

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

- 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 _____ \$0.25 each

Spine Label Options

Individual Biographies

_____ **92** (standard)

_____ 921

_____ B

_____ BIO

_____ Dewey by Subject

Fiction

_____ **FIC** (standard)

_____ F

_____ Fic

Picture Book

_____ **JP** (standard)

_____ E

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

_____ \$0.25 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)

Accelerated Reader Labels

AR Spine Labels – includes reading level and point value

_____ \$0.25 each

AR Information Labels – includes title, author, interest level,
reading level, point value, and quiz number

_____ Lexile measure included

_____ \$0.25 each

School/Library Name: _____

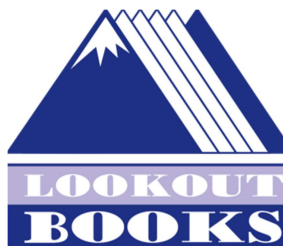
Phone Number: _____

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 cataloging@LookoutBooks.com

***Further customization services are available.



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