

MARC SEARCH PREFERENCE

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	SHIP TO:
Name:	School or Library Name:
Address:	Address (No PO Boxes):
City/State/Zip:	City/State/Zip:
Phone:	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, & Circulatio Premium Automation Kit (MARC Data, Barcode Label, & Circulatio Premium Non-Automation Kit (Card Set, which includes shelflist, m Circulation Kit* *Circulation Kit Includes: Self-Adhesive Pocket, Pocket Label, Spin INDIVIDUAL PRODUCTS MARC Record Smart Barcode Label: Qty per Book: 1 2 3 Spine Label Reading Program Label Reading Program Label (includes Title and/or Author) Reading Program Pocket Label Card Set (includes shelflist, main entry, subject, & added-entry car Main Entry Card Shelflist Card Guided Reading Label Property Label Union Catalog	ode Label, Shelflist Card, & Circulation Kit*) nain entry, subject, & added-entry cards, & Circulation Kit*) ne Label, Circulation Card, & Circulation Card Label
ADDITIONAL SERVICES Custom Keying of Additional User Fields (examples include barco Indicate information, per-title, on your title list Special Processing for Orders Requiring Manual Manipulation of I Original Cataloging	



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,
- 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:
If the MARC record is not found in our Dewey/Sears database, will you allow us to search our Library of Congress database?
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)
UNION CATALOG Sunlink Access PA Heartland Kansas State
School Code:



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	
★ 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 2 nd Prime (When available)	
Unabridged Dewey (When available)	
Unabridged Dewey with number of digits past the decimal: (0-7 digits)	
Chabitaged 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	4 1' 11 4 G '1 T'1 O 1 \
	eters - Applicable to Spanish Titles Only)
Author Letters for Individual Biography (Number of letters (1-13) - A	Applicable to Individual Biography Titles Only)



CALL NUMBER CLASSIFICATION OPTIONS CO	ONTINUED
E. Nonfiction (K-3)	F. Nonfiction (4-8)
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★ None E Other:	★ None J Other:
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★ Dewey Classification Leave Classification Blank □ J Other:	★☐ Dewey Classification ☐ Leave Classification Blank
	Other:
	outer.
AUTHOR/MAIN ENTRY LETTERS:(0-12) Complete Surname	AUTHOR/MAIN ENTRY LETTERS:(0-12) Complete Surname
CAPITALIZATION: ★ First Letter All Letters	CAPITALIZATION: ★☐ First Letter ☐ All Letters
G. Nonfiction (9 or Higher)	H. Individual Biography
Prefix: ★ None Other:	PREFIX: ★□ None □ Other:
None Guier.	None Other.
CLASSIFICATION:	CLASSIFICATION:
★ Dewey Classification	★□ 92 □ Leave Classification Blank □ B □ Other:
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I. Collective Biography	J. Easy Fiction (K-3)
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CLASSIFICATION:	CLASSIFICATION:
★ 920	★□ E □ Leave Classification Blank
□ B □ Other: □ Dewey Classification □ Other:	☐ EASY ☐ Other:
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None I J I JOV I Other.	None I J I Jo V I Other.
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★ □ F	★□F
☐ FIC	□FIC
Leave Classification Blank	Leave Classification Blank
Other:	Other:
AUTHOR/MAIN ENTRY LETTERS:(0-12) Complete Surname	AUTHOR/MAIN ENTRY LETTERS:(0-12) Complete Surname
CAPITALIZATION: ★☐ First Letter ☐ All Letters	CAPITALIZATION: ★☐ First Letter ☐ All Letters
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M. Story Collection	N. Spanish
PREFIX:	PREFIX:
★ None Follow Fiction Prefixes Other:	★□ None □ SP □ SPA □ Other:
CLASSIFICATION:	CLASSIFICATION:
★□ SC □ Leave Classification Blank	★□ Dewey Classification by Subject
□ 808.83 □ Other:	Dewey Classification by Language
☐ Treat the Same as Fiction	Other:
Avenue Av	Attended Marie Francis Language (0.12) To Co. 14, Co.
AUTHOR/MAIN ENTRY LETTERS:(0-12) ☐ Complete Surname CAPITALIZATION: ★☐ First Letter ☐ All Letters	AUTHOR/MAIN ENTRY LETTERS:(0-12) ☐ Complete Surname CAPITALIZATION: ★☐ First Letter ☐ All Letters
CATTALIZATION.	CAITIALIZATION.



READING PRO	OGRAM LAB	EL	OPT	ΊO	NS:		
☐ Standard AR Label includes: ☐ Standard RC Label includes:							
Reading Program Na	Reading Program Name, Points, & Reading Level Reading Program Name, Points, Reading Level, & Lexile Level						
☐ Custom/Enhance	ed AR Label inclu	ıdes			☐ Cu	stom/Enhanced RC I	Label includes:
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E. Acquisition Dat	tes					F. Revie	ew Codes
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SUBJECT HEA	DINGS: ★ Inc	licate	s stan	dard	option	n	
★ Sears Li	brary of Congress		Lib	rary	of Co	ngress Children's (whe	en available with a default to Library of Congress)
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GLOBAL TAG	LOCAL HO	LDI	NG	CO	DE(S	S) (Optional)	
☐ Funding	Tag:	_	Sub	field	:		Text:
School Code	Tag:	_	Sub	field	:		Text:
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☐ Location Code	Tag:	-	Sub	field	:		Text:
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Other	Tag:	_	Sub	field	:		Text:
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Above the Ca	ll #/Title - Centere	d					



PROP	ERTY LABI	ELS				
Up to li	ines of data car	n be provid	led on proper	ty labels.	Each line can have 30 characters, including spaces.	
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Line 2	_	_ _	_ _		_	_
Line 3	_	_	_		_	_
Line 4	IIII		_ _ _			1