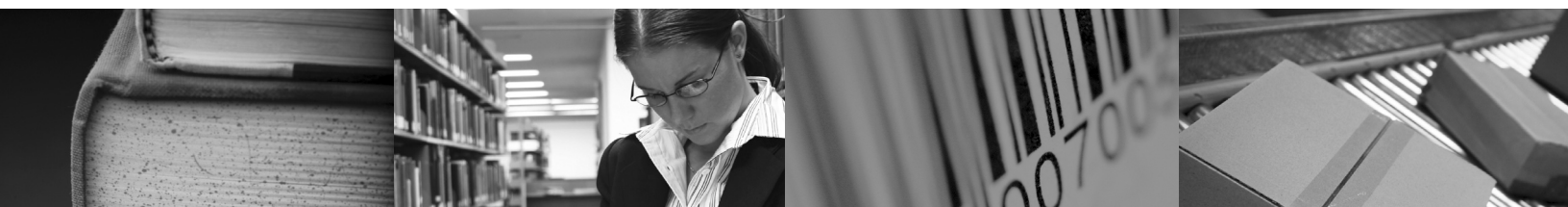# CUSTOMIZED LIBRARY SERVICES

*Ongoing Services
Customer Needs
Assessment*

BAKER & TAYLOR
the future delivered

Customized Library Services (CLS) professionals are experienced in all library processes and are ready to assist your library with any requirements you have. Because each library's requirements are unique, complete pricing for the required services can only be accomplished after reviewing your library's needs. In order to help us form a picture of your library's needs, please complete this questionnaire.

Our staff will then analyze your customized requirements and provide you with a pricing proposal. Should you have any questions while completing this document, please do not hesitate to contact your sales representative or the Customized Library Services group at www.baker-taylor.com/cls or clsinfo@baker-taylor.com.

This can be submitted electronically or can be mailed to the address listed below:

> **Customized Library Services**
> **Baker & Taylor Inc.**
> **Attn: Business Analyst**
> **2550 West Tyvola Road, Suite 300**
> **Charlotte, NC 28217**

** PLEASE PROVIDE SAMPLE PROCESSED PRODUCTS WITH ALL COMPONENTS IN THE REQUIRED LOCATIONS. SAMPLES WILL BE RETURNED UPON REQUEST. **

LIBRARY INFORMATION	CLS – Ongoing
CONTACT INFORMATION	
Library Name	
Street Address	
City/State/Zip	
Project Coordinator	
Phone	
Fax	
E-mail Address	
Collection Development Contact	
Phone	
Fax	
E-mail Address	
Acquisitions Contact	
Phone	
Fax	
E-mail Address	
Automation Contact	
Phone	
Fax	
E-mail Address	
Cataloging Contact	
Phone	
Fax	
E-mail Address	

Basis for Vendor Selection: ❑ Informal Proposal ❑ RFP/Bid

Proposal to Include:

❑ Books ❑ Blu-Ray ❑ DVD ❑ Music CD ❑ Spoken Word ❑ Standing Orders ❑ Digital

SCOPE

ONGOING PURCHASES

Number of Branches: _____

CLS Start Date: _____

Library's Fiscal Year: _____

Library's Fiscal Year – End Requirements:

_____

_____

_____

Annual Order Estimates:

Estimated Number of Titles	Estimated Units Volume	Estimated Dollars

Monthly Projections:

_____ Units _____ Dollars

Order Pattern/Timing (daily, weekly, monthly, etc.):

❐ Daily   ❐ Weekly   ❐ Monthly   ❐ Other

If Other, please describe:_____

Shipping/Delivery

Delivery Options:

1) Centralized delivery for distribution by the Library (provide Ship To information if different from above.)

Library Name:_____

Street Address:_____

_____

City/State/Zip:_____

2) If Orders are to be sorted and drop shipped separately to each agency/branch, please provide Ship To information or attach a list of branch names/addresses.

Library Name:_____

Street Address:_____

_____

City/State/Zip:_____

COLLECTION MANAGEMENT AND SELECTION TOOLS

CLS offers a variety of Collection Management Services.

Please describe your collection management requirements and provide any collection development documentation available.

