

Materials Management

Distribution Manual

Written and Prepared by Robert Smith, Jr. with contributions from Joy Marria

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Contents

| | |
|--|-----------|
| Contents | 2 |
| Section A: Categories of Incoming Material | 4 |
| <i>Important Flags</i> | 5 |
| Rush Cataloging Flags..... | 5 |
| Free Bind Flags | 5 |
| Binding/Conservation Flags | 5 |
| “Send Directly To” Flags..... | 5 |
| <i>Flags to Ignore (Usually)</i> | 6 |
| <i>Forms</i> | 7 |
| <i>Exception Categories</i> | 7 |
| <i>Backlogs</i> | 9 |
| <i>Major Training Sessions</i> | 9 |
| <i>Locations We Service</i> | 10 |
| Section B: Daily Operations | 11 |
| <i>Book Analysis (Routing and Sorting)</i> | 11 |
| <i>General Distribution Reminders</i> | 12 |
| <i>Distribution Cycle</i> | 12 |
| <i>Capture Trucks in Distribution</i> | 12 |
| Section C: Movement Days | 13 |
| <i>Part One: Cataloging Shelves and First Search</i> | 13 |
| <i>Part Two: Distribution</i> | 14 |
| Appendix A: Language Examples | 15 |
| Appendix B: Department Map | 20 |

Appendix C: Gallo-Iberian Romance Languages21
Spanish 22
Portuguese 23
Catalan 24
Galician (Galego)..... 25
French..... 26
Index28

Section A: Categories of Incoming Material

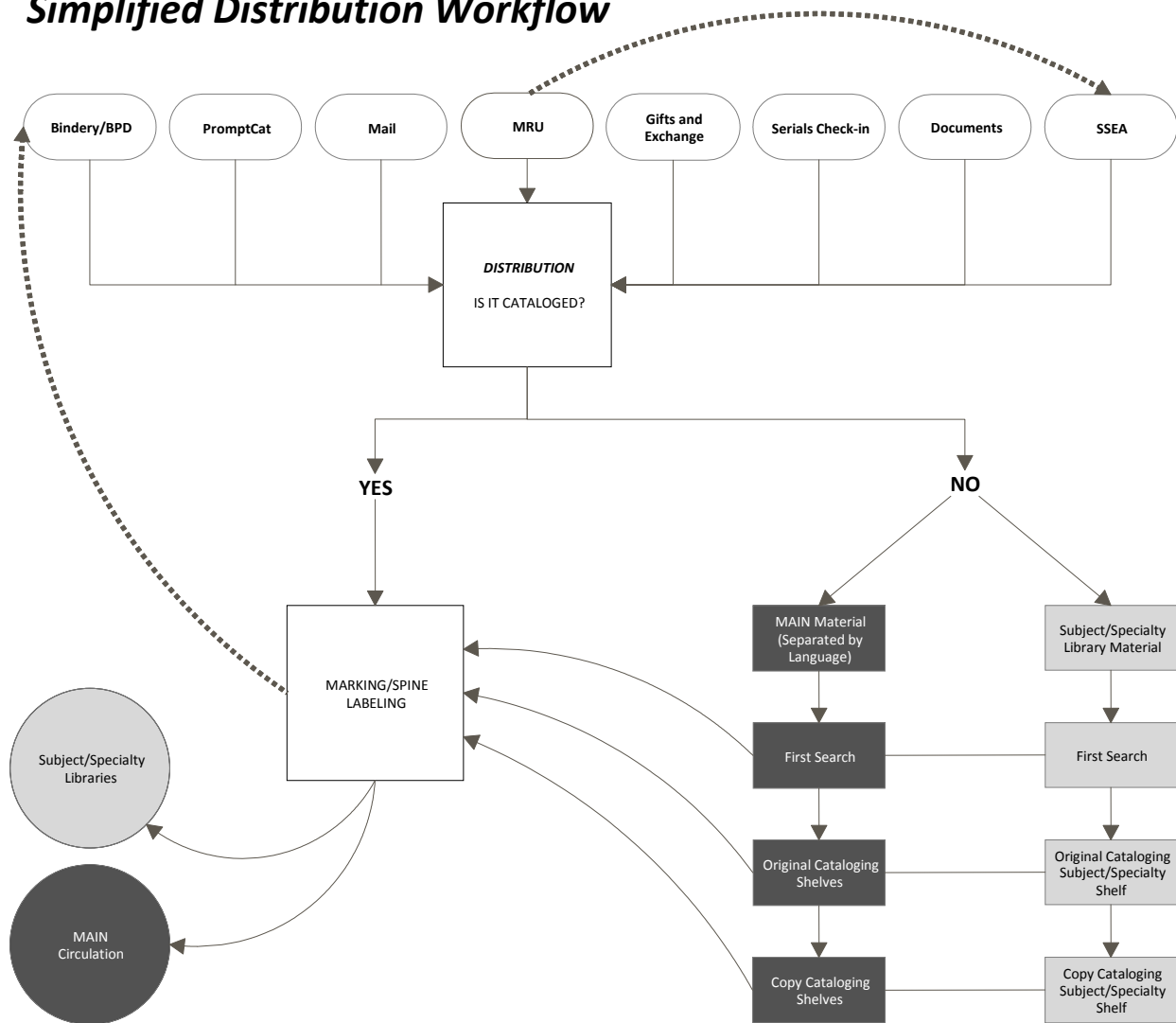
The purpose of Distribution is to capture and sort material into multiple workflow categories, differentiated by material type and/or type of cataloging requested or needed.

Generally all material fits into one of the following supra-categories:

- a. Material that has already been cataloged.
- b. Material that needs to be cataloged.

The Distribution workflow is distinguished by numerous “exception categories” and their respective destinations along a set supply chain. Distribution is the beginning point of the Cataloging supply chain and the Marking Unit is the end.

Simplified Distribution Workflow



Important Flags

Rush Cataloging Flags

Place this material directly on the Rush for Course Reserve shelf ASAP. Remember to tally.

