

Cataloguing Information Form 2022

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
636.1
HOL

J beside Call Number

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@EastWestLibrary.com

***Further customization services are available.



251 1st Avenue North
Suite 800
Minneapolis, MN 55401
866-545-5002
877-762-2291 (fax)