

Cataloguing Information Form 2020

_____ 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	949
a main agency (if needed)	b barcode
b school code (if needed)	c call number prefix (if needed)
h call number	d call number & cutter
i cutter	m main agency (if needed)
k call number prefix (if needed)	n school code (if needed)
p barcode	p price
9 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 (<i>standard</i>)	_____ FIC (<i>standard</i>)
_____ 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

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@broadreachbooks.com

*** Further customization services are available.



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