally be outside the collecting area and used only by request of WH.
    - c) G Genealogy
  3. Materials which are j or Y may be collected by Western History. When more than one prefix is needed, C precedes j or Y. No space is needed between the letters.

## VII. Additions to call numbers are made as needed, in the following order:

- A. Year for editions is always first. (See also II Ancient history)

1. Always add a date for Computer books and Travel guides. If the date prominently displayed in the title or on the cover (e.g.: Fodor's Europe 2000) differs from the date of publication of an edition (3<sup>rd</sup> ed., c1999), use the title/cover date in the call number. (See also Call Numbers for Special Collections procedure)
- B. Language designation, if other than English.
1. Languages are abbreviated to no more than 8 letters as needed. (See Language Abbreviations for Call Numbers procedure.)
  2. Language designations are always all caps.
  3. Language designations may be added to non-Dewey as well as Dewey numbers, but not to "x".
  4. Language designations are not added to bilingual or multilingual materials, or art books that primarily consist of illustrations.
  5. Language designations come before format terms.
- C. Format terms-- Add as the last element of the call number the appropriate format term for materials. See also procedures for specific formats.
1. Types of materials needing format terms include audiovisual, microforms, large type.
  2. Format terms are all caps with each word on a separate line. The following are abbreviated to fit on one line:
 

Microcard	MICROCRD
Microfiche	MICROFCH
Microfilm	MICROFLM
- D. Volume and/or number on label only. This is not part of the call number in the bibliographic record, since the same record may include more than one volume. This is the last element on the label and is not capitalized, e.g.: v.1. [Note: A volume designation may be included in the call number of any item having a subfield n in the 245 field if it is felt that it will improve access.]

### **Appendix C. DPL Local Practice Call Numbers**

**352-354** -- Apply the option decision: DPL has chosen to use Option B See centered entry 352-354 under 093-099. Option B. In order to provide local emphasis and shorter notation, class specific topics of public administration treated in jurisdictions requiring local emphasis in 352-354 without adding notation 09...

#### **400s**

Watch for "base number" as given in DDC to avoid confusion and possible double digits. Also, while DPL classes some readers in the 400s, consider a work a Reader in this sense

only if its chief use is intended to be learning a foreign language. These generally have glossaries and notes in English.

Add language designation if material is in a language other than English. See Language Abbreviations for Call Numbers for language names longer than 8 letters. Do not add for bilingual or multilingual works.

In general, do not add to 4xx call numbers, e.g.: instructional texts for learning another language.

DO add to 4xx numbers if entirely in that language, e.g. Spanish dictionary or grammar text for use by Spanish speakers with no notes or instructions in another language.

**419 Sign Language** -- Class signed videos and books in 419 regardless of subject.

**629.2222 through 629.229 and 629.287:** Vehicles by name  
Whether or not directed in DDC, arrange alphabetically by name of vehicle. See special DPL text Cutter list. This includes cars, trucks, vans, and motorcycles.

**635.93 and 636.71**

DPL also uses special text Cutters for Dog Breeds and Flowers. See section under Cutters and individual lists in manual.

Do not use 635-933-635.939. Do not use 636.72-636.76 extensions for specific breeds provided for in Special Cutter list; however, general numbers may be used for groups of breeds.

**647.9+**

Do not use for tourist guides to Bed and breakfast accommodations, hotels, campgrounds, etc. [any guide to a place to sleep!]. Class in the 91x area.

**650.142 Resumes**

Use for all resume books, including writing cover letters.

**7XX+ Art books**

Art books in languages other than English are shelved with English language art books. Language is not added to the call number, they are not shelved with other foreign language materials, and they do not get language stickers.

**779 Photographs**

Use for general collections or for a general collection by one photographer. If, however, the collection is descriptive of a place or topic, with little or no photographic data, prefer classing with the subject. If DLC-DLC suggests LC number in D-F, this indicates classifying in 900s.

**780s Music**

Use DDC as usual for treatises about music, biographies, etc. For scores (including song books, methods books), DPL uses the base number for the ensemble or instrument, without adding a facet indicator or any further additions. (See also Scores procedure.)

**800s Literature**

Do not use period tables.

DPL does not use extensions to call numbers in 810-899, literatures of specific languages. However, they may be used in 800-809, e.g. 808.83876 Collections of science fiction but 813.08 Collections of American science fiction.

When eliminating the numbers from the period table, additional numbers may be retained if appropriate. Example: 813.5409 becomes 813.09.

The only allowable extensions for numbers 810-899 are –08 for Collections and –09 for Criticism. 08 Collections implies by more than one author.

Literature in cartoon or comic strip form is usually classed in 741.5+; however, bible material in cartoon form goes in 22x. Watch for “graphic novels”--These should be classed in 741.5+, with occasional exceptions [e.g. Maus].

### **808.06665**

Do not use for resumes. Class in 650.142.

### **822.33 Shakespeare**

Do not use. (See Shakespeare procedure.)

**Anthologies –Class as FIC, title main entry.**

### **914-919 Hiking books**

Do not use. All hiking books are classed in 796.51+

### **920+ Biographies**

Prefer to class biographies with subject. Only a few numbers in 920s are still valid; use for general collections that cannot be classed with a more specific subject.

### **929.2 Family histories**

In Genealogy, do not subdivide. In other departments, may subdivide by place if appropriate.

### **970.00497 Indians of North America**

Prefer a more specific place when possible. Use this number for general works limited only by continent.

**Children’s country/region series.**

Class children’s series that provide an overview or an introduction to a country or region (e.g.: Enchantment of the world), or series on states/regions of the U.S. in j940-999. If emphasis is on culture, 306 may be appropriate