

DLB EDUCATIONAL CORPORATION – CUSTOM CATALOGING SPECIFICATIONS

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SCHOOL NAME for barcode labels and/or book pocket labels (to 30 letters and spaces)

1) Catalog Cards, Book Pockets, Date Due Cards, and Spine Labels

- | | |
|--|--|
| <input type="checkbox"/> Catalog card kits (1 main entry, 2 shelf lists, subject cards, added entries, date due card, peel-&-stick book pocket, label set)
<input type="checkbox"/> Catalog cards only (1 main entry, 2 shelf lists, subject cards, added entries)
<input type="checkbox"/> Main entry cards
<input type="checkbox"/> Shelf list cards
<input type="checkbox"/> Date due cards (imprinted with call number, author, title – lines on both sides)
<input type="checkbox"/> Date due slips Location _____
<input type="checkbox"/> Blank peel-&-stick book pockets Location _____
<input type="checkbox"/> Label sets (includes 1 printed label for book pocket & 1 printed spine label)
<input type="checkbox"/> Spine Labels only (imprinted with call number & author letters)
<input type="checkbox"/> Transparent label protectors
<input type="checkbox"/> Accelerated Reader Labels
<input type="checkbox"/> Lexile Labels
<input type="checkbox"/> Theft protectors ___3M ___Knogo ___Checkpoint ___ Frequency: Location _____ | <input type="checkbox"/> Attach Lexile label: Location _____
<input type="checkbox"/> Attach AR label: Location _____
<input type="checkbox"/> Attach spine label _____ inches from bottom
<input type="checkbox"/> Attach pocket to front inside cover
<input type="checkbox"/> Attach pocket to front flyleaf
<input type="checkbox"/> Attach pocket to inside back cover
<input type="checkbox"/> Attach pocket to back flyleaf |
|--|--|

2) Barcodes and Data Diskettes

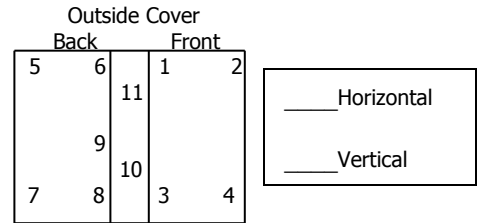
What software system are you using? _____ Software version? _____

What symbology and check digit do you use?

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Code 3 of 9 / No check digit | <input type="checkbox"/> Interleaved 2 of 5 / Follett check digit (Follett Classic) | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Code 3 of 9 / Mod 10 check digit | <input type="checkbox"/> Interleaved 2 of 5 / No check digit | |
| <input type="checkbox"/> Code 3 of 9 / Mod 43 check digit | <input type="checkbox"/> Don't know (Attach sample label or photocopy) | |
| <input type="checkbox"/> Codabar / No check digit | | |
| <input type="checkbox"/> Codabar / Mod 10 check digit | | |

- What type of computer? ___IBM ___Macintosh
 What type of media? ___3 1/2" ___CD-ROM Email _____
 What density? ___High Density (standard) ___Double Density
 What data format? ___MicroLIF ___MARC 21 ___USMARC (852 holdings)
 ___USMARC (949 holdings) Other? _____
 What is your location code? (field 852 subfield A) _____
 What is your sublocation code? (field 852 subfield B) _____
 Starting barcode number? _____
 How many barcode labels per book? _____
 Do you want transparent label protectors? ___Yes

Please circle barcode location:



If Vertical: ___Words facing toward the spine
 ___Words facing away from the spine

All materials are sent unattached unless otherwise indicated.

3) Cataloging Classification Options for Catalog Cards and Barcodes / Diskettes

Place an X in front of the desired option in each column. If no option is marked, the standard option, listed first in each column will be used.

<u>CLASSIFICATION PREFIX</u>	<u>CLASSIFICATION OPTION</u>	<u>NUMBER OF MAIN ENTRY LETTERS</u>	<u>EXAMPLES</u>	
Individual Biography <input type="checkbox"/> Follow nonfiction prefixes specified page 2 (standard opt.) <input type="checkbox"/> None	<input type="checkbox"/> B (standard opt.) <input type="checkbox"/> 92 <input type="checkbox"/> 921 <input type="checkbox"/> None <input type="checkbox"/> Dewey by subject <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Biographee letters (standard opt.) <input type="checkbox"/> 2 Biographee letters <input type="checkbox"/> 1 Biographee letter <input type="checkbox"/> None <input type="checkbox"/> Biographee's last name	Standard Options <div style="border: 1px solid black; padding: 2px; display: inline-block;">B Joh</div>	2 nd , 3 rd , 5 th Options <div style="border: 1px solid black; padding: 2px; display: inline-block;">921 Johnson</div>
Easy Books <input type="checkbox"/> None (standard opt.) <input type="checkbox"/> J above call letters <input type="checkbox"/> j above call letters <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other constant _____	<input type="checkbox"/> E (standard opt.) <input type="checkbox"/> F <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (standard opt.) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options <div style="border: 1px solid black; padding: 2px; display: inline-block;">E Seu</div>	4 th , 2 nd , 1 st Options <div style="border: 1px solid black; padding: 2px; display: inline-block;">Juv F Seu</div>

