

MARC RECORDS AND BARCODES

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

What symbology and check digit are you using?

Code 3 of 9 / No check digit Codabar / Mod 10 check digit
 Code 3 of 9 / Mod 10 check digit Interleaved 2 of 5 / Follett Classic
 Code 3 of 9 / Mod 43 check digit Interleaved 2 of 5 / No check digit
 Codabar / No check digit

What type of computer? IBM or IBM compatible Macintosh

What type of media? CD-ROM Web download (email address for notification) _____

What data format? 1987 MicroLIF USMARC (852 holdings) USMARC (949 holdings) (include specification for 949 field)

What is your location code? (field 852 subfield A) _____ What is your sublocation code? (field 852 subfield B) _____

Starting barcode number? _____ (don't include check digits)

How many barcode labels per books? 0 1 2 3

SUBJECT HEADINGS AND CLASSIFICATION OPTIONS

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.

All main entry letters for this order to be

Upper / lowercase (standard option) All capitalized

All Dewey numbers for this order

Abridged Dewey number (standard option)
 End abridged Dewey number _____ places after decimal point

Subject Headings for cards

(Choose one from list below)

Sears (standard option)
 Library of Congress
 Library of Congress Children's (LCAC)

Subject Headings for data disk

(Choose any or all from list below)

Sears (standard option)
 Library of Congress
 Library of Congress Children's (LCAC)

| CLASSIFICATION PREFIX | CLASSIFICATION OPTION | WORKMARK OPTION | Standard Options | EXAMPLES |
|---|---|--|--|---|
| Individual Biography <input type="checkbox"/> Follow nonfiction prefixes specified below (standard option) <input type="checkbox"/> None | <input type="checkbox"/> B (standard option) <input type="checkbox"/> 92 <input type="checkbox"/> 921 <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ <input type="checkbox"/> Dewey by subject with number of main entry letters marked for biographee at right | <input type="checkbox"/> 3 biographee letters (standard option) <input type="checkbox"/> 2 biographee letters <input type="checkbox"/> 1 biographee letter <input type="checkbox"/> None <input type="checkbox"/> Biographee's last name | <input type="checkbox"/> B <input type="checkbox"/> Joh | 2nd, 3rd, 5th Options <input type="checkbox"/> 921 <input type="checkbox"/> Johnson |
| Easy Books (Fiction, Grades K-3) <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above call number <input type="checkbox"/> j above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> E (standard option) <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 option) <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 | <input type="checkbox"/> E <input type="checkbox"/> Seu | 4th, 2nd, 1st Options <input type="checkbox"/> Juv <input type="checkbox"/> F <input type="checkbox"/> Seu |
| Fiction, Grades 4-8 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above call number <input type="checkbox"/> j above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> F (standard option) <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 option) <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 | <input type="checkbox"/> F <input type="checkbox"/> Blu | 5th, 1st, 2nd Options <input type="checkbox"/> JUV <input type="checkbox"/> F <input type="checkbox"/> BI |
| Fiction, Grades 9 and above <input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> F (standard option) <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 option) <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 | <input type="checkbox"/> F <input type="checkbox"/> Fre | 3rd, 2nd Options <input type="checkbox"/> FIC <input type="checkbox"/> Fr |

| | | | | | | |
|--|---|---|---|--|-------------------------|--|
| Nonfiction, Grades K–3 | | | | | <i>Standard Options</i> | <i>2nd (above Dewey), 1st, 1st Options</i> |
| <input type="checkbox"/> None (standard option) | <input type="checkbox"/> Dewey number (standard option) | <input type="checkbox"/> 3 main entry letters (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 2nd (above Dewey), 1st, 1st Options | | |
| <input type="checkbox"/> J ___above Dewey ___in front of Dewey | <input type="checkbox"/> None | <input type="checkbox"/> 2 main entry letters | 599 | J | | |
| <input type="checkbox"/> j ___above Dewey ___in front of Dewey | | <input type="checkbox"/> 1 main entry letter | Bur | 599 | | |
| <input type="checkbox"/> Juv ___above Dewey ___in front of Dewey | | <input type="checkbox"/> None | | Bur | | |
| <input type="checkbox"/> JUV ___above Dewey ___in front of Dewey | | <input type="checkbox"/> Author's last name | | | | |
| <input type="checkbox"/> E ___above Dewey ___in front of Dewey | | | | | | |
| <input type="checkbox"/> Other constant _____ | | | | | | |