SELECTION LIST FORMAT:

Selection list(s) are available in the following formats. Please check the desired format below:

❏ Title Source 3 Carts
❏ Other_____

ESTIMATED EXPENDITURES AND COLLECTION MIX

Please indicate expected collection mix.

	COLLECTION AREAS	ESTIMATED ANNUAL EXPENDITURES
	(Mark which areas will receive shelf-ready services.)	
Adult Fiction		
Adult Non-Fiction		
Adult Reference		
Adult Spoken Word		
Large Print		
YA Fiction		
YA Non-Fiction		
Picture Books		
Juvenile Fiction		
Juvenile Non-Fiction		
Juvenile Ref		
Juvenile Spoken Word		
Juvenile Kits		
Learning Language Kits		
Adult DVD		
Adult Music – CD		
Juvenile DVD		
Juvenile Music – CD		
Spanish		
Spanish – AV		

FOR ONGOING ACQUISITIONS:

Orders will be placed:

❒ Electronically via the Library's acquisitions system.
   Does your Acquisition System support the transmission of enriched EDI (branch distribution, collection codes)?
   ❒ Yes   ❒ No
❒ Electronically via Title Source
❒ Title Source 3 with grid module

Do you currently subscribe to the grid module?   ❒ Yes   ❒ No

If you have multiple branches, do you have centralized or de-centralized acquisition?

❒ Centralized:
   ❒ Send branch distribution via electronic order
❒ De-centralized:
   Orders will be separated by branch
         Current library acquisition software in use:_____
         Current vendor software in use:_____

INTEGRATED LIBRARY SYSTEM SPECIFICATIONS

This section provides information about your Integrated Library MARC and item loading specifications.

System Name and Version:_____
Do you have a Z39.50 Server?   ❒ Yes   ❒ No

Does the library's ILS currently have a load profile that will load bibliographic records and item records from a MARC tag (949/852 …)? *This is preferred for CLS Services.*   ❒ Yes   ❒ No

MARC Record Loader Profile Match Point:

❒ ISBN   ❒ Bibliographic Control #   ❒ OCLC   ❒ Other

Are you a consortia or cooperative member?   ❒ Yes   ❒ No

If yes, name consortia / cooperative_____

System Item Tag, subfields and values: **FOLLOW THE EXAMPLE BELOW**

Use separate pages as required

Tag: _____ Indicator: _____

SUBFIELD:	DESCRIPTION OF CONTENTS:	VALUES:

FOLLOW THIS EXAMPLE:

Tag: _____949_____ Indicator: _____b1_____

SUBFIELD:	DESCRIPTION OF CONTENTS:	VALUES:
$a	Bar Code	
$b	Branch	See attached list
$c	Collection Code	See attached list
$t	Item Type	BOOK, PAPERBACK, CD
$p	Price	

INVOICING

INVOICE TYPE

❒ Mirror current invoice specifications for account # _____.

FOR CUSTOMERS WHO HAVE AN INTEGRATED LIBRARY SYSTEM THAT SUPPORTS THE TRANSMISSION OF BRANCH DISTRIBUTION, THERE ARE TWO INVOICE OPTIONS:

❒ Standard Invoice with additional Branch Report.
One invoice will be generated for the shipment (ATS). A report of the titles by branch will be available via the Internet.

❒ Branch Invoice.
An invoice will be generated for each branch within the shipment.

Media: ❒ Paper invoice   ❒ Electronic invoice

FORMAT FOR PAPER INVOICE:

❒ Separate invoice for each purchase order number   ❒ Group purchase orders on same invoice

SEQUENCE FOR PAPER INVOICE: *please choose first, second, third sequence*

_____ Purchase order number
_____ Title
_____ Author
_____ Publisher

CATALOGING AND PROCESSING CHARGES FOR PAPER INVOICE:

❒ Last line of book/product invoice
❒ Extended by line item (part of extended net book cost)
❒ Separate invoice

SEND INVOICES TO:

_____ Send to the Billing Address
_____ Send to the Ship Address

Invoices will be generated per shipment (ATS)

STATUS REPORTS

❒ Do you require a weekly status report?   ❒ Yes   ❒ No

Customized Library Services' custom cataloging is BAKER & TAYLOR'S premier service.