**Rush for Course Reserve
UCB Mellon Research Grant
Notify Patron**

Free Bind Flags

*A free bind is any MAIN book whose spine is **3/8"** or less.*

Ignore this flag unless the book has already been bound and cataloged. If a book returning from the bindery has a **Free Bind Flag** AND a **PAMBIND** cover, then it is almost always cataloged and should be routed to **MARKING**.

Free Binds will usually come from the Bindery Prep Department (**BPD**) on a truck or in mail lugs. Spot check a few of them to make sure they're cataloged. Once you've confirmed that they are you can build a truck of them, remove the Free Bind flag, and deliver the truck to **MARKING**.

If a book has a free bind flag but is larger than **3/8"** please remove it.

If you find a book that is **3/8"** or less that does not have a free bind flag, please insert one.

If a book is **3/8"** or less and has a **Bind for Doe/Moff** flag in it, please remove the flag and replace it with a Free Bind flag. Give the **Bind for Doe/Moff** flag to the MMU workleader.

Binding/Conservation Flags

These flags usually have the words "INHOUSE:" and "BINDERY" at the top. Books that have this flag and a barcode affixed to it should be given directly to the MMU work leader.

"Send Directly To" Flags

EAST and EART are the only locations that require "Send Directly To" flags to be inserted, under the follow conditions:

EAST

The following categories get a "Send Directly to EAST" flag and go on the Branch (Subject/Specialty) outgoing truck:

1. CJK and any Location
2. English w/EAST Location

HOWEVER, if a book is written in a predominantly non-English Western European, Cyrillic, Hebrew, South Asian, or Arabic language AND includes CJK, then we catalog.

EART

If a book includes the word “ATLAS” in the title or is a map, place a “Send Directly to EART” flag in it. Remember that an atlas must contain geographic information. “Atlas of the Human Body” does not count!

- **Accompanying Material**
Includes electronic media, maps, plates usually in a pocket in the back of book
- **NMPU**
Goes to NMPU inbox
- **Make Rare**
Goes to Ute Rupp’s shelf
- **Replacement**
Routed to DCU Incoming
- **MVM (Multi-Volume Monograph)**

Flags to Ignore (Usually)

- **Level Flags**
Level 1
Level 2
Level 3
- Process for NRLF
- Bind for Doe/Moff
- Attn Bindery
- Pink RUSH flags
- Clear Charge Flags
- BRAZIL
- PORTUGAL
- Catalog for (BIOS, ENVI, ANTH, etc.)

Forms

- **Referral Form/Flag**
Should not see in Distribution, contact work leader
- **Serials Decision Forms**
Should not see in Distribution, contact work leader
- **Local Note Request Forms**
Books with an Author's signature, limited publication information, or the phrase "gift of," written inside should be placed on Michelle Goode's shelf in Distribution. Newer material will have a Local Note Request Form inserted.

Exception Categories

- **ENGI Springer (Location on verso of t.p. is ENGI, Publisher is Springer)**
Springer books for ENGI are cataloged by Michelle Goode. Place these on her shelf in Distribution. Springer books are easily identified by their logo:



- **Incoming Media**
DVDs, CD-ROMS, Video Cassettes, Audio Cassettes, etc.
- **ADDL**
The abbreviation "ADDL" stands for "Additional". Material should have this written on the verso of the title page below the location. However, some subject/specialty libraries continue to use notes instead of this abbreviation. Watch out for notes containing the phrases "Added Copy," "Make copy 2," or the word "Add". These are generally added copies and should be placed on the ADDL shelf in Distribution.
- **REPL (Replacements)**
Usually have a flag and/or a note on verso of the title page.
- **MOFF**
Place on Laura McKinley's shelf. Usually from PromptCat.
- **MREF/DREF**
Place on Ute Rupp's shelf if UNCAT.
- **Folios & Tinies**
Folios and tinies are distinguished by size. Generally a folio is a book that is 32cm or larger (height and/or width) and a tiny is 14cm or smaller (height).

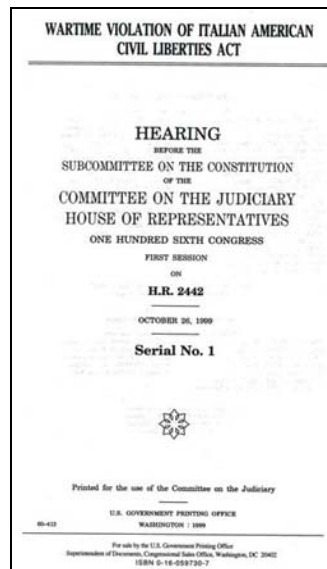
- **Photocopies/Reproductions**

Some photocopies are obvious. However, do not rely solely on appearance alone. Africana books are sometimes published en masse as photocopies, but are considered original publications.

Non-UCB theses and dissertations published by UMI (University Microfilms International) are always considered photocopies.

- **Congressional Hearings**

Publications that make Reference to United States Congress, the House of Representatives, or the Senate. Any publication with a cover like this:



- **Exception Category Languages**

- **Greek**

Route to the Greek shelf in Distribution

- **Hungarian**

Place on Bob Talbott's shelf in Distribution

- **Hebrew**

Place on Bob Talbott's shelf in Distribution

- **CJK (Chinese, Japanese, Korean)**

See the instructions under "Important Flags: Send Directly to EAST" for what to do with these.

- **EAST English**

The East Asian Library catalogs their English material. If UNCAT insert a "Send Directly to EAST" flag in the book and place it on the outgoing BRANCH truck.

- **Accompanying Material**
Includes electronic media, maps, and/or loose plates usually in a pocket in the back of book. May or may not be flagged. Make it a habit to check the back of each book for accompanying material.
- **ANALYZE**
For the time being, these are shelved in the conference room. Ask your work leader for instructions before shelving.
- **ANALYZE (Slavic)**
Slavic Analytics go directly to the Slavic Analytics shelves in Original Cataloging.
- **Make Rare**
Goes to Ute Rupp's shelf
- **Atlases**
If a book includes the word "ATLAS" in the title or is a map, place a "Send Directly to EART" flag in it. Remember that an atlas must contain geographic information. "Atlas of the Human Body" does not count!
- **Maps (For any location)**
Give these to the MMU work leader. They need to be routed to EART via campus mail.
- **Children's Literature (MAIN and ED-P)**
Place these on the Children's Lit shelf in Distribution.
- **GRAF**
Place these on Stephen Denney's shelf in Distribution.
- **GRDS**
Place these on the GRDS/ADDL shelf in Distribution.

