

# Cataloguing Information Form 2016

\_\_\_\_ MARC Records: 0 0 0 0 0 0 0 0 0 ..FREE  
*Our standard enhanced records via web download \*\*\*  
E-mail address required*

E-mail Address: \_\_\_\_\_

\_\_\_\_ MARC record back-up CD 0 0 0 \$20.00/order

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 0 0 0 0 0 0 0 0 0 0 . \$0.25 each

## Card Kits

\_\_\_\_ Card Kit Components: 0 0 0 0 0 0 .....0 0 . \$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](mailto:cataloguing@SmartApple.ca)

\*\*\* Further customization services are available.



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