

# Cataloguing Information Form 2021

\_\_\_\_\_ 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

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

**NEW**

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 3-5 weeks for delivery of processing orders.

All information will be kept on file for future orders.

Please direct any inquiries to [cataloging@LookoutBooks.com](mailto:cataloging@LookoutBooks.com)

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



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