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:

Email Address for Invoice:

SHIP TO:

School or Library Name:

Address (No PO Boxes):

City/State/Zip:

Attn (Name or Library PO):

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 Shelflist Card** (MARC Data, Barcode Label, Shelflist Card, & Circulation Kit*)
- ☐ **Premium Non-Automation Kit** (Card Set, which includes shelflist, 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
- ☐ Stacked Reading Program Label
- ☐ Enhanced Reading Program Label (includes Title and/or Author)
- ☐ Reading Program Pocket Label
- ☐ Card Set (includes shelflist, main entry, subject, & added-entry cards)
- ☐ Main Entry Card
- ☐ Shelflist Card
- ☐ Guided Reading Label
- ☐ Property Label

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

CATALOGING SERVICES ORDER FORM FOR LIBRARIES

MARC SEARCH PREFERENCE ★Indicates standard option

E. F. Library Services (EFLS) will search its database to supply "Exact" and/or "Closest" match for the titles supplied with your orders. By allowing Closest Match, EFLS will have the flexibility necessary to search its database using your ISBN, Title, Author, and Publisher information. The "Closest Match" search method can increase the number of MARC records found for your order. If Exact Match is preferred, EFLS will search its database using only the ISBN number provided for each title. Whichever search method you choose, EFLS will include a report with your order listing any titles not found in its database.

Closest Match:
- Title/Author/Publisher and ISBN (if possible) are supplied on the title list from the library
- If provided, we will search by ISBN first
- If an exact match is not in our database, the closest record in our database that matches the author and title will be provided. Closest matches may differ from the title list in such areas as the publication place, publisher name, and publication date, edition statement, illustrator, etc.
- The number of MARC records provided per order will improve by selecting closest match

Exact Match:
- ISBN and Title are supplied on title list from library
- We provide you with an exact match to the ISBN that you supply
- Please note that more than one ISBN may be assigned to a cataloged record and not all ISBN's will appear on card sets

Please check your match preference:

☐ ★**Closest match** (ISBN/author/title/publisher) ☐ **Exact match** (no MARC record is supplied if the ISBN is not found in our database)

If the MARC record is not found in our Dewey/Sears database, will you allow us to search our Library of Congress database?
☐ ★Yes
☐ No

MARC RECORDS ★Indicates standard option

A. Software (Please check or write in system)
☐ Accent Expert (Provide an 852_b in the Global Tag section) ☐ Accent Express ☐ Athena ☐ Alexandria ☐ Caspr ☐ Dynix
☐ Follett ☐ Gateway ☐ Horizon ☐ InfoCentre ☐ Mandarin ☐ Sirsi ☐ Spectrum ☐ TLC ☐ Other _____

B. Format
☐ '91 MicroLIF/MARC21 Protocol (File Name: Microlif.001)
☐ '87 MicroLIF Protocol (File Name: IBM.FIL)
☐ USMARC Communications (File Name: MARC.001)

C. Local Holdings Tag
☐ 852 ☐ 949

D. Computer System
☐ IBM or compatible ☐ Macintosh

E. Data Format Desired
★☐ CD ☐ MARC File Download* – Email Address (Required): _____
* Please note – end user will receive an email notification when their MARC file is available for downloading

BARCODES

A. Library Name for Barcode Labels (30 characters maximum including spaces)
|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

B. Barcode Symbology
☐ Follett 2 of 5 (T)   ☐ Interleave 2 of 5   ☐ Code 3 of 9 (Code 39)   ☐ Code 3 of 9 Mod 10 (13 plus check digit)
☐ Codabar without check digit   ☐ Codabar (13 plus check digit)   ☐ Code 3 of 9 Mod 43 (13 plus check digit)

C. Starting Barcode Number for this Order (Do not include check digit) |__|__|__|__|__|__|__|__|__|__|__|__|__|

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: _____ (0-9 digits)

D. Call Number Suffix (Select one of the following)
★ ☐ None
☐ Copyright Year
☐ Acquisition Date
☐ Spanish Suffix: _____ (Specify text, up to 9 characters - Applicable to Spanish Titles Only)
☐ Author Letters for Individual Biography _____ (Number of letters (1-9) - Applicable to Individual Biography Titles Only)

