

3) CATALOGING CLASSIFICATION OPTIONS (continued)

[OFFICE USE CUST _____ ORD _____]

| CLASSIFICATION PREFIX | CLASSIFICATION OPTION | NUMBER OF MAIN ENTRY LETTERS | EXAMPLES |
|--|---|--|--|
| 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 | Standard Options 5th, 1st, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">F Blu</div> <div style="border: 1px solid black; padding: 5px;">JUV F Bl</div> </div> |
| Fiction Grades 9 & 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 | Standard Options 3rd, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">F Fre</div> <div style="border: 1px solid black; padding: 5px;">FIC Fr</div> </div> |
| Nonfiction Grades K-3 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> j <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> Juv <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> JUV <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> E <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> Dewey Number (standard option) <input type="checkbox"/> None | <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 | Standard Options 2nd (above), 1st, 1st Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">599 Bur</div> <div style="border: 1px solid black; padding: 5px;">J 599 Bur</div> </div> |
| Nonfiction Grades 4-8 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> j <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> Juv <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> JUV <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> E <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> Dewey Number (standard option) <input type="checkbox"/> None | <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 | Standard Options 3rd (front), 1st, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">598 Car</div> <div style="border: 1px solid black; padding: 5px;">j598 Ca</div> </div> |
| Nonfiction Grades 9 & above <input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> Dewey Number (standard option) <input type="checkbox"/> None | <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 | Standard Options 1st, 3rd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">796.332 Ros</div> <div style="border: 1px solid black; padding: 5px;">796.332 R</div> </div> |
| Collective Biography <input type="checkbox"/> Follow nonfiction prefixes previously specified (standard option) <input type="checkbox"/> None | <input type="checkbox"/> 920 (standard option) <input type="checkbox"/> BC <input type="checkbox"/> 92 <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 | Standard Options 2nd, 1st, 3rd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">920 Jos</div> <div style="border: 1px solid black; padding: 5px;">920 J</div> </div> |
| Story Collections <input type="checkbox"/> Follow fiction prefixes previously specified (standard option) <input type="checkbox"/> None | <input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> 808.8 <input type="checkbox"/> SC <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 | Standard Options 2nd, 4th, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">F Kna</div> <div style="border: 1px solid black; padding: 5px;">808.8 Kn</div> </div> |
| Foreign Language <input type="checkbox"/> None (standard option) <i>(circle # of letter for next two options)</i> <input type="checkbox"/> 1 2 3 4 letters (3=Spa, 2=Sp, etc.) <input type="checkbox"/> 1 2 3 4 letters all caps (4=SPAN, etc.) <input type="checkbox"/> Whole name (Spanish, German, etc.) <input type="checkbox"/> Whole name capped (SPANISH, etc.) | <input type="checkbox"/> Dewey by language (standard option) <input type="checkbox"/> Dewey by subject | <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 | Standard Options 2nd, 2nd, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">468 Mor</div> <div style="border: 1px solid black; padding: 5px;">Spa 613 Mo</div> </div> |
| Foreign Language Bilingual (English/Spanish): <input type="checkbox"/> Use English call number options on bilingual books <input type="checkbox"/> Use Spanish call number options on bilingual books | <input type="checkbox"/> Dewey by language (standard option) <input type="checkbox"/> Dewey by subject | <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 | Standard Options 2nd, 2nd, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">468 Mor</div> <div style="border: 1px solid black; padding: 5px;">Spa 613 Mo</div> </div> |
| Reference (Dictionaries and Encyclopedias) <input type="checkbox"/> None (standard option) <input type="checkbox"/> R above dewey number <input type="checkbox"/> Ref above dewey number <input type="checkbox"/> REF above dewey number <input type="checkbox"/> Other constant _____ | <input type="checkbox"/> Dewey number | <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 | Standard Options 4th, 1st, 3rd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">423 Mer</div> <div style="border: 1px solid black; padding: 5px;">REF 423 M</div> </div> |

3) CATALOGING CLASSIFICATION OPTIONS *(continued)*

Nonprint Media Prefix

General Materials Designation (GMD) (standard option) None Other constant _____ (same for all nonprint media on order)

OTHER OPTIONS

All Main Entry Letters for this order to be

Upper/lower case (standard option)
 All capitalized

Subject Headings for cards

(pick one from list below)

Sears (standard option)
 Library of Congress
 Library of Congress Childrens (LCAC)

Subject Headings for data disk

(pick any or all from list below)

Sears (standard option)
 Library of Congress
 Library of Congress Childrens (LCAC)

All Dewey numbers for this order to be

Abridged Dewey number (standard option) End abridged Dewey number—please provide number of places after decimal point: _____ .

SHELF-READY PROCESSING OPTIONS

School/Library Name _____

Library Phone Number _____

Best time to call _____

Purchase Order Number _____

Library Fax Number _____

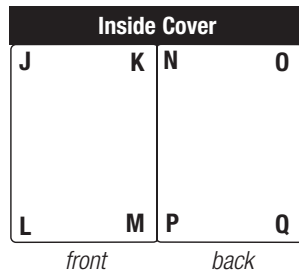
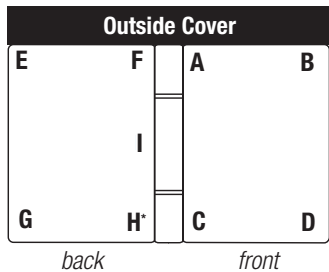
Contact Name _____

Library e-mail address _____

If you purchased your cataloging attached, clear label protectors will be applied to all barcode and spine labels on books.

BARCODE LABEL LOCATION

Please indicate desired position(s) of barcode label(s) by circling the appropriate letter(s) below



Other Location

- On book pocket
- 1/2" above book pocket
- Inside book, page number _____
- Do not cover title
- *If position H: check here if you would like a white label applied over ISBN on the back of the book before affixing barcode label
- 2nd barcode location

Please Specify Where _____

BOOK POCKET / DATE DUE SLIP LOCATION

(select one)

- Inside front cover
- Inside back cover
- Front fly leaf
- Back fly leaf
- Do not cover text or art

ACCELERATED READER LABELS

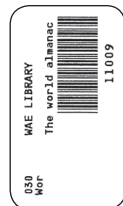
Yes No

- Spine Label Location
 - Above the spine label
 - Other _____
- Information Label Location
 - Title page (specify location)
 - Other _____

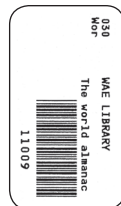
BARCODE LABEL DIRECTION

(select one)

- Horizontal
- Vertical reading bottom to top (see sample 1)
- Vertical reading top to bottom (see sample 2)



Sample 1
Reading bottom to top



Sample 2
Reading top to bottom

SPINE LABEL LOCATION

(select one)

- Standard (1 1/2" from bottom of spine)
- Other _____

Please Specify _____

SPECIAL INSTRUCTIONS