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|--|---|---|---|---|-------------------------|---|
| Nonfiction, Grades 4–8 | | | | | <i>Standard Options</i> | <i>3rd (front of Dewey), 1st, 2nd Options</i> |
| <input type="checkbox"/> None (standard option) | <input type="checkbox"/> Dewey number (standard option) | <input type="checkbox"/> 3 main entry letters (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 3rd (front of Dewey), 1st, 2nd Options | | |
| <input type="checkbox"/> J ___above Dewey ___in front of Dewey | <input type="checkbox"/> None | <input type="checkbox"/> 2 main entry letters | 598 | j598 | | |
| <input type="checkbox"/> j ___above Dewey ___in front of Dewey | | <input type="checkbox"/> 1 main entry letter | Car | Ca | | |
| <input type="checkbox"/> Juv ___above Dewey ___in front of Dewey | | <input type="checkbox"/> None | | | | |
| <input type="checkbox"/> JUV ___above Dewey ___in front of Dewey | | <input type="checkbox"/> Author's last name | | | | |
| <input type="checkbox"/> Other constant _____ | | | | | | |

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|---|---|---|---|---|-------------------------|-------------------------|
| Nonfiction, Grades 9 and above | | | | | <i>Standard Options</i> | <i>1st, 3rd Options</i> |
| <input type="checkbox"/> None (standard option) | <input type="checkbox"/> Dewey number (standard option) | <input type="checkbox"/> 3 main entry letters (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 1st, 3rd Options | | |
| <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> None | <input type="checkbox"/> 2 main entry letters | 796.332 | 796.332 | | |
| | | <input type="checkbox"/> 1 main entry letter | Ros | R | | |
| | | <input type="checkbox"/> None | | | | |
| | | <input type="checkbox"/> Author's last name | | | | |

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|---|---|---|---|--|-------------------------|------------------------------|
| Graphic Fiction | | | | | <i>Standard Options</i> | <i>3rd, 2nd, 2nd Options</i> |
| <input type="checkbox"/> None (standard option) | <input type="checkbox"/> 741.5 (standard option) | <input type="checkbox"/> Use fiction workmark options (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 3rd, 2nd, 2nd Options | | |
| <input type="checkbox"/> Graphic | <input type="checkbox"/> Use fiction classifications previously specified | <input type="checkbox"/> 3 main entry letters | 741.5 | GF | | |
| <input type="checkbox"/> GF | | <input type="checkbox"/> 2 main entry letters | Bat | F | | |
| <input type="checkbox"/> Other constant _____ | | <input type="checkbox"/> 1 main entry letter | | Bat | | |
| | | <input type="checkbox"/> None | | | | |
| | | <input type="checkbox"/> Author's last name | | | | |

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|---|---|--|---|--|-------------------------|------------------------------|
| Graphic Nonfiction | | | | | <i>Standard Options</i> | <i>2nd, 1st, 3rd Options</i> |
| <input type="checkbox"/> None (standard option) | <input type="checkbox"/> Use nonfiction classifications specified above (standard option) | <input type="checkbox"/> Use nonfiction workmark options (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 2nd, 1st, 3rd Options | | |
| <input type="checkbox"/> Graphic | <input type="checkbox"/> 741.5 | <input type="checkbox"/> 3 main entry letters | 973.3 | Graphic | | |
| <input type="checkbox"/> GN | | <input type="checkbox"/> 2 main entry letters | Lee | 973.3 | | |
| <input type="checkbox"/> Other constant _____ | | <input type="checkbox"/> 1 main entry letter | | Le | | |
| | | <input type="checkbox"/> None | | | | |
| | | <input type="checkbox"/> Author's last name | | | | |