Backlogs

- Arabic
- South Asian
- South East Asian Vernacular (Thai, Burmese, Khmer, Lao)
- South East Romanized (Indonesian, Malay, Tagalog)
- Vietnamese
- Persian
- Kurdish
- Turkish
- Miscellaneous (African, Romanian, Finnish, Celtic, Creole, etc.)

Major Training Sessions

- Movement Days (See **Section C** of this document)
- MVM/Monographic Series/Serial
- Government Documents

Locations We Service

| | | |
|--------------------|------------------------|----|
| AH-C | Art History/Classics | ah |
| ANTH | Anthropology | an |
| BIOS | Biosciences | bi |
| BUSI | Business and Economics | bu |
| CHEM | Chemistry | ch |
| DREF | Doe Reference | dr |
| EART | Earth Sciences | es |
| EAST | East Asian Library | ea |
| ED-P | Education/Psychology | ed |
| ENGI | Engineering | en |
| ENVI | Environmental Design | ev |
| GRDS | Graduate Services | gs |
| GRES | Government Reference | gr |
| HEAL (OPTO) | Health/Optomety | oh |
| MAIN | Main Stacks | ma |
| MATH | Mathematics/Statistics | mt |
| MOFF | Moffitt Undergraduate | mf |
| MREF | Moffitt Reference | mr |
| MUSI | Music | mu |
| PHIL | Philosophy | pl |
| PHYS | Physics/Astronomy | ph |
| PUBL | Public Health | pu |
| SOCW | Social Welfare | so |

Section B: Daily Operations

Book Analysis (Routing and Sorting)

In order to accurately distribute incoming material, each book must be handled and opened. It should take approximately 2-3 seconds to determine the condition of a book and its proper destination.

Follow these basic guidelines to determine the destination of a book:

The first thing you should determine is whether or not the book you're handling is cataloged. A cataloged book will have at least one of the following: a call number written in the first few pages, a spine label affixed to the spine, or a spine label affixed to cover of the book.

Technically a call number should be written on the page after the title page, but Original and Serials Cataloging have adopted different conventions, so you may have to look at adjacent pages for a call number.

Cataloged Books

- If a book is already cataloged but does not have a spine label, then it should go directly to **MARKING**.
- If a book is already cataloged and has a spine label, place it on the appropriate outgoing truck.
- **Hebrew** should go on Bob Talbott's shelf regardless of whether or not it is cataloged.
- Some books may contain notes. If it's not entirely clear where these types of material should be routed, please give them to your workleader.

UNCAT Books

If a book does not have a spine label or call number written inside, it is not cataloged. To determine its destination follow these guidelines:

- Look for the location on the verso of the title page. If there is no location, treat the book like a **MAIN** book (sort it by language).
- If the book is for **MAIN**, place it on the appropriate language truck.
- If a book is for **MAIN**, is in **English**, and has a gold **Prompt Cat** flag, place it on the **MAIN Prompt Cat** truck.
- If the book is for a **Subject/Specialty** library place it on the subject specialty truck.
- If the book is for a **Subject/Specialty** Library and has a **Prompt Cat** flag, place it on the **Subject/Specialty Prompt Cat** truck.

- If the book is an **Exception Category**, route it using instructions at the beginning of this document.

General Distribution Reminders

- All incoming trucks must be counted, dated, and recorded before being sorted (except for material sent to marking)
- Place material from the incoming shelves on the “incoming truck” except for books with the following flags which should be shelved and tallied immediately:

**RUSH FOR COURSE RESERVE
NOTIFY PATRON
UCB MELLON RESEARCH GRANT**

- **REPLACEMENTS** can bypass these steps and be taken to the DCU incoming shelves.

Distribution Cycle

Material in Distribution is “captured” onto trucks for a period of two weeks. This two week period comprises our daily workflow which is interrupted every other Monday for Movement Days. After Movement Days, we return to our normal daily capture workflow. Note that this cycle may change throughout the year to accommodate holidays or other anomalies.

For more information see “Section C: Movement Days” of this document.

Capture Trucks in Distribution

At the beginning of each cycle these trucks are set up in distribution. Prompt Cat is setup as it comes in during our regular workflow cycle and the Documents truck usually stays in Distribution until it is full.

- Prompt Cat (MAIN)
- Prompt Cat (Subject Specialty)
- Documents (Subject/Specialty & MAIN)
- Slavic (Subject/Specialty & MAIN)
- Subject/Specialty (not Prompt Cat)
- Italian
- Portuguese
- French
- Spanish
- English
- Germanic

Section C: Movement Days

Part One: Cataloging Shelves and First Search

1. Get a blank “MMU Monographic Workflow Statistics” sheet
2. Count material remaining on cataloging shelves:
 - Record the amount on Copy shelves under “Material Remaining: On Copy Cat Shelves”
 - Record the amount on the Original shelves under “Material Remaining: On Original Cat Shelves”
3. Move all of the Material from the Original Shelves to the Copy shelves.
4. Move all of the first searched material out of First Search:
 - Working with one language at a time, sort the material by flag color into two categories: Orange/Green flags and Purple/Red/Post-its.
 - Count the two categories separately.
 - Record the Orange/Green under “Material Moved: From 1st Search to Original”
 - Record Purple/Red/Post-its under “Material Moved: From 1st Search to Copy”
 - Move the two categories to their respective language shelves. Orange/Green to the Original shelves, Purple/Red/Post-its to Copy shelves.
 - Repeat with each language until all of the first searched material has been moved out of First Search on to the cataloging shelves. (Sometimes trucks have been partially first searched, in this case move the flagged/post-it material and leave the rest.)
 - If a completed truck is moved, save the sign and give to your workleader.
 - Remember to write down all of the amounts moved to the cataloging shelves; it is not important to keep track of these numbers by language but it very important to have a total of exactly how much was moved to each of the cataloging shelves (Copy and Original).
5. Count the material remaining in First Search. The material not first searched yet.
 - Record under “Material Remaining: In 1st Search”
6. Move the exception categories to the cataloging shelves; count and record in the appropriate place on the workflow sheet:

To copy cataloging:

- Additional
- Photocopies/Editions/other
- Promptcat Branch (Subject Specialty shelves)
- Promptcat Main (English shelves)

- Government Documents (move 35 items)
- Accompanying Material

To Original Cataloging:

- MVMs
- Folio/Tiny/Other

➤ Note: there may not always be space for all of these exception categories on the copy cataloging shelves. If this happens, ask your workleader on what to prioritize.

