

3) Cataloging Classification Options (continued)

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES	
Nonfiction Grades K-3 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey <input type="checkbox"/> J in front of Dewey <input type="checkbox"/> j above Dewey <input type="checkbox"/> j in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dwy <input type="checkbox"/> E. above Dewey <input type="checkbox"/> E. n front of Dewey <input type="checkbox"/> _____ above Dewey <input type="checkbox"/> _____ in front of Dewey	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 599 Bur	<i>2nd (above), 1st, 1st Options</i> J 599 Bur
Nonfiction Grades 4-8 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey <input type="checkbox"/> J in front of Dewey <input type="checkbox"/> j above Dewey <input type="checkbox"/> j in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dwy <input type="checkbox"/> _____ above Dewey <input type="checkbox"/> _____ in front of Dewey	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 598 Car	<i>3rd(front), 1st, 2nd Options</i> j598 Ca
Nonfiction Grades 9 and above <input type="checkbox"/> None (standard option) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 796.332 Ros	<i>1st, 3rd Options</i> 796.332 R
Graphic Fiction <input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GF <input type="checkbox"/> Other: _____	<input type="checkbox"/> 741.5 (standard option) <input type="checkbox"/> Use fiction classifications specified above	<input type="checkbox"/> Use fiction workmark options (std. option) <input type="checkbox"/> 3 Main entry letters <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 741.5 Bat	<i>3rd, 2nd, 2nd Options</i> GF F Bat
Graphic Nonfiction <input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GN <input type="checkbox"/> Other: _____	<input type="checkbox"/> Use nonfiction classifications specified above (standard option) <input type="checkbox"/> 741.5	<input type="checkbox"/> Use nonfiction workmark options (std. option) <input type="checkbox"/> 3 Main entry letters <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 973.3 Lee	<i>2nd, 1st, 3rd options</i> Graphic 973.3 Le
Collective Biography <input type="checkbox"/> Follow nonfiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> 920 (standard option) <input type="checkbox"/> BC <input type="checkbox"/> 92 <input type="checkbox"/> None <input type="checkbox"/> Other: _____ <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 920 Jos	<i>2nd, 1st, 3rd Options</i> 920 J
Story Collections <input type="checkbox"/> Follow fiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> 808.8 <input type="checkbox"/> SC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> F Kna	<i>2nd, 4th, 2nd Options</i> 808.8 Kn
Foreign Language <input type="checkbox"/> None (standard option) (Spanish prefixes shown, others also supported) <input type="checkbox"/> S <input type="checkbox"/> Sp <input type="checkbox"/> SP <input type="checkbox"/> Spa <input type="checkbox"/> SPA <input type="checkbox"/> Span <input type="checkbox"/> SPAN <input type="checkbox"/> Spanish <input type="checkbox"/> SPANISH	<input type="checkbox"/> Class all under Dewey for language (std. option) (e.g. all Spanish titles classified as 468) <input type="checkbox"/> Class like English titles	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 468 Mor	<i>5th, 2nd, 2nd options</i> Spa 613 Mo
Bilingual (for example English/Spanish) books <input type="checkbox"/> Use English call number options for bilingual books (standard option) <input type="checkbox"/> Use foreign language call number options for bilingual books				
Reference (Dictionaries and Encyclopedias)				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> R above Dewey number <input type="checkbox"/> Ref above Dewey number <input type="checkbox"/> REF above Dewey number <input type="checkbox"/> Other: _____	<input type="checkbox"/> Dewey number	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 423 Mer	<i>4th, 1st, 3rd Options</i> REF 423 M
Nonprint Media Prefix <input type="checkbox"/> General Materials Designation (GMD) (standard option) <input type="checkbox"/> None <input type="checkbox"/> Other: _____ (same for all nonprint media on order)				

OTHER OPTIONS

All Main Entry letters for this order to be

Upper/lower case (standard option) All capitalized

All Dewey numbers for this order

Abridged Dewey number (standard option)
 End abridged Dewey number _____ number places after decimal point

Subject Headings for cards

(Pick one from list below)

Sears (std. option)
 Library of Congress
 Library of Congress Childrens (LCAC)

Subject Headings for data disk

(Pick any or all from list below)

Sears (std. option)
 Library of Congress
 Library of Congress Childrens (LCAC)

4) Attachment Instructions

BARCODE LABEL LOCATION

Barcode labels to be

- Attached **
- Not attached

** If barcode labels are to be attached, indicate desired position(s) of barcode label(s) below.

<input type="checkbox"/> E	<input type="checkbox"/> F	Spine of book	<input type="checkbox"/> A	<input type="checkbox"/> B
back	<input type="checkbox"/> I		<input type="checkbox"/> Z	front
<input type="checkbox"/> G	<input type="checkbox"/> H		<input type="checkbox"/> C	<input type="checkbox"/> D
Outside Back Cover			Outside Front Cover	

<input type="checkbox"/> J	<input type="checkbox"/> K
<input type="checkbox"/> L	<input type="checkbox"/> M
Inside Front Cover	

<input type="checkbox"/> N	<input type="checkbox"/> O
<input type="checkbox"/> P	<input type="checkbox"/> Q
Inside Back Cover	

- R On book pocket
- S ½ inch above book pocket
- T Inside book-page _____
- U Front fly leaf

Barcode labels to be oriented

- Horizontal (perpendicular to spine of book)
- Vertical (parallel to spine of book), please pick direction below
 - Text reading up
 - Text reading down



Clear barcode label protectors to be applied to all attached barcode labels? Yes No

SPINE LABEL LOCATION

- 1 ½ inches from bottom of spine
- Other _____
- Clear spine label protector attached
- Spine label not attached

BOOK POCKET LOCATION

- Inside front cover
- Inside back cover
- Front fly leaf
- Back fly leaf
- Book pockets not attached

MYLAR BOOK JACKETS

- Attached to all books with and without dust jackets
- Attached to books with dust jackets only
- Attached to books without dust jackets only
- No book jackets attached

AR/RC SPINE LABEL LOCATION

- Above spine label
- Below spine label
- Other (please specify) _____

AR/RC INFORMATION LABEL LOCATION

- Inside front cover
- Front fly leaf
- Title page
- Other (please specify) _____

THEFT PROTECTORS

Type

- 3M
- Checkpoint - frequency _____

Attachment

- Theft protectors attached
- Theft protectors not attached

5) Additional Instructions
