

Cataloguing Information Form 2019

____ MARC Records:FREE
*Our standard enhanced records via web download ***
E-mail address required*

E-mail Address: _____

Cataloguing Software Name: _____

MARC Record Format (see specifications below)

____ MARC 21 (852 Holdings - file name Microlif.001)

____ MARC 21 (949 Holdings - file name Microlif.001)

MARC 21 Holdings

Our standard specifications are listed below. If your library has different requirements, please write your specific subfields beside the corresponding description.

852

- a main agency (if needed)
- b school code (if needed)
- h call number
- i cutter
- k call number prefix (if needed)
- p barcode

949

- b barcode
- c call number prefix (if needed)
- d call number & cutter
- m main agency (if needed)
- n school code (if needed)
- s supplier

Subject Heading Specification

____ Library of Congress (*standard*)

____ Sears

Additional Cataloguing Components

Spine Labels

____ \$0.25 each

Spine Label Options

Individual Biographies

____ 92

____ 921

____ B

____ BIO

____ Dewey by Subject (*standard*)

Fiction

____ FIC (*standard*)

____ F

____ Fic

Cutter specification

____ 3 main entry letters – All letters capitalized (*standard*)

____ 3 main entry letters – Initial letter capitalized

____ Author's full last name – All letters capitalized

____ Author's full last name – Initial letter capitalized

Spine Label Prefixes (if needed)

____ J above Call Number

____ J beside Call Number

J
636.1
HOL

J636.1
HOL

Barcode Labels

____ \$0.25 each

Please provide the following information.

1) Barcode Symbology**

____ Interleaved 2 of 5

____ CPlus Interleaved 2 of 5

____ 3 of 9 (Code 39)

____ Codabar

Code 3 of 9 (13 plus check digit **)

____ mod 10 (numeral) or

____ mod 43 (character)

Codabar (13 plus check digit **)

____ mod 10 (numeral) or

____ mod 16 (character)

**If unsure, please obtain the correct symbology from your system support or software provider.

2) Barcode Start Number

Number of labels per book _____

3) Library or School name to appear on label:

(max. 30 characters)

____ Shelf List Cards \$0.25 each

Card Kits

____ Card Kit Components: \$1.59 each

Includes main entry, shelf list, title, author and subject cards, spine label, book card, and pocket.

School/Library Name: _____

Phone Number: _____

Contact Person: _____

E-mail Address: _____

Please allow 3-5 weeks for delivery of processing orders.

All information will be kept on file for future orders.

Please direct any inquiries to cataloguing@SmartApple.ca

*** Further customization services are available.



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