Part Two: Distribution

7. Count the capture trucks in Distribution and record the amounts by language on the statistics sheets stored in Distribution. (Do not record these numbers on the workflow stat. sheet)

8. Move those capture trucks out of Distribution:

- If there is a backlog of material waiting for First Search, the trucks should go to the parking lot with the oldest in the back.
- If there is no First Search backlog the trucks will go directly to First Search.
- The Subject/Specialty truck always goes directly to First Search

But read this first: (Very important!)

➤ **Every truck that goes to First Search must be recorded on the workflow sheet. Write the total number of books on the truck under “Material Moved: From current receipt to 1st Search.” The language does not matter, just the amount. Record these as separate numbers, so that the amounts on the sheet reflect the total number of trucks brought to First Search.**

9. Move trucks to First Search:

- From either Distribution capture or the First Search backlog.
- Sometimes there may be other material moved to First Search (congressional hearings, Indonesian, documents, etc.), this should be recorded under “Material Moved: From backlog to 1st Search.”
- Slavic should always be moved to parking lot with newest truck in back.

10. Set up new capture trucks:

- One for each language in the “regular workflow” plus Branch.
- The dates on the signs should be the upcoming workflow cycle (ex: Today’s date to the Monday after next)

11. Give your Workflow Statistics Sheet to the workleader.

Appendix A: Language Examples

The following is a list of languages you might encounter in Distribution. Foreign languages usually have unique characteristics that will help you distinguish one from another. Keep an eye out for diacritics, initial articles, and unique scripts to help you remember.

| Slavic Languages |
|---|
| Russian |
| <i>Distinguishing characteristic: the Russian Alphabet.</i> |
| А а Б б В в Г г Д д Е е Ё ё Ж ж З з И и Й й К к Л л М м Н н О о П п Р р С с Т т У у Ф ф Х х Ц ц Ч ч Ш ш Щ щ Ъ ъ Ы ы ь Э э Ю ю Я я |
| <i>Example:</i> Все люди рождаются свободными и равными в своем достоинстве и правах. Они наделены разумом и совестью и должны поступать в отношении друг друга в духе братства. |
| Polish |
| <i>Distinguishing characteristics: The ogonek and bar diacritics.</i> |
| Ąą Łł <i>ogonek bar</i> |
| <i>Example:</i> Wszyscy ludzie rodzą się wolni i równi pod względem swej godności i swych praw. Są oni obdarzeni rozumem i sumieniem i powinni postępować wobec innych w duchu braterstwa. |
| Czech |
| <i>Distinguishing characteristic: The haček, or caron, diacritics.</i> |
| Žž <i>haček (caron)</i> |
| <i>Example:</i> Všichni lidé se rodí svobodní a sobě rovni co do důstojnosti a práv. Jsou nadáni rozumem a svědomím a mají spolu jednat v duchu bratrství. |

Romance Languages

French

Tous les êtres humains naissent libres et égaux en dignité et en droits. Ils sont doués de raison et de conscience et doivent agir les uns envers les autres dans un esprit de fraternité.

Italian

Tutti gli esseri umani nascono liberi ed eguali in dignità e diritti. Essi sono dotati di ragione e di coscienza e devono agire gli uni verso gli altri in spirito di fratellanza.

Portuguese (Brazil)

Todos os seres humanos nascem livres e iguais em dignidade e direitos. São dotados de razão e consciência e devem agir em relação uns aos outros com espírito de fraternidade.

Portuguese (Portugal)

Todos os seres humanos nascem livres e iguais em dignidade e em direitos. Dotados de razão e de consciência, devem agir uns para com os outros em espírito de fraternidade.

Spanish

Todos los seres humanos nacen libres e iguales en dignidad y derechos y, dotados como están de razón y conciencia, deben comportarse fraternalmente los unos con los otros.

*For a more comprehensive analysis of French, Spanish, Portuguese, Catalan, and Galician please refer to **Appendix C: Gallo-Iberian Romance Languages** at the end of this document.*

Germanic Languages

German

Alle Menschen sind frei und gleich an Würde und Rechten geboren. Sie sind mit Vernunft und Gewissen begabt und sollen einander im Geist der Brüderlichkeit begegnen.

Danish

Alle mennesker er født frie og lige i værdighed og rettigheder. De er udstyret med fornuft og samvittighed, og de bør handle mod hverandre i en broderskabets ånd.

Dutch

Alle mensen worden vrij en gelijk in waardigheid en rechten geboren. Zij zijn begiftigd met verstand en geweten, en behoren zich jegens elkander in een geest van broederschap te gedragen.

Swedish

Alla människor är födda fria och lika i värde och rättigheter. De är utrustade med förnuft och samvete och bör handla gentemot varandra i en anda av broderskap.

Norwegian

Alle menneske er fødte til friedom og med same menneskeverd og menneskerettar. Dei har fått fornuft og samvit og skal leve med kvarandre som brør.

Icelandic

Hver maður er borinn frjál og jafn öðrum að virðingu og réttindum. Menn eru gæddir vitsmunum og samvisku, og ber þeim að breyta bróðurlega hverjum við annan.

Finnish

*Distinguishing characteristic: Finnish is distinguished by the use of long **double vowels** as in the words *arvoltaan, oikeuksiltaan, and kohtaan* in the example below:*

Example:

Kaikki ihmiset syntyvät vapaina ja tasavertaisina arvoltaan ja oikeuksiltaan. Heille on annettu järki ja omatunto, ja heidän on toimittava toisiaan kohtaan veljeyden hengessä.

