

Holding Record

Adult Non Fiction Books—Including Biographies: HC and Pbk.

8/3/10

ITYPE: Adult Non Fiction Books will come from ACQ with the Itype BLN, BL28, BLNU10 or BL28U10 depending on the collection code and price of the item ie. BBXNF has the Itype BLN and BBNF has the Itype BL28U10 when the item is less than \$10.

BIOGRAPHY CALL NUMBER: This is assigned by the ACQ department or Baker & Taylor. BCLS is flexible with biographies. Books about two people in the same family are classed biography as are most memoirs.

B

Subject's last name, subject's first initial

NON-FICTION CALL NUMBER: This is assigned by the ACQ department or Baker & Taylor according to the Dewey Decimal System:

Dewey

Author's last name or if there is no author use the first word of the title

COLLECTION CODE: This is determined by the selector when ordering. "New" collection codes ie. BBXNF result in a blue dot on the pocket.

CHECK-IN NOTE: This is entered in the holding record if the book includes a CD, map, etc. It will be printed on the bibliographic label. *It should not be deleted.*

Processing Procedures

Adult Non Fiction including Biographies

8/3/10

Processing is done either by Baker & Taylor or in the ACQ department.

Hardcover books with no dust jacket:

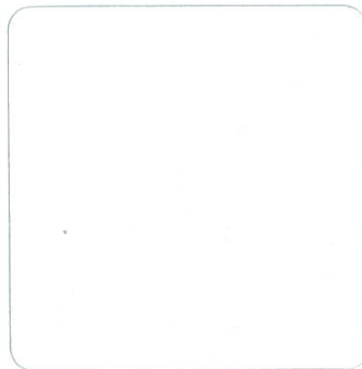
1. A large property label will be attached to bottom third of the title page adjusted to avoid covering pertinent information.

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2. The barcode is placed in the upper right corner of the inside back cover.



3. The beeper is placed on the inside back cover where the pocket pouch will be.



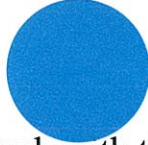
4. The book pocket is centered 1 inch from the bottom of the inside back cover.

8/4/2010

5. A large property label is centered on the pouch of the pocket.

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6. If the item has a new collection code, a blue dot is placed in the bottom right corner of the pocket.



7. The bib label is centered flush with the top edge of the pocket. If the book includes a CD, map, etc. this will be noted on the label. **613.7 Perez**

636.08 Bechtel

B Gao, E

Perez, Beto.

Bechtel, Stefan.

Gao, Ertai.

Zumba : ditch the workout.

Dogtown : tales of rescue, rehabilitation, and redemption

In search of my homeland : a memoir of a Chinese labor camp

1 book 1 cd

8. The rotation schedule is determined by the ACQ department and appears immediately above the pocket pouch and on a book card inserted in the pocket.

9. If the book is not to be rotated the branch code and the date processed (1st or 15th) appear immediately above the pocket pouch.

10. The spine label will be affixed ¼ inch from the bottom of the spine. Spine labeling is covered with book tape.

**613.7
Perez**

**B
Gao,
E**

Hardcover books with a dust jacket: (see materials examples above)

1. A large property label will be attached to bottom third of the title page adjusted to avoid covering pertinent information.
2. The barcode is placed in the upper left corner of the inside back flyleaf.
3. The beeper is placed on the inside back flyleaf where the pocket pouch will be.

4. The book pocket is centered 1 inch from the bottom of the inside back flyleaf.
5. A large property label is centered on the pouch of the pocket.
6. If the item has a new collection code, a blue dot is placed in the bottom right corner of the pocket.
7. The bib label is centered flush with the top edge of the pocket.
8. The rotation schedule appears immediately above the pocket pouch and on a book card inserted in the pocket.
9. If the book is not to be rotated the branch code and the date processed (1st or 15th) appear immediately above the pocket pouch.
10. The spine label will be affixed ¼ inch from the bottom of the spine directly on the dust jacket.
11. The dust jacket is covered with a mylar jacket and affixed with ¼ inch filament tape.

Paperback books: (see materials examples above)

1. A large property label will be attached to bottom third of the title page adjusted to avoid covering pertinent information.
2. The barcode is placed in the upper right corner of the inside back cover.
3. The beeper is placed on the inside back cover where the pocket pouch will be.
4. The book pocket is centered 1 inch from the bottom of the inside back cover.
5. A large property label is centered on the pouch of the pocket.

