





## 3) Cataloging Classification Options (continued)

[ OFFICE USE Cust \_\_\_\_\_ Ord \_\_\_\_\_ ]

<b>Fiction Grades 4-8</b> <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above call number <input type="checkbox"/> j above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other constant _____	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">F</div> <div style="border: 1px solid black; padding: 2px;">Blu</div>	<i>5th, 1st, 2nd Options</i> <div style="border: 1px solid black; padding: 2px;">JUV</div> <div style="border: 1px solid black; padding: 2px;">F</div> <div style="border: 1px solid black; padding: 2px;">Bl</div>
<b>Fiction Grades 9 and above</b> <input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">F</div> <div style="border: 1px solid black; padding: 2px;">Fre</div>	<i>3rd, 2nd Options</i> <div style="border: 1px solid black; padding: 2px;">FIC</div> <div style="border: 1px solid black; padding: 2px;">Fr</div>
<b>Nonfiction Grades K-3</b> <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey _____ in front of Dewey <input type="checkbox"/> j above Dewey _____ in front of Dewey <input type="checkbox"/> Juv above Dewey _____ in front of Dewey <input type="checkbox"/> JUV above Dewey _____ in front of Dewey <input type="checkbox"/> E above Dewey _____ in front of Dewey <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">599</div> <div style="border: 1px solid black; padding: 2px;">Bur</div>	<i>2nd(above), 1st, 1st Options</i> <div style="border: 1px solid black; padding: 2px;">J</div> <div style="border: 1px solid black; padding: 2px;">599</div> <div style="border: 1px solid black; padding: 2px;">Bur</div>
<b>Nonfiction Grades 4-8</b> <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey _____ in front of Dewey <input type="checkbox"/> j above Dewey _____ in front of Dewey <input type="checkbox"/> Juv above Dewey _____ in front of Dewey <input type="checkbox"/> JUV above Dewey _____ in front of Dewey <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">598</div> <div style="border: 1px solid black; padding: 2px;">Car</div>	<i>3rd(front), 1st, 2nd Options</i> <div style="border: 1px solid black; padding: 2px;">j598</div> <div style="border: 1px solid black; padding: 2px;">Ca</div>
<b>Nonfiction Grades 9 and above</b> <input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">796.332</div> <div style="border: 1px solid black; padding: 2px;">Ros</div>	<i>1st, 3rd Options</i> <div style="border: 1px solid black; padding: 2px;">796.332</div> <div style="border: 1px solid black; padding: 2px;">R</div>
<b>Collective Biography</b> <input type="checkbox"/> Follow nonfiction prefixes previously specified (standard 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 constant _____	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">920</div> <div style="border: 1px solid black; padding: 2px;">Jos</div>	<i>2nd, 1st, 3rd Options</i> <div style="border: 1px solid black; padding: 2px;">920</div> <div style="border: 1px solid black; padding: 2px;">J</div>
<b>Story Collections</b> <input type="checkbox"/> Follow fiction prefixes previously specified (standard 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 constant _____	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">F</div> <div style="border: 1px solid black; padding: 2px;">Kna</div>	<i>2nd, 4th, 2nd Options</i> <div style="border: 1px solid black; padding: 2px;">808.8</div> <div style="border: 1px solid black; padding: 2px;">Kn</div>
<b>Foreign Language</b> <input type="checkbox"/> None (standard option) (circle number of letter for next two options) <input type="checkbox"/> 1 2 3 4 letters (3 = Spa, 2 = Sp, etc.) <input type="checkbox"/> 1 2 3 4 letters all caps (4 = SPAN, etc.) <input type="checkbox"/> Whole name (Spanish, German, etc.) <input type="checkbox"/> Whole name capped (SPANISH, etc.)	<input type="checkbox"/> Dewey by language (standard option) <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">468</div> <div style="border: 1px solid black; padding: 2px;">Mor</div>	<i>2nd, 2nd, 2nd Options</i> <div style="border: 1px solid black; padding: 2px;">Spa</div> <div style="border: 1px solid black; padding: 2px;">613</div> <div style="border: 1px solid black; padding: 2px;">Mo</div>
<b>Foreign Language Bilingual (English/Spanish):</b> <input type="checkbox"/> Use English call number options on bilingual books <input type="checkbox"/> Use Spanish call number options on bilingual books	<input type="checkbox"/> Dewey by language (standard option) <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">468</div> <div style="border: 1px solid black; padding: 2px;">Mor</div>	<i>2nd, 2nd, 2nd Options</i> <div style="border: 1px solid black; padding: 2px;">Spa</div> <div style="border: 1px solid black; padding: 2px;">613</div> <div style="border: 1px solid black; padding: 2px;">Mo</div>
<b>Reference (Dictionaries and Encyclopedias)</b> <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 constant _____	<input type="checkbox"/> Dewey number	<input type="checkbox"/> 3 Main entry letters (standard 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> <div style="border: 1px solid black; padding: 2px;">423</div> <div style="border: 1px solid black; padding: 2px;">Mer</div>	<i>4th, 1st, 3rd Options</i> <div style="border: 1px solid black; padding: 2px;">REF</div> <div style="border: 1px solid black; padding: 2px;">423</div> <div style="border: 1px solid black; padding: 2px;">M</div>