Greek (Non-Romanized)

*Distinguishing characteristics: the **Greek Alphabet**.*

Α α Β β Γ γ Δ δ Ε ε Ζ ζ Η η Θ θ Ι ι Κ κ Λ λ Μ μ
Ν ν Ξ ξ Ο ο Π π Ρ ρ Σ σ ς Τ τ Υ υ Φ φ Χ χ Ψ ψ Ω ω

Example:

Ἔοι οἱ ἄνθρωποι γεννιοῦνται ἐλεύθεροι καὶ ἴσοι σὴν ἀξιοπρέπεια καὶ τὰ δικαιώματα. Εἶναι προικισμένοι μὲ λογικὴ καὶ συνείδηση, καὶ ὀφείλουσιν νὰ συμπεριφέρονται μεταξύ τους μὲ πνεῦμα ἀδελφοσύνης.

Hungarian

This material goes on Bob Talbott's shelves if UNCAT.

*Distinguishing characteristics: the **double acute accent**.*

Ő ő Ú ú

double acute accent

Example:

Minden emberi lény szabadon születik és egyenlő méltósága és joga van. Az emberek, ésszel és lelkiismerettel bírván, egymással szemben testvéri szellemben kell hogy viseltessenek.

Hebrew (Without Vowels)

This material goes on Bob Talbott's shelves, regardless of whether or not it's cataloged.

כל בני האדם נולדו בני חורין ושווים בערכם ובזכויותיהם.
כולם חוננו בתבונה ובמצפון, לפיכך חובה עליהם לנהוג
איש ברעהו ברוח של אחוה.

Hebrew (With Vowels)

This material goes on Bob Talbott's shelves, regardless of whether or not it's cataloged.

כֹּל בְּנֵי הָאָדָם נוֹלְדוּ בְּנֵי חוֹרִין וְשׁוּוִים בְּעֶרְכָם
וּבְזִכוּיֹתֵיהֶם. כֻּלָּם חוֹנְנוּ בְּתִבּוּנָה וּבְמִצְפּוֹן, לְפִיכֵן
חֹבְהָ עֲלֵיהֶם לְנַהֵג אִישׁ בְּרֵעֵהוּ בְרוּחַ שֶׁל אַחֻוּהָ.

Hebrew (Cursive Script)

This material goes on Bob Talbott's shelves, regardless of whether or not it's cataloged.

כל בני האדם נולדו בני חורין ושווים בערכם ובזכויותיהם. כולם חוננו בתבונה
ובמצפון, לפיכך חובה עליהם לנהוג איש ברעהו ברוח של אחוה.

C-J-K Languages

Chinese

Insert a “Send Directly to EAST” flag if UNCAT and place on the outgoing BRANCH truck, unless predominant language of material is any language other than English.

繁體中文字 (Traditional Chinese characters)

人人生而自由，在尊嚴和權利上一律平等。他們賦有理性和良心，並應以兄弟關係的精神互相對待。

简体中文字 (Simplified Chinese characters)

人人生而自由，在尊严和权利上一律平等。他们赋有理性和良心，并应以兄弟关系的精神互相对待。

Japanese

Insert a “Send Directly to EAST” flag if UNCAT and place on the outgoing BRANCH truck, unless predominant language of material is any language other than English.

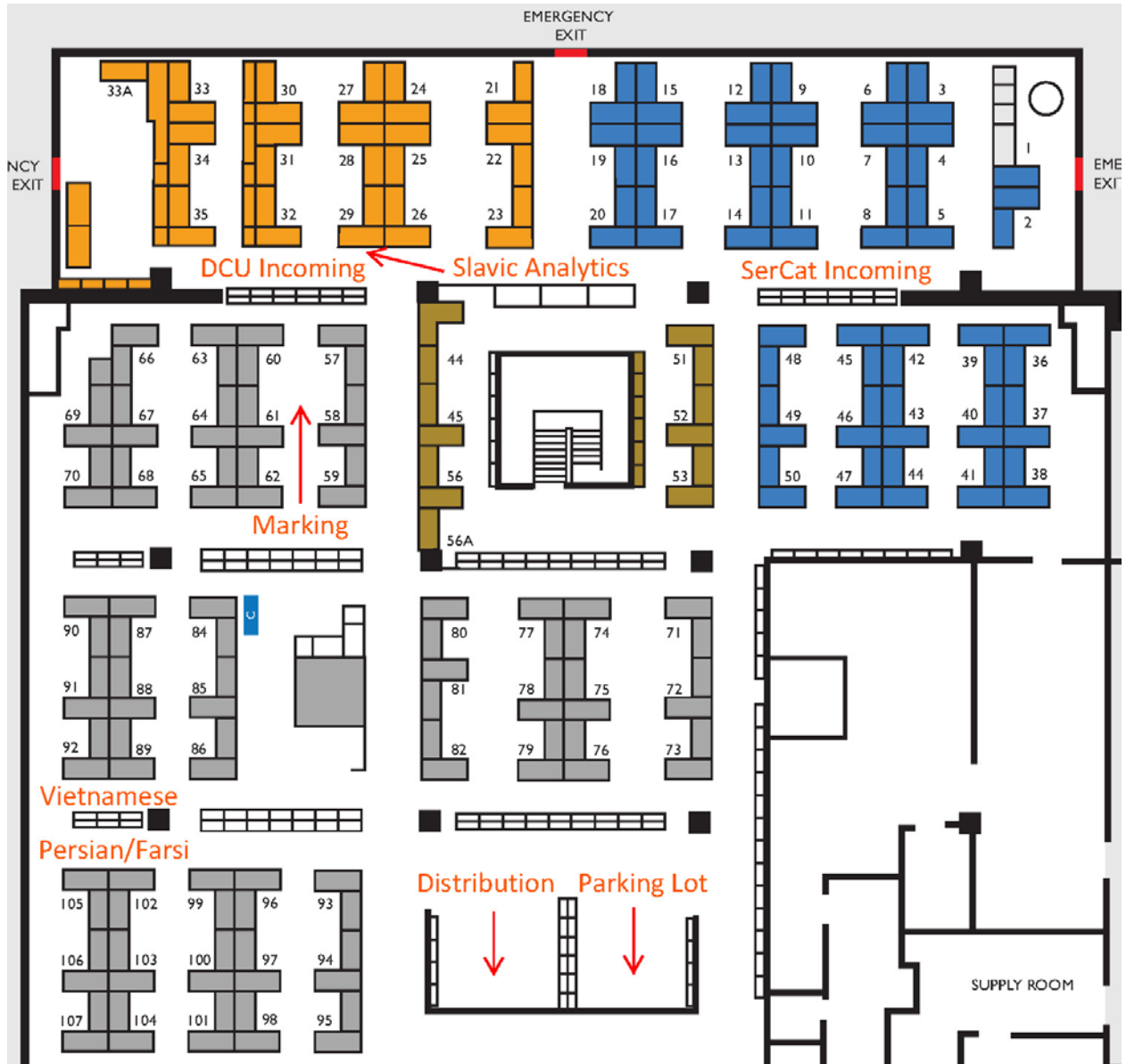
すべての人間は、生まれながらにして自由であり、かつ、尊厳と権利とについて平等である。人間は、理性と良心を授けられてあり、互いに同胞の精神をもって行動しなければならない。

