

Cataloguing Information Form 2024

MARC Records:**FREE**
*Our standard enhanced records via web download ***
E-mail address required*

E-mail Address: _____

Cataloguing Software Name: _____

MARC Record Format (see specifications below)

MARC 21 (852 Holdings)

MARC 21 (949 Holdings)

MARC 21 Holdings

Our standard specifications are listed below. If your library has different requirements, please write your specific subfields beside the corresponding description.

852	949
a main agency (if needed)	b barcode
b school code (if needed)	c call number prefix (if needed)
h call number	d call number & cutter
i cutter	m main agency (if needed)
k call number prefix (if needed)	n school code (if needed)
p barcode	s supplier

Subject Heading Specification

Library of Congress (standard)

Sears

Additional Cataloguing Components

Spine Labels

\$0.25 each

Spine Label Options

Individual Biographies

Fiction

92

FIC (standard)

921

F

B

Fic

BIO

Dewey by Subject (standard)

Cutter specification

3 main entry letters – All letters capitalized (standard)

3 main entry letters – Initial letter capitalized

Author's full last name - All letters capitalized

Author's full last name – Initial letter capitalized

Spine Label Prefixes (if needed)

J above Call Number J beside Call Number

J
636.1
HOL

J636.1
HOL

Barcode Labels

\$0.25 each

Please provide the following information.

1) Barcode Symbology**

Interleaved 2 of 5 CPlus Interleaved 2 of 5

3 of 9 (Code 39) Codabar

Code 3 of 9 (13 plus check digit **)

mod 10 (numeral) or mod 43 (character)

Codabar (13 plus check digit **)

mod 10 (numeral) or mod 16 (character)

**If unsure, please obtain the correct symbology from your system support or software provider.

2) Barcode Start Number

Number of labels per book _____

3) Library or School name to appear on label: (max. 30 characters)

Shelf List Cards \$0.25 each

Card Kits

Card Kit Components: \$1.59 each
Includes main entry, shelf list, title, author and subject cards, spine label, book card, and pocket.

School/Library Name: _____

Phone Number: _____

Contact Person: _____

Please allow 3-4 weeks for delivery of processing orders.
All information will be kept on file for future orders.

Please direct any inquiries to cataloguing@CopperBeech.ca

*** Further customization services are available.



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