CLS has performed on-line cataloging, editing and maintenance for Libraries since 1989. CLS will use one of two methodologies to perform cataloging services. Our preferred method is to access the Library's ILS using the Z39.50 protocol. Customized Library Services has partnered with The Library Corporation (TLC) to create a state of the art cataloging methodology that leverages Z39.50 protocol for accessing the library's database and a resource pool of records from the Library of Congress and any Baker & Taylor created records. This technology allows our CLS catalogers to have access to the most current version of the library's cataloging records without the overhead of being directly online. Records obtained from the Library's database are saved to a library specific work file located in our secure cataloging utility. The records in the work file are used in the creation of spine labels and as a vehicle for providing item-linking information.

Optionally, CLS can catalog online using the ILS Client supplied by the Library. Using the ILS software, CLS catalogers will access your database and work live in your database. Added copies will be linked on-line and CLS will catalog and add new titles using the Library's cataloging utility and OCLC (through a third party agreement described below). Original cataloging (described below as well) will be performed as needed.

Major Features of the CLS Preferred Cataloging Methodology (Z39.50)

Only authorized CLS catalogers have access to the library's database and work file. The cataloger will process material first by searching for a matching record in the library's database and work file simultaneously.

A successful search occurs when our cataloger matches the data elements found in the appropriate record tags. CLS considers the title, author, imprint/publisher, edition and date of publication when matching a record. During the CLS profiling, the project team will document the appropriate attributes for matching records. When a matching record is found, the appropriate item level information (examples: barcode number, list price, collection code, etc.) is keyed and the record is saved to the library's work file.

If a record is not found in the library's database or work file, the CLS Bibliographic Database is searched, followed by LC MARC and the resource databases of TLC. The CLS Bibliographic Database contains all CIP records upgraded to full MARC standards by CLS catalogers, as well as new records created by CLS original catalogers.

If the record is not found in the above resources, the Library may also choose to have CLS search OCLC on their behalf for records not found in the library's catalog. Once a record is located in OCLC it is saved to the Library's work file and the record is updated to the Library's specifications. The option of utilizing OCLC will also help to minimize the Library's need for original cataloging. Please note that the process of using OCLC is available upon CLS' receipt of a signed third party agreement which grants permission to our catalogers to access OCLC on the library's behalf. There are no additional charges from CLS for this service. However, it should be noted that all corresponding OCLC charges will be the responsibility of the Library. On a weekly basis, an electronic file is sent to OCLC to update the library's holdings for all contributed records.

When a full matching record is found in one of the resource databases, it is upgraded to meet the library's specifications and the appropriate item tag is keyed. The record is then saved to the library's work file.

If the matching record found is not a full level record, the record is upgraded to meet LC standards and is saved to the CLS Bibliographic Database. The record is then further edited to meet the library's specifications and the appropriate item record is keyed. The record is then saved to the library's work file. The exception to a full level record would be that some AV pre-pub records are not upgraded to full MARC standards. However, these records are upgradeable to the Library's local standards. If a matching record cannot be found in the multi-database search string, a request is forwarded to an original cataloger in the CLS department. Our original catalogers will create a record according to AACR2 rules. LC authority files are used to validate author and subject headings. Once the record is created, it is saved into the CLS Bibliographic Review File. Once the record has been reviewed and approved, it is saved in the CLS Bibliographic Database. The library's assigned cataloger is notified and the record will be edited to meet the library's specification and the appropriate item tag is keyed.

Every title sent to the library will have a full MARC record with the appropriate item tags. The records will either be new additions to the library's catalog, edited and modified to the library's standards, or existing records from the library's catalog.

When the cataloger has completed the order, laser printed label sets consisting of spine, barcode, bibliographic, and other labels as required by the library are printed. We have enclosed a sample label set at the end of this document. The barcode is provided in a standard format, with an eye readable number strip available. All other labels are customizable for font, pitch, boldness and italics.

Options for label font include Courier, Times New Roman and Arial and pitches 12, 14, 16 and text can be left justified, or centered. For thin books, we can provide one line spine labels and for Picture Books we can provide a larger font author letter spine label. The library will supply a unique barcode range, barcode prefix, and symbology information.

