

# Cataloguing Information Form 2020

**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)

MARC 21 (949 Holdings)

## 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	949
a main agency (if needed)	b barcode
b school code (if needed)	c call number prefix (if needed)
h call number	d call number & cutter
i cutter	m main agency (if needed)
k call number prefix (if needed)	n school code (if needed)
p barcode	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:** \_\_\_\_\_

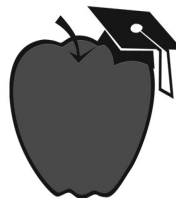
**Phone Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

Please allow 3-4 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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