

# Favorable Impressions



## LIBRARY PROCESSING ORDER FORM

P.O. Box 69018  
Pleasant Ridge, MI 48069  
800-206-9513  
Fax: 248-582-0912  
www.favimp.com

### 1. Contact Information

LIBRARY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

ATTENTION: \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

TYPE OF LIBRARY:

Public     School     Academic     Special     Other: \_\_\_\_\_

### 2. Products Requested

MARC Records *Complete Section 4*

Spine Label Sets *Complete Section 7*

Barcode Labels *Complete Section 6*

Catalog Cards *Complete Section 8*

### 3. Automatic Call Number Creation

Library of Congress ----- *Complete Section 10*

Do not create a local call number

Dewey Decimal Classification ----- *Complete Section 9*

### 4. MARC Records

#### Automation System Information:

Software Name: \_\_\_\_\_

Software Version: \_\_\_\_\_

#### MARC Record Format:

- with carriage return & line feed between bib records
- without carriage return & line feed between bib records
- without carriage return & line feed between bib records, MicroLIF Protocol with special header file.

### 5. Local Holdings Information

Create an 852 field in the following format:

\$b Location

\$h Call number

\$p Barcode number

Example: 852 \$b Ref \$h 426.3 Reed \$p 1150000012

Create a \_\_\_\_\_ field in the following format:  
(if your system does not use an 852 field as defined to the right for holdings)

\_\_\_\_\_ Location

\_\_\_\_\_ Call number

\_\_\_\_\_ Barcode number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 6. Barcode Labels

**Symbology:**

- Codabar labels                       3 of 9 labels

Location Code: \_\_\_\_\_

**Label Quantities:**

- One label per copy                       Two labels per copy

\_\_\_\_\_ labels per copy

**Check Digit:**

- Mod 10                                       No check digit  
(check digit as the last digit of the barcode number)

**Location:**

Print location code (if provided) before the call number?

- Yes                                       No

**Copy and Volume Information:**

If copy of volume information has been entered, should it print after the call number on barcode label?

- Yes** Please note that we suppress "c.1", however "c.2" and all subsequent will print.  
 No. Do not print copy/volume information on barcode label.

**Name to Appear on Barcode Label:**

Maximum 40 characters.

**Barcode Number Range:**

Start with number: \_\_\_\_\_

- Optional, Stop with number: \_\_\_\_\_

- If a stop number is specified, please provide a Restart Number: \_\_\_\_\_

### 7. Spine Label Sets

**Number:**

- Provide one label set per title.** Each pressure-sensitive label set consists of one spine label and two pocket/book card labels. spine label is vertical; pocket/book card labels are horizontal.  
 Provide \_\_\_\_\_ label sets per title. (Fill in number.)  
 Do not provide label sets.

**Spine Label Font:**

- Medium size font starting on left side of label.                      12 pt.  
 Small size font starting on left side of spine label.                      10 pt.  
 Small size font centered left to right on spine label.                      10 pt.  
 Large font starting on left side of spine label.                      16 pt.

**Information on Label:**

- Print accession/barcode number on bottom of pocket/book label**, up to 14 characters (when provided in Section 5).  
 Print accession/barcode number across bottom of spine label, up to 10 characters  
 **Print location** (when provided in Section 5).  
 **Print copy/volume information below call number** (when provided in Section 5)  
 **Print author above title on pocket/book label.**  
 Print title above author on pocket/book label.

**Location Options:**

Applies to both spine label sets and catalog cards.

**Placement**

- If a location is supplied:                       **Print above call number**                       Print below call number

### 8. Catalog Cards

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**Card Set Options:**

- Provide standard complete card set. *Shelflist card, main entry card, and one headed card for each tracing (all the title added entries, author added entries, subject added entries, and series added entries.)*
  - Provide just a shelflist card with each order.
  - Location options. *Please fill out under Spine Label Sets (even if you do not wish to receive labels).*
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### 9. Call Number Appendix: Dewey Decimal Classification

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*Please fill out this section if you wish to have dewey call numbers in your records.*

**Standard Call Numbers:**

**Classification**

- Dewey: unabridged
- Dewey: stop at \_\_\_\_\_ digits after the decimal (8 maximum)
- Dewey: stop at first prime
- No class number
- Dewey: stop at second prime

**Juvenile Prefixes**

- No special designation
- j
- J
- JUV

**Position of Prefixes** *(card or spine label orders only)*

- Above the call number
- In front of the call number

**Author Letters/Cuttering** *Note: Main entry is usually author's last name*

- First 3 letters on main entry
- First 2 letters of main entry
- Cutter number (letter plus numbers based on Cutter-Sanborn)
- First \_\_\_\_\_ letters of main entry
- First letter of main entry
- First full word of main entry

**Capitalization of Cuttering**

- Capitalize all letters
- Capitalize first letter only

**Call Numbers for Collective Biography:**

- B
- Dewey numbers, as profiled in "Standard call numbers section"
- BIO
- No class number
- 92
- 920

**Juvenile Prefixes for Collective Biography**

- No special designation
- j
- J
- JUV

**Author Letters/Cuttering for Collective Biography**

- Author letters of Cutter, as profiled in "Standard call numbers section"
  - First \_\_\_\_\_ letters of main entry
  - First full word of main entry
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### 10. Call Number Appendix: Library of Congress

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Please fill out this section if you want LC call numbers

#### **Card & Spine Label Set Printing Options:**

##### ***Placement on card***

- Print in Upper left corner of card**
- Print Library of Congress classification at bottom of card
- Print full Dewey classification at bottom of card

##### ***Period on cards and labels***

- Use period on number**
- Omit period on number

Example: CT  
3620  
.N57

CT  
3620  
N57

Line breaks on cards and labels

- Class letters on first line  
Class numbers on second line
- Class letters and numbers on same line

Example: CT  
3620  
.N57

CT 3620  
N57