Call number and bibliographic information is extracted directly from the MARC record to ensure accuracy. After the labels are printed, a file of MARC records corresponding to

the titles in the order is created. Released records are flagged so they cannot be selected again.

The file of records will be put on the B&T FTP server for the library to retrieve and load. The records are maintained on the Library's work file for historical reference.

Is the library an OCLC member? ❒ Yes ❒ No

If No, please describe your cataloging resource: _____

Does the library want CLS to catalog new titles using OCLC? ❒ Yes ❒ No

Processing

The CLS department has over 225 trained professionals staffed to handle the library's customized requirements. These staff members are dedicated to meeting the library's requirements and exceeding your expectations. Our commitment to excellence and doing the job right the first time is unmatched in our industry. After cataloging is complete, the processing department completes the physical processing of each item. The processors review the processing instructions gathered at the site visit. Following these instructions, the processor attaches the spine label, barcode, and any special labels required by the library. After the application of all physical components, the library's materials move to the jacket selection area. Experienced technicians size the books so the appropriate

Mylar jacket can be applied to the dust cover of the book. After the material is fully processed, it is ready for the final and most important stage in our CLS process, back audit.

The back audit team is the final step in ensuring the material we ship to the library is of the highest quality and is in compliance with the library's profiled specifications. The CLS back auditors inspect each order by cross referencing the completed processing and the processing instructions gathered at the site visit. Once the library's material passes this stage, the order is ready to be staged for delivery to the library.

PRINTED MATERIAL

CATALOGING SPECIFICATIONS

CLASSIFICATION: ❒ Library of Congress ❒ Unabridged Dewey

Do you always follow Library of Congress assignment of classification numbers? ❒ Yes ❒ No

Do you always follow Library of Congress assignment of Dewey numbers? ❒ Yes ❒ No

If no, please provide examples on how do you differ from Library of Congress.

_____

_____

Do you use a cutter table?* ❒ Yes ❒ No

If yes, what version?*_____

* Baker & Taylor does not do unique cuttering.

Is a Local Call Number Tag required? ❒ Yes ❒ No

If Yes: Tag _____ Subfield(s) _____

Nonfiction Classification:

Dewey Class Non-Fiction: (except where specified differently in the cataloging profile)
❒ Unabridged Dewey cut at first prime
❒ Unabridged Dewey cut second prime
❒ Unabridged Dewey cut_____digits after the decimal
❒ Full unabridged Dewey

CATALOGING SPECIFICATIONS

Dewey Non-Fiction Cuttering:

❐ Author's full surname or first word of main entry
❐ First_____letters of author's surname or main entry
❐ Other

Biography Classification:

Individual Biography Classification:
❐ B
❐ BIO
❐ 92
❐ 921
❐ Dewey number, as given in the 082 tag of the MARC record
❐ Other _____

Individual Biography Cuttering:

❐ Full biographee's surname
❐ First _____letters of biographee's surname
❐ Author's full surname
❐ First _____letters of author's surname
❐ Other _____

Collective Biography Classification:

❐ 920
❐ 92
❐ B
❐ BC
❐ BIO
❐ Dewey number, as given in the 082 tag of the MARC record
❐ Other _____

Collective Biography Cuttering:

❐ Author's full surname
❐ First _____letters of author's surname
❐ Other _____

Reference Classification:

❐ 'R' as a prefix above the classification number
❐ 'Ref' as a prefix above the classification number
❐ 'Reference' as a prefix above the classification number
❐ No designation as part of the classification number
❐ Other _____
Do you capitalize all of the letters of 'reference' as prefix/classification number?
❐ Capitalize the first letter - 'R'- only　　　　　❐ Capitalize all of the letters

Fiction Classification:

❐ F
❐ FIC
❐ FICTION
❐ Dewey number, as given in the 082 tag of the MARC record
❐ Other _____

Fiction Author Letters:

❐ No author letters
❐ Author's full surname
❐ First _____ letters of author's surname
❐ prefix/genre
❐ Other _____
Do you use genre designations as prefixes or classifications instead of a genre label?
❐ Yes　　　　　❐ No　　　　　❐ Both　　　　　　　　　　　　　　　　8