Korean

Insert a “Send Directly to EAST” flag if UNCAT and place on the outgoing BRANCH truck, unless predominant language of material is any language other than English.

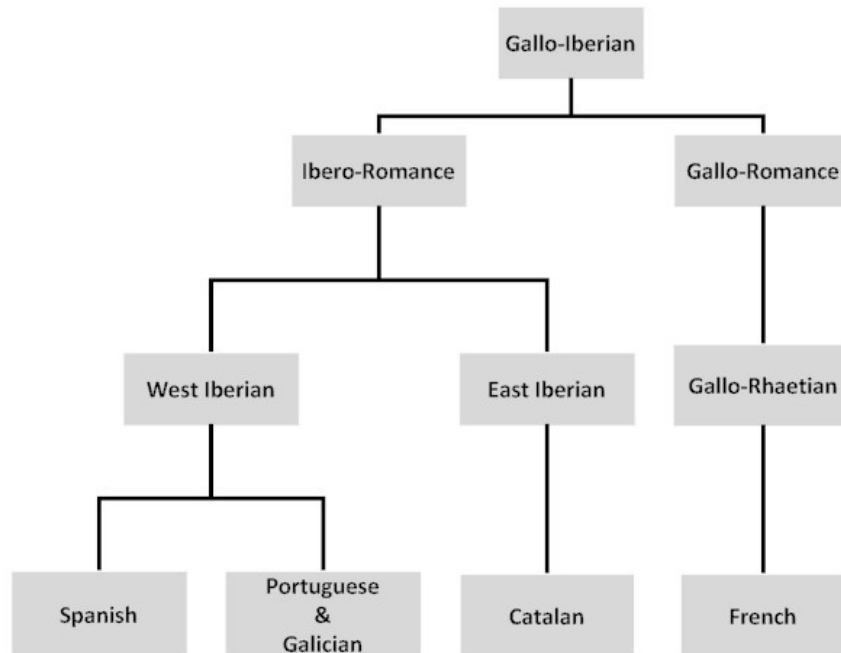
모든 인간은 태어날 때부터 자유로우며 그 존엄과 권리에 있어
同等하다. 인간은 天賦적으로 理性和 良心을 賦與받았으며 서로
兄弟愛의 精神으로 行動하여야 한다.

Appendix B: Department Map



Appendix C: Gallo-Iberian Romance Languages

Many employees find it difficult to distinguish between French, Portuguese, Spanish, Catalan, and Galician. These languages belong to the Gallo-Iberian family and as such share a number of common features which make them difficult to distinguish from one another. The Gallo-Iberian language is further subdivided into **Ibero-Romance**—which includes Spanish, Portuguese, Catalan, and Galician—and **Gallo-Romance**—which includes French.



There are several ways to tell the difference between each of these languages despite their inherent similarities. Many foreign languages use diacritics (accent marks) to modify the pronunciation of vowels and consonants. The ability to recognize these marks is an incredibly useful skill in distributing material by language. The following section includes examples of vowels and consonants from the Gallo-Iberian languages. Pay close attention to diacritics and diphthongs (compound vowels) which are unique to specific languages.

Another, perhaps less intuitive, way of determining the language of a book written in a Gallo-Iberian language is to look for prepositions. This is somewhat more useful than looking for initial articles, because they tend to be unique and regularly distributed. A list of common prepositions will be provided below each example in the next section.

Where neither of these is particularly useful, an alternate method and example will be provided.

Spanish

| | | | | | | | | | |
|-----------------------------------|----|----|----|-----|--------------|----------------|-----------------|---|--|
| Vowels (<i>Vocales</i>) | | | | | | | | | |
| a | e | i | o | u | y | | | | |
| { á | é | í | ó | ú } | ¹ | | | | |
| Consonants (<i>Consonantes</i>) | | | | | | | | | |
| b | c | ch | d | f | g | gu | gü ² | h | |
| j | k | l | ll | m | n | ñ ³ | p | q | |
| r | rr | s | t | v | w | x | y | z | |

1. In Spanish vowels can be modified with an **acute accent** which indicates that the vowel is stressed when spoken. In general only the **tilde** and **acute accent** occur with regularity in the Spanish language.
2. The consonant **gü**, the letter *g* with an accented *u*, also occurs in the Spanish language but less frequently. The accent over the *u* is known as a **dieresis**.
3. The letter *n* modified by a **tilde** is unique to Spanish and Galician. In Spanish, this modified *n* is known as an **eñe**.

Spanish Prepositions

a, con, de, del, por, para, según, sin

Spanish Example

Pero, a pesar de esta variedad de posibilidades que la voz posee, sería un muy pobre instrumento de comunicación si no contara más que con ella. La capacidad de expresión del hombre no dispondría de más medios que la de los animales. La voz, sola, es para el hombre apenas una materia informe, que para convertirse en un instrumento perfecto

de comunicação deve ser sometida a un cierto tratamento. Esa manipulación que recibe la voz son las "articulaciones".