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

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

AUTHOR/MAIN ENTRY LETTERS: ___(0-9) ☐ 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: ___(0-9) ☐ 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: ___(0-9) ☐ 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: ___(0-9) ☐ 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: ___(0-9) ☐ 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: ___(0-9) ☐ Complete Surname
CAPITALIZATION: ★ ☐ First Letter ☐ All Letters

CATALOGING SERVICES ORDER FORM FOR LIBRARIES

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

CLASSIFICATION:
★ ☐ F
☐ FIC
☐ Leave Classification Blank
☐ Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-9) ☐ 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: ___(0-9) ☐ 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: ___(0-9) ☐ 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: ___(0-9) ☐ Complete Surname
CAPITALIZATION: ★ ☐ First Letter ☐ All Letters

READING PROGRAM LABEL OPTIONS:

☐ **Standard AR Label includes:**
Reading Program Name
Points
Reading Level

☐ **Standard RC Label includes:**
Reading Program Name
Points
Reading Level
Lexile Level

☐ **Customized/Enhanced AR Label** ☐ **Customized/Enhanced RC Label**
Select up to five options below and circle the line number where it should appear on reading program label. Enhanced Labels MUST include the Title or the Author.

Data Field:	Line #:
Reading Program Name	1 2 3 4 5 Do Not Include
Interest Level	1 2 3 4 5 Do Not Include
Reading Level	1 2 3 4 5 Do Not Include
Quiz/Test Number	1 2 3 4 5 Do Not Include
Points	1 2 3 4 5 Do Not Include
Lexile Level	1 2 3 4 5 Do Not Include
Title (Enhanced Label Only)	1 2 3 4 5 Do Not Include
Author (Enhanced Label Only)	1 2 3 4 5 Do Not Include

STACKED READING PROGRAM LABEL OPTIONS:

☐ **Standard AR Label includes:**
Reading Program Name
Points
Reading Level

☐ **Standard RC Label includes:**
Reading Program Name
Points
Reading Level
Lexile Level

Data Field:	Line #:
Reading Program Name	1
Interest Level	2 3 4 Do Not Include
Reading Level	2 3 4 Do Not Include
Quiz/Test Number	2 3 4 Do Not Include
Points	2 3 4 Do Not Include
Lexile Level	4 Do Not Include

SHELFLIST CARD OPTIONS: ★ Indicates standard option

A. Price
☐ Include on card ★ ☐ Not Included

B. Tracings
☐ Include on card ★ ☐ Not Included

C. Barcode Number
☐ Include on card ★ ☐ Not Included

D. Interest and Reading Level
☐ Include on card ★ ☐ Not Included

E. Acquisition Dates
☐ Include on card ★ ☐ Not Included

F. Review Codes
☐ Include on card ★ ☐ Not Included

SUBJECT HEADINGS: ★ Indicates standard option

★ ☐ Sears   ☐ Library of Congress   ☐ Library of Congress Children's (when available with a default to Library of Congress)

CATALOGING SERVICES ORDER FORM FOR LIBRARIES

GLOBAL TAG/LOCAL HOLDING CODE(S) (Optional)

☐ **Funding**   Tag: _____   Subfield: _____   Text: _____

☐ **School Code**   Tag: _____   Subfield: _____   Text: _____

☐ **Location Code** Tag: _____   Subfield: _____   Text: _____

☐ **Other**   Tag: _____   Subfield: _____   Text: _____

☐ **Other**   Tag: _____   Subfield: _____   Text: _____

POCKET LABEL PRINTING OPTIONS

Call Number and Author/Title information are printed on the upper portion of the pocket label. If you also want your Library Name and up to three additional (30 characters) lines of information printed on the *lower* portion of the pocket label, please indicate your preference and provide the necessary information below.

☐ Print Library Name and other information

Library Name |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Line 1 |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Line 2 |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

Line 3 |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

☐ Print Barcode on the Pocket   ☐ Print the Price on the Pocket
  ☐ Above the Call #/Title – Left Side
  ☐ Below the Call #/Title – Right Side
  ☐ Above the Call #/Title - Centered

PROPERTY LABELS

Up to 4 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 |__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|