

# 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

Fiction

\_\_\_ **92** *(standard)*

\_\_\_ **FIC** *(standard)*

\_\_\_ 921

\_\_\_ F

\_\_\_ B

\_\_\_ Fic

\_\_\_ BIO

\_\_\_ Dewey by Subject

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

\_\_\_ \$0.25 each

\_\_\_ include Lexile measure

**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@willowlaneeducation.com](mailto:cataloging@willowlaneeducation.com)

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



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