

What do you need to submit if you need a title cataloged: 1) scanned images of the title page, title verso page, table of contents pages (if you want them included in the record; and 2) a completed work form. Then send to Colleen Turnage at turnagec@nccommunitycolleges.edu

ORDINARY GRACE

A NOVEL

WILLIAM KENT KRUEGER



ATRIA PAPERBACK

A Division of Simon & Schuster, Inc.
1230 Avenue of the Americas
New York, NY 10020

This book is a work of fiction. Names, characters, places, and incidents either are products of the author's imagination or are used fictitiously. Any resemblance to actual events or locales or persons, living or dead, is entirely coincidental.

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3. Grief—Fiction. I. Title.

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	Short Work Form	1 title per sheet, with up to 30 titles per batch. Please do not rename sheets. Email form as attachment to turnagec@nccommunitycolleges.edu . Suggested file name: schoolname-date (ex. Craven-27apr2016)
CCLINC	Title control key no.	<if you have entered a short bib, or think you may have found a matching bib in CCLINC, enter its title control number here. Ex. a467897. Otherwise, leave this cell blank>
	Classification no.	PS 3561 .R766 O73 2014 (if LC); 813.54 K941o (if Dewey)
	Barcode no.	<scan the barcode that will be assigned to this title for your library>
	Item type	BOOK
	Home location	STACKS
	Price	29.95
OCLC	Control no.	882537406
010	LCCN	2012034884
020	ISBN	9781451645859 (paperback)
022	ISSN	
100/110	Author	Krueger, William Kent
245	Title : subtitle	Ordinary grace : a novel / by William Kent Krueger
250	Edition	1st Atria Books paperback edition
260	Publication info	New York : Atria Paperback, 2014, c2013
300	Physical description	336 pages ; 23 cm
504	Bibliography	
505	Contents	
520	Summary	
650	Subject heading	Families - Minnesota - Fiction
650	Subject heading	Murder - Minnesota - Fiction
650	Subject heading	Grief - Fiction
700	Added entry	
	Additional comments?	See next page for two important notes!

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NOTE: Refer to the System Policies spreadsheet for item type and home location names used in the ILS.

NOTE: You can INSERT rows at any time by right clicking at the beginning of the row and selecting "Insert". Be sure to include the MARC tag #, etc. (I added two 650 fields to the work form on the previous page!)

If you compare the information on the work form to the information on the scanned title and title verso pages, then you will see that I pulled ALL of the information from those two scanned pages and filled in the work form. It may seem redundant to submit both the work form and the scanned pages, but it is good practice, and will help you know what's important, where it needs to go on the work form, and how the information should be entered.

Also note that I went ahead and searched WorldCat (<http://www.worldcat.org>) for this title. I limited my search to Books and simply entered **9781451645859 dlc** in the search box. Only one (1) record came up. And the best part was that by adding **dlc** at the end of my search, I knew I would be seeing DLC (Library of Congress) copy. Library of Congress records are going to have classification numbers (LC, Dewey), summaries, table of contents, and plenty of subject headings. When searching for audio-visual titles (i.e., DVDs), simply add **tefmt** at the end of your search string. That will pull up records created by Midwest Tapes. I've found them to provide the best, most complete records for audio-visual titles.

But what do you do if you need to submit a self-published work that minimal (if any) information?

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Out of the Storm

Book of Poems

Copyright © 2017

Roanoke Rapids, NC

by Tawanda Freeman-Thompson

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ISBN: 978-1548966317

Here's an example of a self-published book of poetry. This is the **title page**. There was no title verso page with this title. There was, however, a rather lengthy Table of contents. In the case of literature, if you want the titles of individual essays, short stories, or poems cited in the Table of Contents (505) field, you'll need to scan and submit those pages as well! It's also helpful to include a note in the appropriate field indicating that you've attached the scanned images. (That way you don't have to type all those titles in!)

With so little information provided on the title page, how would you go about filling in a work form?

It should be noted that you can sometimes find a publisher noted for the title in question when you do an ISBN search for it on www.amazon.com. Feel free to add that information in the Additional comments field of the work form.

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CCLINC	Title control key no.	
	Classification no.	No classification numbers cited for this title
	Barcode no.	<scan the barcode number you plan on assigning this title here>
	Item type	BOOK
	Home location	STACKS
	Price	19.95
OCLC	Control no.	
010	LCCN	
020	ISBN	9781548966317 (paperback)
022	ISSN	
100/110	Author	Freeman-Thompson, Tawanda
245	Title : subtitle	Out of the storm : book of poems / by Tawanda Freeman-Thompson
250	Edition	No edition was cited
260	Publication info	[Place of publication not identified] : [Publisher not identified], c2017
300	Physical description	136 pages ; 18 cm
504	Bibliography	
505	Contents	<see attached scan for table of contents>
520	Summary	
650	Subject heading	American poetry.
650	Subject heading	
650	Subject heading	
700	Added entry	
	Additional comments?	Amazon.com notes the publisher as CreateSpace.

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I hope that you find all this information helpful. Don't forget to use the resources that are available to help you!

- [5-step cataloging process](#) / it is your guide for cataloging materials in CCLINC!
- [Where can I find classification numbers?](#)
- [The Cataloging Calculator](#) / for LC cutter numbers, links to variable and fixed fields in Bibliographic formats and standards, and the LCSH
- [Useful cataloging web sites](#)