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|--|--|---|---|--|-------------------------|------------------------------|
| Collective Biography | | | | | <i>Standard Options</i> | <i>2nd, 1st, 3rd Options</i> |
| <input type="checkbox"/> Follow nonfiction prefixes previously specified (standard option) | <input type="checkbox"/> 920 (standard option) | <input type="checkbox"/> 3 main entry letters (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 2nd, 1st, 3rd Options | | |
| <input type="checkbox"/> None | <input type="checkbox"/> BC | <input type="checkbox"/> 2 main entry letters | 920 | 920 | | |
| | <input type="checkbox"/> 92 | <input type="checkbox"/> 1 main entry letter | Jos | J | | |
| | <input type="checkbox"/> None | <input type="checkbox"/> None | | | | |
| | <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> Author's last name | | | | |
| | <input type="checkbox"/> Dewey by subject | | | | | |

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|---|---|---|---|--|-------------------------|------------------------------|
| Story Collections | | | | | <i>Standard Options</i> | <i>2nd, 4th, 2nd Options</i> |
| <input type="checkbox"/> Follow fiction prefixes previously specified (standard option) | <input type="checkbox"/> F (standard option) | <input type="checkbox"/> 3 main entry letters (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 2nd, 4th, 2nd Options | | |
| <input type="checkbox"/> None | <input type="checkbox"/> Fic | <input type="checkbox"/> 2 main entry letters | F | 808.8 | | |
| | <input type="checkbox"/> FIC | <input type="checkbox"/> 1 main entry letter | Kna | Kn | | |
| | <input type="checkbox"/> 808.8 | <input type="checkbox"/> None | | | | |
| | <input type="checkbox"/> SC | <input type="checkbox"/> Author's last name | | | | |
| | <input type="checkbox"/> None | | | | | |
| | <input type="checkbox"/> Other constant _____ | | | | | |

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|--|--|---|---|--|-------------------------|----------------------------------|
| Foreign Language | | | | | <i>Standard Options</i> | <i>2nd (3), 2nd, 2nd Options</i> |
| <input type="checkbox"/> None (standard option) | <input type="checkbox"/> Dewey by language (standard option) | <input type="checkbox"/> 3 main entry letters (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 2nd (3), 2nd, 2nd Options | | |
| <input type="checkbox"/> (Circle number of letters for next two options) | <input type="checkbox"/> Dewey by subject | <input type="checkbox"/> 2 main entry letters | 468 | Spa | | |
| <input type="checkbox"/> 1 2 3 4 letters (i.e. 3=Spa) | | <input type="checkbox"/> 1 main entry letter | Mor | 613 | | |
| <input type="checkbox"/> 1 2 3 4 letters all caps (i.e. 4=SPAN) | | <input type="checkbox"/> None | | Mo | | |
| <input type="checkbox"/> Whole name (i.e. Spanish) | | <input type="checkbox"/> Author's last name | | | | |
| <input type="checkbox"/> Whole name capped (i.e. SPANISH) | | | | | | |

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|--|---|--|--|--|--|--|
| Bilingual Books (i.e. English/Spanish) | | | | | | |
| <input type="checkbox"/> Use English call number options for bilingual books (standard option) | <input type="checkbox"/> Use foreign language call number options for bilingual books | | | | | |

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|---|---------------------------------------|---|---|--|-------------------------|------------------------------|
| Reference (Dictionaries and Encyclopedias) | | | | | <i>Standard Options</i> | <i>4th, 1st, 3rd Options</i> |
| <input type="checkbox"/> None (standard option) | <input type="checkbox"/> Dewey number | <input type="checkbox"/> 3 main entry letters (standard option) | <input type="checkbox"/> Standard Options | <input type="checkbox"/> 4th, 1st, 3rd Options | | |
| <input type="checkbox"/> R above Dewey number | | <input type="checkbox"/> 2 main entry letters | 423 | REF | | |
| <input type="checkbox"/> Ref above Dewey number | | <input type="checkbox"/> 1 main entry letter | Mer | 423 | | |
| <input type="checkbox"/> REF above Dewey number | | <input type="checkbox"/> None | | M | | |
| <input type="checkbox"/> Other constant _____ | | <input type="checkbox"/> Author's last name | | | | |

