

# Cataloguing Information Form 2024

## 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: \_\_\_\_\_

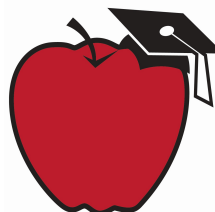
Phone Number: \_\_\_\_\_

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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