

Procedures for preparing cataloging surrogates

We understand that some materials may not be able to leave your library. If the items are fragile or too extensive to be sent through the delivery system, we can catalog from surrogates, rather than shipping original items. If you will be sending surrogates, the following guidelines will help you prepare your materials.

Cataloging from surrogates

Surrogates are scanned or photocopied images of the pages that a cataloger refers to when searching copy or creating original records. To keep multiple images from an item grouped together, your surrogates should be numbered or have a unique identifier assigned to them.

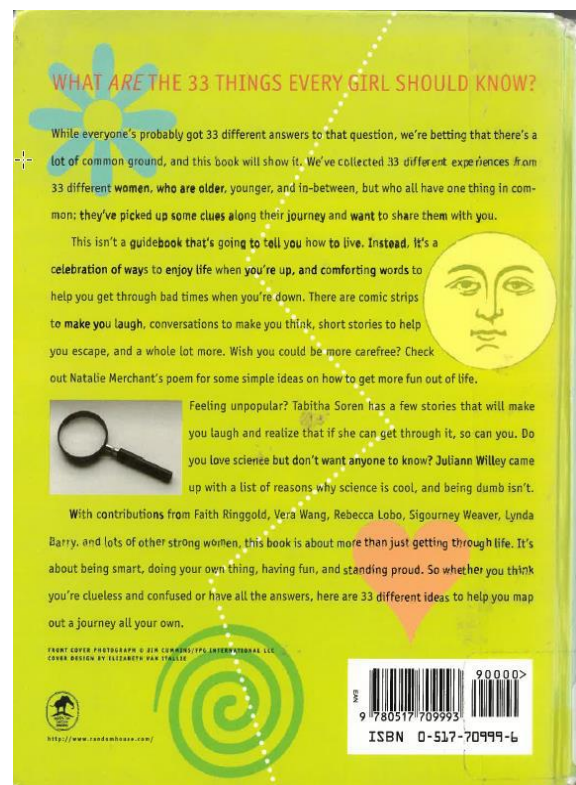
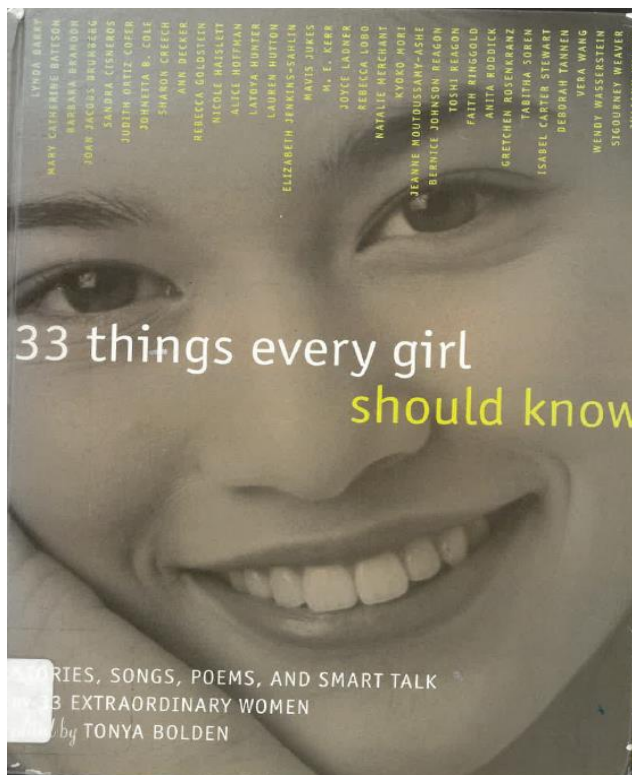
- For digital files (PDF or JPEG), include a number or unique identifier in each file name.
- For photocopies, please number the first page of each item and staple or clip pages together.

The content that should be captured in surrogate form varies by material type.

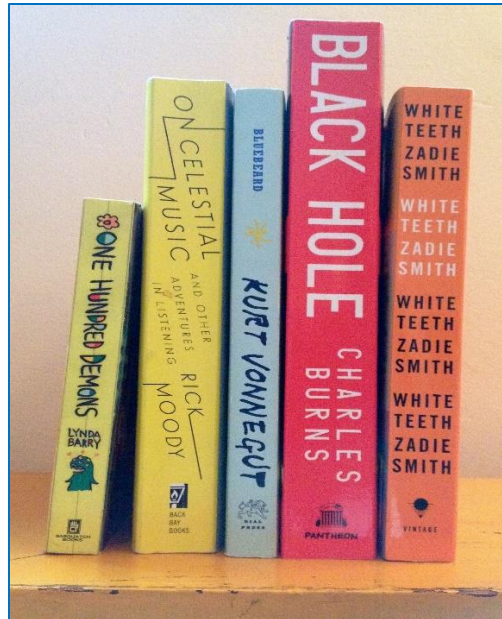
Monographs

Please include images of:

