

Cataloguing Information Form

____ MARC Records: 0 0 0 0 0 0 0 0 . 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
9 price

949

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

Subject Heading Specification

____ Library of Congress (*standard*)

____ Sears

Additional Cataloguing Components

Spine Labels

____ \$0.10 each

Spine Label Options

Individual Biographies

____ 92 (*standard*)

____ 921

____ B

____ BIO

____ Dewey by Subject

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 Prefix (if required)

____ J above Call Number

____ J beside Call Number

J
636.1
HOL

J636.1
HOL

Barcode Labels

____ \$0.10 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)

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 cataloging@LookoutBooks.com

***Further customization services are available.



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