### Nonprint Media Prefix

General Materials Designation (GMD) (standard option)  None  Other constant \_\_\_\_\_ (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 - please provide number of places after decimal point \_\_\_\_\_

#### Subject Headings for cards

(Pick one from list below)  
 Sears (standard option)  
 Library of Congress  
 Library of Congress Childrens (LCAC)

#### Subject Headings for data disk

(Pick any or all from list below)  
 Sears (standard option)  
 Library of Congress  
 Library of Congress Childrens (LCAC)

## SHELF-READY PROCESSING OPTIONS

\_\_\_\_\_  
 School/Library Name

\_\_\_\_\_  
 Purchase Order Number

\_\_\_\_\_  
 Contact Name

\_\_\_\_\_  
 Library Phone Number

\_\_\_\_\_  
 Library Fax Number

\_\_\_\_\_  
 Library E-mail Address

If you purchased your cataloging attached, clear label protectors will be applied to all barcode and spine labels on books.

### A BARCODE LABEL LOCATION

Please indicate desired position(s) of barcode label(s) by circling the appropriate letter(s) below

Outside Cover				Inside Cover			
E	F	A	B	J	K	N	O
	I						
G	H	C	D	L	M	P	Q
back		front		front		back	

- Other Location
- On book pocket
  - 1/2" above book pocket
  - Inside book, page number \_\_\_\_\_
  - Do not cover title
  - \*If position H: check here if you would like a white label applied over ISBN on the back of the book before affixing barcode label
  - 2nd barcode location

### D BOOK POCKET / DATE DUE SLIP LOCATION

(Select one)

- Inside front cover
- Inside back cover
- Front fly leaf
- Back fly leaf
- Do not cover text or art

### E ACCELERATED READER LABELS Yes No

- Spine Label Location
  - Above the spine label
  - Other \_\_\_\_\_
- Information Label Location
  - Title page (specify location)
  - Other \_\_\_\_\_

### F SPECIAL INSTRUCTIONS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Specify Where

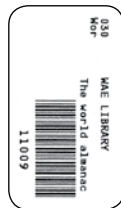
### B BARCODE LABEL DIRECTION

(Select one)

- Horizontal
- Vertical reading bottom to top (see sample 1 below)
- Vertical reading top to bottom (see sample 2 below)



Sample 1  
Reading bottom to top



Sample 2  
Reading top to bottom

### C SPINE LABEL LOCATION

(Select one)

- 1-1/2" from bottom of spine
- Other

Please Specify