

# 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.*

<b>852</b>	<b>949</b>
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](mailto:cataloging@broadreachbooks.com)

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



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