

**Original Cataloging Workform**  
**Send to Cataloging Center via mail or delivery -- do not fax.**

Your name: \_\_\_\_\_ Your library: \_\_\_\_\_  
Your email: \_\_\_\_\_ Your fax (with area code): \_\_\_\_\_  
Your phone (with area code): \_\_\_\_\_ **Today's date:** \_\_\_\_\_

For printed materials, please attach a copy of the item's title page, title page verso, and last numbered page (if applicable). For audio-visual materials, please attach a copy of the cassette/disc label, and container, including spine label. Please also photocopy any information that is not obvious, and which could be useful for cataloging purposes (such as title page or label of accompanying material, or table of contents).

Please note that the Cataloging Center cannot create item records for your library. Once you have been notified that the record you have requested has been added to the database, you will need to add your holdings information to the MassCat database on your own.

**Fill out as many fields as possible (both sides of page).**

Format: Book\_\_\_\_ Videocassette\_\_\_\_ DVD\_\_\_\_ Audiocassette\_\_\_\_  
Compact-disc\_\_\_\_ CD-ROM\_\_\_\_ 3 ½ in. Disk\_\_\_\_  
For kits: which media is the primary one? \_\_\_\_\_

ISBN \_\_\_\_\_ LCCN \_\_\_\_\_

Language(s) if not only English: \_\_\_\_\_

Music or Video publisher's number(s) (For audiobooks, please note publisher numbers on cassette *and* container, if different. Please specify location.): \_\_\_\_\_  
\_\_\_\_\_

Main entry (personal or corporate author, if any): \_\_\_\_\_  
\_\_\_\_\_

Title and subtitle (if any) – from title page/cassette label : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Variant title(s): different form of title from cover, spine, container, accompanying materials  
(specify source of each variant title): \_\_\_\_\_

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Edition (not reprint information), if other than first: \_\_\_\_\_

Imprint (place of publication, publisher, year of publication) (For audiobooks, please note publishers on cassette *and* container, if different. Please specify location.): \_\_\_\_\_

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Physical Description: Last numbered page: \_\_\_\_\_  
Videos/DVDs: color \_\_\_\_\_ black & white \_\_\_\_\_  
Size in centimeters (round up to next highest whole number): \_\_\_\_\_ cm.  
Number of volumes, cassettes or disks (specify material types if more than one) \_\_\_\_\_  
Accompanying material with size/pagination/running time: \_\_\_\_\_

Please check all that apply:

Illustrations \_\_\_\_\_ all/most color \_\_\_\_\_

Photographs \_\_\_\_\_

Maps \_\_\_\_\_

Plates \_\_\_\_\_ how many? \_\_\_\_\_

Genealogical tables \_\_\_\_\_

Music \_\_\_\_\_

Series title: \_\_\_\_\_

Notes (closed-captioned, contents/summary, cast/reader, subtitles, dubbing, etc. if this information is not included on accompanying photocopies.): \_\_\_\_\_

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Added entries – personal or corporate authors (including illustrators, editors, etc.): \_\_\_\_\_

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For videos and cd-roms: Is info from viewing the credit screen(s)? Yes \_\_\_ No \_\_\_

Index? Yes \_\_\_ No \_\_\_

Bibliography at end of text? Page # \_\_\_ to page # \_\_\_

Item is not paginated, but contains a bibliography \_\_\_\_\_

Bibliographical references scattered throughout? Yes \_\_\_ No \_\_\_

Is the item a: biography \_\_\_\_\_ autobiography\_\_\_\_\_ fiction\_\_\_\_\_

Intellectual level: Juvenile (under 15)\_\_\_\_\_ Adult\_\_\_\_\_

We need a Dewey Decimal classification number \_\_\_\_ Library of Congress class number \_\_\_\_

Define the subject content of the book and suggest possible subject headings or genre terms

below: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list here any other information that is not obvious, but should be reflected in the

bibliographic record: \_\_\_\_\_  
\_\_\_\_\_  
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