



CATALOGING SERVICES ORDER FORM FOR LIBRARIES

E. F. Library Services will store your specifications provided for use on future orders as well as for use by our Book Publisher or Distributor customers who subscribe to our Specifications Management Services.

BILL TO

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

SHIP TO:

School or Library Name: _____

Address (No PO Boxes): _____

City/State/Zip: _____

Attn (Name or Library PO): _____

Email Address for Invoice:

PRODUCT OPTIONS ★Indicates standard option

PRODUCT KITS

- Automation Kit** (MARC Data, Barcode Label, & Spine Label)
- Premium Automation Kit** (MARC Data, Barcode Label, & Circulation Kit*)
- Premium Automation Kit with Shelelist Card** (MARC Data, Barcode Label, Shelelist Card, & Circulation Kit*)
- Premium Non-Automation Kit** (Card Set, which includes shelelist, main entry, subject, & added-entry cards, & Circulation Kit*)
- Circulation Kit***

*Circulation Kit Includes: Self-Adhesive Pocket, Pocket Label, Spine Label, Circulation Card, & Circulation Card Label

INDIVIDUAL PRODUCTS

- MARC Record
- Smart Barcode Label: Qty per Book: 1 2 3
- Spine Label
- Reading Program Label
- Enhanced Reading Program Label (includes Title and/or Author)
- Reading Program Pocket Label
- Card Set (includes shelelist, main entry, subject, & added-entry cards)
- Main Entry Card
- Shelelist Card
- Guided Reading Label
- Property Label
- Union Catalog

ADDITIONAL SERVICES

- Custom Keying of Additional User Fields (examples include barcode number, price, custom call numbers)
Indicate information, per-title, on your title list
- Special Processing for Orders Requiring Manual Manipulation of Data
- Original Cataloging

MARC SEARCH PREFERENCE



CATALOGING SERVICES ORDER FORM FOR LIBRARIES

CALL NUMBER CLASSIFICATION OPTIONS

★ Indicates standard option (3 letters is the standard option for author/main entry letters)

A. Call Number

★ Include call numbers Don't include call numbers

B. Capitalization

★ Capitalize first main entry letter only (**All classifications**)

Capitalize all main entry letters (**All classifications**)

Customized (**Indicate with each classification**)

C. Dewey Classification

★ Abridged Dewey

Unabridged Dewey to the 2nd Prime (When available)

Unabridged Dewey (When available)

Unabridged Dewey with number of digits past the decimal: _____ (0-7 digits)

D. Call Number Suffix (Select one of the following)

★ None

Copyright Year

Acquisition Date

Spanish Suffix: _____ (Specify text, up to 13 characters - Applicable to Spanish Titles Only)

Author Letters for Individual Biography _____ (Number of letters (1-13) - Applicable to Individual Biography Titles Only)



CATALOGING SERVICES ORDER FORM FOR LIBRARIES

CALL NUMBER CLASSIFICATION OPTIONS CONTINUED

E. Nonfiction (K-3)
 PREFIX:
 ★ None E Other: _____

CLASSIFICATION:
 ★ Dewey Classification Leave Classification Blank
 J Other: _____
 E

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

F. Nonfiction (4-8)
 PREFIX:
 ★ None J Other: _____

CLASSIFICATION:
 ★ Dewey Classification
 Leave Classification Blank
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

G. Nonfiction (9 or Higher)
 PREFIX:
 ★ None Other: _____

CLASSIFICATION:
 ★ Dewey Classification
 Leave Classification Blank
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

H. Individual Biography
 PREFIX:
 ★ None Other: _____

CLASSIFICATION:
 ★ 92 Leave Classification Blank
 B Other: _____
 Dewey Classification

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

I. Collective Biography
 PREFIX:
 ★ None Other: _____

CLASSIFICATION:
 ★ 920 Leave Classification Blank
 B Other: _____
 Dewey Classification

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

J. Easy Fiction (K-3)
 PREFIX:
 ★ None J E Other: _____

CLASSIFICATION:
 ★ E Leave Classification Blank
 EASY Other: _____
 Easy

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

K. Fiction (4-8)
 PREFIX:
 ★ None J JUV Other: _____

CLASSIFICATION:
 ★ F
 FIC
 Leave Classification Blank
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

L. Fiction (9 or Higher)
 PREFIX:
 ★ None J JUV Other: _____

CLASSIFICATION:
 ★ F
 FIC
 Leave Classification Blank
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

M. Story Collection
 PREFIX:
 ★ None Follow Fiction Prefixes Other: _____

CLASSIFICATION:
 ★ SC Leave Classification Blank
 808.83 Other: _____
 Treat the Same as Fiction

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

N. Spanish
 PREFIX:
 ★ None SP SPA Other: _____

CLASSIFICATION:
 ★ Dewey Classification by Subject
 Dewey Classification by Language
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters



CATALOGING SERVICES ORDER FORM FOR LIBRARIES

PROPERTY LABELS

Up to lines of data can be provided on property labels. Each line can have 30 characters, including spaces.

Line 1																																		
Line 2																																		
Line 3																																		
Line 4																																		