Portuguese

| | | | | | | | | | | |
|---------------------|----------------|----|----------------|----|----|----------------|----|----|---|----|
| Vowels & diphthongs | | | | | | | | | | |
| a | ã ¹ | ai | ão | au | â | ã ¹ | e | ê | é | ei |
| eu | i | o | ô | ó | õ | õ ¹ | oi | ou | u | |
| Consonants | | | | | | | | | | |
| b | c | ch | ç ² | d | f | g | gu | j | | |
| k | l | lh | m | n | nh | p | qu | r | | |
| rr | s | ss | t | v | w | x | y | z | | |

1. Portuguese includes a number of vowels which are modified by a **tilde**. This differs from Spanish, which only uses the **tilde** to modify the consonant *n*.
2. Portuguese, Catalan, and French all use the ç, which is the letter *c* modified by the **cedilla** diacritic mark. This consonant is often used in combination with a modified vowel such as ã or õ. In fact the single most important distinguishing characteristic of Portuguese is the **-ção** suffix which is equivalent to *-tion* in English.

Portuguese Prepositions

a, com, de, do, dos, em, por, para, sem, sobre, sob

Portuguese Example

Porém, apesar desta variedade de possibilidades que a voz possui, seria um instrumento de comunicação muito pobre se não se contasse com mais do que ela. A capacidade de expressão do homem não disporia de mais meios que a dos animais. A voz, sozinha, é para o homem apenas uma matéria informe, que para se converter num instrumento perfeito de

comunicaçãõ deve ser submetida a um certo tratamento. Essa manipulaçãõ que a voz recebe sãõ as "articulações".

Catalan

| | | | | | | | | | |
|----------------------------------|----|----|----|-----|----|----------------|-----|----|---|
| Vowels, diphthongs & triphthongs | | | | | | | | | |
| a | e | è | é | i | o | ò ¹ | ó | u | |
| ai | au | ei | eu | oi | ou | ieu | uai | | |
| Consonants | | | | | | | | | |
| b | c | ch | ç | d | f | g | gu | gü | h |
| j | k | l | ll | l·l | m | n | ny | p | q |
| r | s | ss | t | v | w | x | y | z | |

1. Catalan looks like, and technically is, a hybrid of French and Spanish. However the character **ò** is unique to this language as the **grave accent** does not exist in Spanish and only modifies the letters *a*, *e*, and *u* in French.
2. Another distinguishing characteristic of Catalan is the preposition **amb**, meaning *with*, which is unique to this language.

Catalan Prepositions

a, amb², contra, davant, de, del, durant, en, per, sobre

Catalan Example

El Servei Meteorològic de Catalunya va redactar ahir tres avisos per la situació meteorològica prevista per avui: per neu, amb la possibilitat que nevi per sobre dels 800 metres; per vent, amb possibles ratxes superiors als 90 km/h a l'Alt i el Baix Empordà i sobretot al Ripollès i la Cerdanya, i per estat de la mar, amb onades que gairebé segur superaran els 1,25 metres a la Costa Brava. Al

Pirineu -a la foto, la Molina-, ahir hi va haver nevades. D'altra banda, les pluges d'ahir es produeixen després d'un abril més sec de l'habitual, amb pluges que no han superat els 40...

Galician (Galego)

| | | | | | | | | | | |
|---------------------|----|----|----|-----|---------|----|----|----|---|---|
| Vowels & diphthongs | | | | | | | | | | |
| a | e | i | o | u | ai | au | ei | eu | | |
| ie | io | iu | oi | ou | ua | ue | ui | uo | | |
| Consonants | | | | | | | | | | |
| b | c | ch | d | f | g | gu | l | ll | m | n |
| ñ | nh | p | qu | -r- | r, -rr- | s | t | v | x | z |

- Galician is difficult to distinguish from Portuguese or Spanish and is in fact mutually intelligible to Portuguese speakers. Galician vowels, diphthongs, consonants and prepositions are very similar to those found in Portuguese and thus offer very little help.
- The main distinguishing feature of Galician is the frequency of the letter x. In the example below, words with the letter x have been highlighted to demonstrate this fact.

Galician (Galego) Prepositions

a, da, das, de, do, en, por

Galician (Galego) Example

Outras das vantaxes deste sistema é a xestión de GPS, xa que facendo uso do TomTom Navigator obtense a información de posicionamento, que permitirá operacións como a creación automática da rota até a situación do accidente, a substitución da situación xeográfica do accidente pola localización actual do dispositivo e o control das diferentes flotas. Este sistema será adoptado por 18 parques de bombeiros de Galiza en sistema de probas de xeito paulatino.

French

| Vowels | | | | | | | | | | | | |
|------------|--------|--------|----|----|----|----|----|----|----|---|----------------|--------|
| a | ai, aî | ain | an | au | ay | â | e | é | è | ê | ë | |
| eau | ei | ein | en | eu | i | ï | î | in | o | ô | œ ¹ | oi, oî |
| oin | on | ou, où | oy | u | ue | ui | ü | û | un | y | | |
| Consonants | | | | | | | | | | | | |
| b | c | ch | ç | d | f | g | gn | gu | h | j | k | l, ll |
| m | n | p | q | r | rr | s | t | v | w | x | y | z |

1. The **ligature** œ is unique to French in the languages discussed in this document. Modern French requires this contraction in such words as *sœur*, *œuvre*, and *bœuf*.
- French is easily distinguished by its past tenses. Verbs that end in the suffix **-er** are conjugated to include a terminal *e* modified with an **acute accent**. For example:

| Verb (Infinitive) | Conjugation (Past Tense) | Example |
|------------------------------|----------------------------|---|
| travailler <i>to work</i> | travaillé <i>worked</i> | J'ai travaillé hier. <i>I worked yesterday.</i> |
| arriver <i>to arrive</i> | arrivé <i>arrived</i> | Il est arrivé à midi. <i>He arrived at noon.</i> |

French Prepositions

à, après, avant, avec, chez, contre, dans, de, depuis, durant, par, sous, suivant

French Example

Ce résultat, s'il est **confirmé**, constituerait **par** ailleurs un surprenant revers **pour** les Lib-Dems **de** Nick Clegg, qui comptaient 63 sièges **dans** la chambre des Communes sortante. L'homme avait **suscité** un

véritable engouement après sa participation au premier débat télévisé entre les trois candidats et était crédité d'environ 28 % d'intentions de vote avant l'élection, niveau qu'il n'a pas connu depuis le début des années 1980.

