



292 Piaget Avenue, Clifton, New Jersey 07011

PALS Plus Technical Services Procedure

Title: Hardcover v. Paperback records

History: TS Committee 2/17/09 (rev. 9/12/2011)

For exact copies of the same title, whether in hardcover or paperback, treat as one record if the item in hand matches the standards listed below:

1. Edition statement is the same
2. Place of publication is the same
3. Date of publication is within three years
4. Pagination is within 10 pages
5. Height is within 4 cm.
6. Series (if one exists) is the same
7. Book club notes/guide, need not restrict
8. Library binding

When linking your item to an existing record, add your item's ISBN in an 020. It is not necessary to add a note about your library's copy.

Items requiring a new record:

1. Abridged, corrected or enlarged
2. Teacher's edition v. student's edition
3. Mass market paperback