6. If the item has a new collection code, a blue dot is placed in the bottom right corner of the pocket.
7. The bib label is centered flush with the top edge of the pocket.
8. The branch code and the date processed (1st or 15th) appear immediately above the pocket pouch.
9. The spine label will be affixed ¼ inch from the bottom of the spine. The entire spine is covered with book tape.
10. 3 pieces of hinge tape (1/4 inch filament tape) are applied between the first page and the front cover. The same will be done for the last page and the back cover.

DOGTOWN

tales of rescue, rehabilitation, and redemption

Stefan Bechtel

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WASHINGTON, D.C.

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636.08 Bechtel
Bechtel, Stefan.
Dogtown :

6 DEC 1 - 2009

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TALES OF RESCUE,
REHABILITATION,
AND REDEMPTION

DOG TOWN

Stefan
Bechtel

636.08
Bechtel

Status: cc Created: 7/2/2009 11:24:00 AM by: 222506134

Owned by: Unowned Updated: 3/18/2010 11:56:00 AM by: mlarson

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100 1 _ ‡a Bechtel, Stefan.

245 1 0 ‡a Dogtown : b tales of rescue, rehabilitation, and redemption / c Stefan Bechtel.

246 3 _ ‡a Dog Town

2 _ _ ‡a Washington, D.C. : b National Geographic, c c2009.

300 _ _ ‡a ix, 293 p. : b ill. ; c 24 cm.

610 2 0 ‡a Dogtown (Animal sanctuary)

650 _ 0 ‡a Dog rescue z Utah z Kanab x Case studies.

650 _ 0 ‡a Dogs z Utah z Kanab x Health x Case studies.

650 _ 0 ‡a Dogs x Training z Utah z Kanab x Case studies.

945 _ _ ‡a 2621677

949 _ _ ‡b 33243023872457 c baxnf d 636.08 Bechtel n bau p 26.00 q 4580639 s B&T t bln

949 _ _ ‡b 33243023872465 c bbxf d 636.08 Bechtel n bbc p 26.00 q 4580641 s B&T t bln

949 _ _ ‡b 33243023872473 c bgxf d 636.08 Bechtel n bsa p 26.00 q 4580640 s B&T t bln

950 _ _ ‡a 2621677 b Horizon bib#

994 _ _ ‡a Z0 b B2A

ZUMBA®

Ditch the Workout, Join the Party!™
The ZUMBA Weight Loss Program

BETO PEREZ

and MAGGIE GREENWOOD-ROBINSON, PhD



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DITCH THE WORKOUT, JOIN THE PARTY!
THE ZUMBA WEIGHT LOSS PROGRAM

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613.7
Perez



WELLNESS
CENTRAL

Status: cc Created: 7/28/2009 8:32:00 AM by: kachina

Owned by: Unowned Updated: 9/2/2009 3:57:00 PM by: g@b111

Items: 8

Field: Target audience Value: - Unknown or not specified

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082	0 0	‡a	613.7/15 2 22	
100	1 —	‡a	<u>Perez, Beto.</u>	
245	1 0	‡a	Zumba : b ditch the workout, join the party : the zumba weight loss program / c Beto Perez and Maggie Greenwood-Robinson.	
2	— —	‡a	1st ed.	
260	— —	‡a	New York : b Wellness Central, c c2009.	
263	— —	‡a	0909	
300	— —	‡a	289 p. : b ill. ; c 24 cm. + e 1 videodisc.	
504	— —	‡a	Includes bibliographical references.	
650	— 0	‡a	<u>Aerobic dancing.</u>	
650	— 0	‡a	<u>Aerobic exercises.</u>	
650	— 0	‡a	<u>Weight loss.</u>	
700	1 —	‡a	<u>Greenwood-Robinson, Maggie.</u>	
938	— —	‡a	Baker and Taylor b BTCP n BK0008326407	
945	— —	‡a	2628025	
950	— —	‡a	2628025 b Horizon bib#	
994	— —	‡a	C0 b ZS3	

In Search
of
My Homeland



*A Memoir
of a Chinese Labor Camp*

Er Tai Gao

TRANSLATED BY
Robert Dorsett and David Pollard



An Imprint of HarperCollins Publishers

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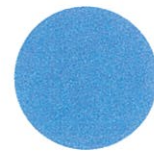



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B Gao, E
Gao, Ertai.
In search of my homeland :

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The image shows the spine of a book. At the top, there is a vertical strip of artwork depicting a standing figure in traditional attire. Below this is a dark red band containing the title. Underneath the red band is another vertical strip of artwork, possibly a traditional Chinese ink wash painting of a figure. Below that is a dark green band with the author's name. At the bottom, there is a white rectangular label with the author's name in a different format.

IN SEARCH
OF MY
HOMELAND

ER TAI
GAO

**B
Gao,
E**