

# Cataloguing Information Form 2019

\_\_\_\_ 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 - file name Microlif.001)

\_\_\_\_ MARC 21 (949 Holdings - file name Microlif.001)

## 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	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	____ FIC ( <i>standard</i> )
____ 921	____ F
____ B	____ Fic
____ BIO	
____ Dewey by Subject ( <i>standard</i> )	

### 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 Prefixes (if needed)

\_\_\_\_ 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)

\_\_\_\_\_

\_\_\_\_ Shelf List Cards ..... \$0.25 each

## Card Kits

\_\_\_\_ Card Kit Components: ..... \$1.59 each  
Includes main entry, shelf list, title, author and subject cards, spine label, book card, and pocket.

School/Library Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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  
[cataloguing@KnowbuddyResources.ca](mailto:cataloguing@KnowbuddyResources.ca)

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

  
Resources ————— Knowbuddy Does it Better

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