

Favorable Impressions



LIBRARY PROCESSING ORDER FORM

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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

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).*
-

9. Call Number Appendix: Dewey Decimal Classification

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
-

10. Call Number Appendix: Library of Congress

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