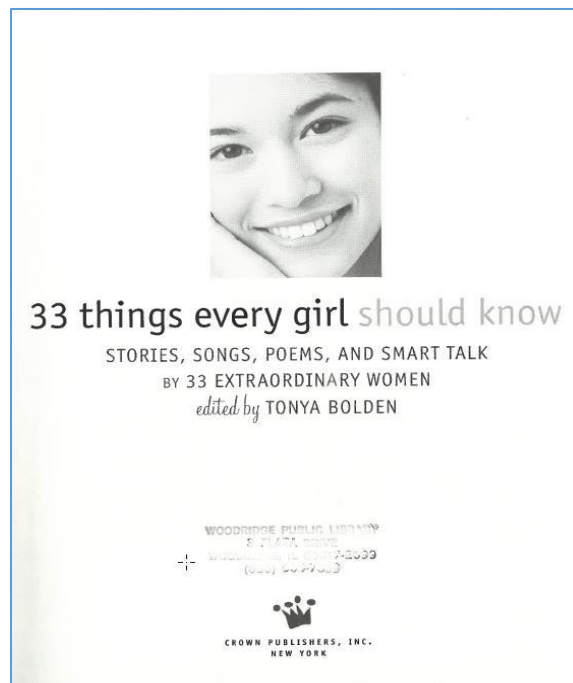
- Cover (front and back)



- Spine



- Title page



- Title page verso

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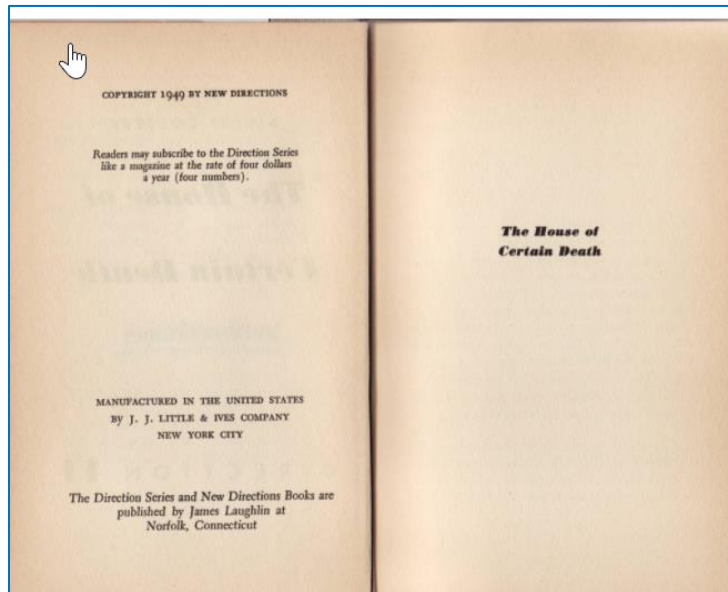
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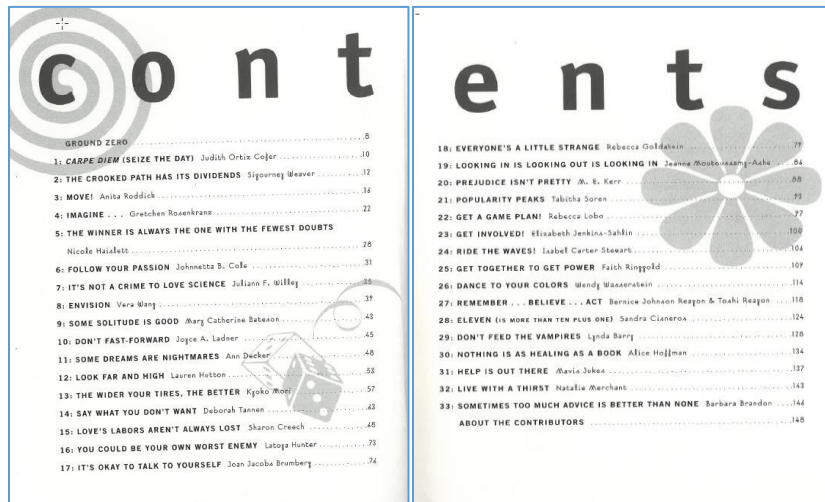
Printed in the United States of America