Index

“SEND DIRECTLY TO”
 FLAGS, 5
 ACCOMPANYING
 MATERIAL, 6, 9, 14
 ACUTE ACCENT, 22,
 26
 ADDITIONALS, 13
 ADDL, 7, 9
 AFRICAN, 9
 AMB, 24
 ANALYZE, 9
 ARABIC, 5, 9
 ATLASES, 9
 ATTN BINDERY, 6
 BACKLOGS, 9
 BAR, 15
 BIND FOR DOE/MOFF,
 5, 6
 BINDING/CONSERVAT
 ION FLAGS, 5
 BOOK ANALYSIS, 11
 BRAZIL, 6
 BURMESE, 9
 CALL NUMBER, 11
 ÇÃO, 23
 CAPTURE TRUCKS IN
 DISTRIBUTION, 12
 CARON, 15
 CATALAN, 21, 23, 24
 CATALOG FOR, 6
 CATALOGED, 11
 CEDILLA, 23
 CELTIC, 9
 CHILDREN’S
 LITERATURE, 9
 CHINESE, 8, 19
 CJK, 5, 8
 C-J-K, 19
 CLEAR CHARGE FLAGS,
 6
 CONGRESSIONAL
 HEARINGS, 8
 CREOLE, 9
 CZECH, 15
 DAILY OPERATIONS,
 11
 DANISH, 16
 DEPARTMENT MAP,
 20
 DIERESIS, 22
 DISTRIBUTION CYCLE,
 12
 DOCUMENTS, 9, 12,
 14
 DOUBLE ACUTE
 ACCENT, 18
 DOUBLE VOWELS, 17
 DREF, 7, 10
 DUTCH, 16
 EAST ENGLISH, 8
 EÑE, 22
 ENGI SPRINGER, 7
 ENGLISH, 5, 8, 11, 12,
 13, 19
 EXCEPTION
 CATEGORIES, 7
 EXCEPTION
 CATEGORY
 LANGUAGES, 8
 FINNISH, 9, 17
 FIRST SEARCH, 13, 14
 FOLIO, 14
 FOLIOS, 7
 FORMS, 7
 FREE BIND FLAGS, 5
 FRENCH, 12, 16
 GALEGO, 25
 GALICIAN, 21, 22, 25
 GALLO-IBERIAN
 ROMANCE
 LANGUAGES, 21
 GALLO-ROMANCE, 21
 GERMAN, 16
 GERMANIC, 12, 16
 GRAVE ACCENT, 24
 GRDS, 9, 10
 GREEK, 8, 17
 GREEK ALPHABET, 17
 GREF, 9, 10
 HAČEK, 15
 HEBREW, 5, 8, 11, 18
 HUNGARIAN, 8, 18
 IBERO-ROMANCE, 21
 ICELANDIC, 17
 INCOMING MEDIA, 7
 INDONESIAN, 9, 14
 ITALIAN, 12, 16
 JAPANESE, 8, 19
 KHMER, 9
 KOREAN, 8, 19
 KURDISH, 9
 LANGUAGE
 EXAMPLES, 15
 LAO, 9
 LEVEL 1, 6
 LEVEL FLAGS, 6

| | | | |
|---------------------------------|--------------------------------|-----------------------------|----------------------------------|
| LIGATURE, 26 | NOTIFY PATRON, 12 | PURPLE/RED/POST-ITS., 13 | SOUTH ASIAN, 5, 9 |
| LOCATIONS WE SERVICE, 10 | Œ, 26 | REFERRAL FORM, 7 | SOUTH EAST ASIAN VERNACULAR, 9 |
| MAJOR TRAINING SESSIONS, 9 | OGONEK, 15 | REPL, 7 | SOUTH EAST ROMANIZED, 9 |
| MAKE RARE, 6, 9 | ORANGE/GREEN FLAGS, 13 | REPLACEMENT, 6 | SPANISH, 12, 16 |
| MALAY, 9 | OTHER, 14 | REPLACEMENTS, 7 | STATISTICS, 10, 13, 14 |
| MAPS, 9 | PAMBIND, 5 | REPLACEMENTS, 12 | SUBJECT/SPECIALTY, 5, 11, 12, 14 |
| MARKING, 5, 11 | PERSIAN, 9 | REPRODUCTIONS, 8 | SWEDISH, 17 |
| MISCELLANEOUS, 9 | PHOTOCOPIES, 8, 13 | ROMANCE LANGUAGES, 16 | TAGALOG, 9 |
| MOFF, 7, 10 | PINK RUSH FLAGS, 6 | ROMANIAN, 9 | THAI, 9 |
| MONOGRAPHIC SERIES, 9 | POLISH, 15 | ROUTING AND SORTING, 11 | TILDE, 22, 23 |
| MOVEMENT DAYS, 9, 12, 13 | PORTUGAL, 6 | RUSH CATALOGING FLAGS, 5 | TINIES, 7 |
| MREF, 7, 10 | PORTUGUESE, 12, 16, 21, 23, 25 | RUSH FOR COURSE RESERVE, 12 | TINY, 14 |
| MVM, 6, 9 | PROCESS FOR NRLF, 6 | RUSSIAN, 15 | TURKISH, 9 |
| MVM (MULTI-VOLUME MONOGRAPH), 6 | PROMPT CAT, 11, 12 | RUSSIAN ALPHABET, 15 | UCB MELLON RESEARCH GRANT, 12 |
| NMPU, 6 | PROMPTCAT BRANCH, 13 | SERIAL, 9 | UNCAT, 7, 8, 11, 18, 19 |
| NORWEGIAN, 17 | PROMPTCAT MAIN, 13 | SLAVIC, 9, 12, 14, 15 | VIETNAMESE, 9 |