3) Cataloging Classification Options (continued)

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES
FICTION ___ None (standard option) ___ J above call letters ___ j above call letters ___ Juv above call number ___ JUV above call number ___ Other constant _____	___ F (standard option) ___ Fic ___ FIC ___ None ___ Other constant _____	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 4 th , 2 nd , 1 st Options F Seu Juv Fic Seu
NON-FICTION GRADE K – 3 ___ None (standard option) ___ J ___ above Dewey ___ in front of Dewey ___ j ___ above Dewey ___ in front of Dewey ___ Juv ___ above Dewey ___ in front of Dewey ___ JUV ___ above Dewey ___ in front of Dewey ___ E ___ above Dewey ___ in front of Dewey ___ Other constant _____	___ Dewey Number (standard option) ___ None	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 2 nd above, 1 st , 1 st Options 599 Bur J 599 Bur
NON-FICTION GRADE 4 – 8 ___ None (standard option) ___ J ___ above Dewey ___ in front of Dewey ___ j ___ above Dewey ___ in front of Dewey ___ Juv ___ above Dewey ___ in front of Dewey ___ JUV ___ above Dewey ___ in front of Dewey ___ Other constant _____	___ Dewey Number (standard option) ___ None	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 3 rd front, 1 st , 2 nd Options 598 Car j598 Ca
NON-FICTION GRADE 9 & ABOVE ___ None (standard option) ___ Other constant _____	___ Dewey Number (standard option) ___ None	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 1 st , 1 st , 3 rd Options 796.332 Ros 796.332 R
COLLECTIVE BIOGRAPHY ___ Follow nonfiction prefixes previously specified (standard option) ___ None	___ 920 (standard option) ___ BC ___ 92 ___ None ___ Other constant _____	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 2 nd , 1 st , 3 rd Options 920 Jos 920 J
STORY COLLECTIONS ___ Follow fiction prefixes previously specified (standard option) ___ None	___ F (standard option) ___ Fic ___ FIC ___ 808.8 ___ SC ___ None ___ Other constant _____	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 2 nd , 4 th , 2 nd Options F Kna 808.8 Kn
FOREIGN LANGUAGE ___ None (standard option) ___ MARC code ((Spa, Fre, Ger) ___ MARC code all caps (SPA, FRE, GER) ___ Two letter codes (Sp, Fr, Gr) ___ Two letter codes all caps (SP, FR, GR)	___ Dewey by language (standard option) ___ Dewey by subject	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 2 nd , 2 nd , 2 nd Options 468 Mor Spa 613 Mo
BILINGUAL ___ None (standard option) ___ MARC Code (Bil, Spa) ___ MARC code all caps (BIL, SPA) ___ Two letter codes (Bi, Sp) ___ Two letter codes all caps (BI, SP)	___ Dewey by language (standard option) ___ Dewey by subject	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 2 nd , 2 nd , 2 nd Options 468 Mor Bil 613 Mo
REFERENCE (DICTIONARIES & ENCYCLOPEDIAS) ___ None ___ R above Dewey number ___ Ref above Dewey number ___ REF above Dewey number ___ Other constant _____	___ Dewey number	___ 3 Main entry letters (std. opt.) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options 4 th , 1 st , 3 rd Options 423 Mer REF 423 M
NONPRINT MEDIA PREFIX ___ General Materials Designation (GMD) (standard option) ___ None ___ Other constant _____ (same for all nonprint media on order)			

OTHER OPTIONS

All Main Entry letters for this order to be:

___ Upper / lower case (Standard Option)
 ___ All capitalized

All Dewey numbers for this order:

___ Abridged Dewey number (Standard Option)
 ___ End abridged Dewey number ___ number places after decimal point

Subject Headings for cards & disks:

(Pick any or all from list below)

___ Sears (Standard Option)
 ___ Library of Congress
 ___ Library of Congress Childrens (LCAC)