

# Cataloguing Information Form 2023

## 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

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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E D U C A T I O N

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