Library of Congress Cataloging-in-Publication Data
Bolden, Tonya.
33 things every girl should know / edited by Tonya Bolden. — 1st ed.
p. cm.
Summary: A mix of short stories, essays, a comic strip, a speech, an interview, poems, and more which offer insights and advice for girls.
ISBN 0-517-70994-8 (trade pbk.) — ISBN 0-517-70999-6 (lib. bdg.)
1. Girls—Literary collections. I. Girls—Literary collections. 2. Conduct of life—Literary collections. I. Bolden, Tonya.
PZ5.A125 1998
813.B792427—dc21 57-28431
10 9 8 7 6 5 4 3 2 1
First Edition

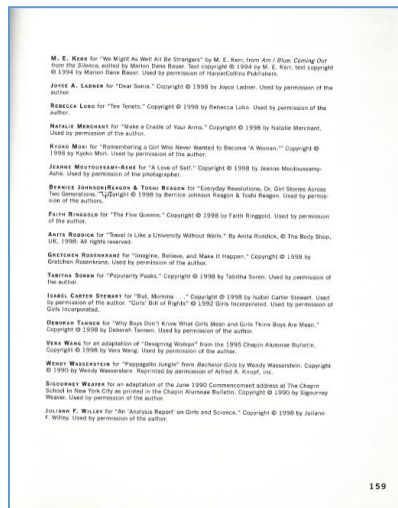
- Series title page, if applicable



- Table of contents



- Introduction or a portion of the first chapter
- Illustrations that may appear throughout the text, including plates
- Last numbered page



- Any other pages that might be pertinent to cataloging the item

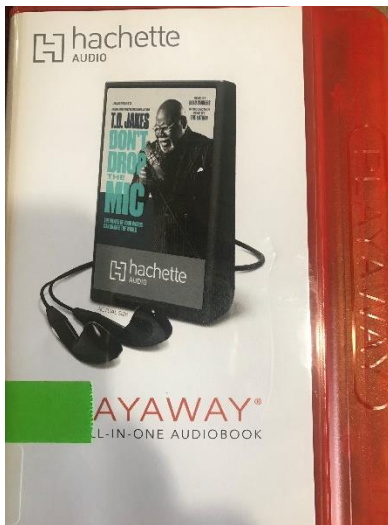
Serials

For multi-volume sets or serials, provide the images specified under monographs, but only for the first volume or issue. For each subsequent volume or issue, you may opt to just include title page and verso images with the specific volume and issue numbering.

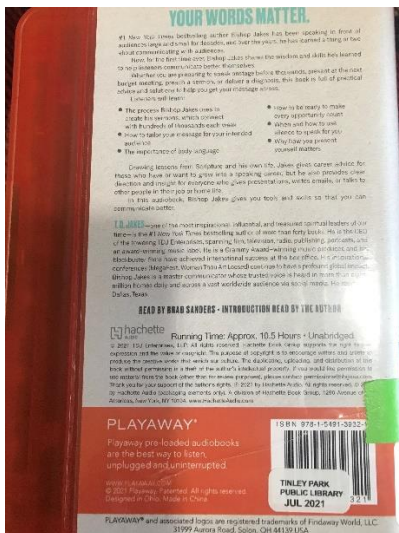
Sound recordings

For sound recordings (CD, LP, Playaway), include images of:

- Case front



- Case back



- Case insert, if present
- Disc front
- Disc back, for LPs and other media where information is visible on back

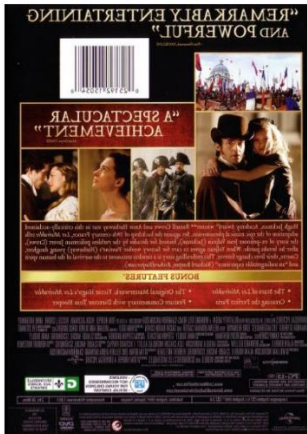
Moving image recordings

For moving images (DVD, Blu-ray), include images of the following:

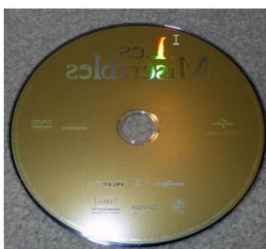
- Case front



- Case back



- Case insert, if present
- Disc front



- Screen shots of opening credits

Additional source of information

If you've already collected metadata that you would like to have included in the records or used as a source, please send that to us as well. If you have any questions about preparing surrogates, please contact RAILS cataloging staff nincy.george@railslibraries.info.