Young Adult Classification:

❒ 'YA' as a prefix above the classification number
❒ 'Young Adult' as a prefix above the classification number
❒ No designation as part of the classification number
❒ Other_____

Do you capitalize all of the letters of 'Young Adult' as prefix/classification number?
❒ Capitalize the first letter of each word   ❒ Capitalize all of the letters

Young Adult Cuttering:

❒ Author's full surname
❒ First_____letters of author's surname
❒ Other_____

Do you ID genre in this collection?   ❒ Yes   ❒ No

Large Print Classification:

❒ 'LP' as a prefix above the classification number
❒ 'LT' as a prefix above the classification number
❒ 'Large Print' as a prefix above the classification number
❒ No designation as part of the classification number
❒ Other _____

Do you capitalize all of the letters of 'Large Print' as prefix/classification number?
❒ Capitalize the first letter of each word   ❒ Capitalize all of the letters

If you use genre designations as prefixes or classifications, which ones are used?

Please check the appropriate box for the genres that the library uses and write the library's prefix or classification in the space provided:

Collection	Prefix/Classification:	Genre	Prefix/Classification:
❒ Easy	_____	❒ Mystery	_____
❒ Easy Reader	_____	❒ Science Fiction	_____
❒ Juvenile	_____	❒ Western	_____
❒ Young Adult	_____	❒ Fantasy	_____
❒ Large print	_____	❒ Romance	_____
❒ Biography	_____	❒ Other	_____
❒ Reference	_____	❒ Other	_____
❒ Other	_____	❒ Other	_____

Do you capitalize all of the letters of genre as prefix/classification number?
❒ Capitalize the first letter only   ❒ Capitalize all of the letters

Foreign Language Materials:

Foreign Language Prefixes:
❒ Provide no special prefix
❒ Provide letter designation used as prefix

Foreign Language Classification:
❒ Provide subject classification
❒ Provide letter designation used as classification

Foreign Language Author Letters:
❒ No author letters
❒ Author's full surname
❒ First _____ letters of author's surname
❒ Other_____

Subject Headings:
Do you always follow Library of Congress assignment of subject headings? ❒ Yes   ❒ No
If no, please provide examples on how do you differ from Library of Congress:
_____
_____

MARC Tags:
Do you delete any specific MARC Tags? If yes, please list:
_____
_____

PROCESSING REQUIREMENTS

Please see the sample label set at the end of this document.
Mylar Jackets:
❒ Attached to all books with dust covers   ❒ Unattached

If jackets are attached, what method should be used?
❒ Glued
❒ Taped

Transparent/Opaque jackets will be discarded unless they contain pertinent information.
Belly bands/half-jackets will be discarded unless they contain pertinent information.

If the inside cover of the book contains pertinent information such as maps, charts, illustrations, CLS will tape or glue the jacket.

Is this acceptable to the library? ❒ Yes   ❒ No
If 'no', how should we handle?_____

Plastic Laminate Covers:
❒ Do not install
❒ Install plastic laminate cover on all paperbacks
❒ Provide only on titles marked on book order
     This method uses a clear, sturdy, thin plastic sheet adhered directly to the original paperback cover. This covers the entire book to protect the spine, front, and back covers.

B&T standard is to apply the covers before all label components. Please note that if the library selects to receive both Paper Laminate Covers and Vinabind prebinds on marked titles only this can not be managed through electronic ordering.

Prebinds:
❒ Do not install Prebinds
❒ Install Prebinds on all paperbacks
❒ Provide only on titles marked on book order

The Vinabind prebind method allows the entire original paperback cover to be retained. The cover is constructed of Davey Binders board and then covered with a polyvinyl lamination. The spine is reinforced using a strong double-fan adhesive binding.

Please note that if the library selects to receive both Paper Laminate Covers and Vinabind prebinds on marked titles only this can not be managed through electronic ordering.

PROCESSING REQUIREMENTS

Label Protectors:
❒ Affix label protectors over exposed spine labels not covered by Mylar jackets or clears
❒ Affix label protectors over exposed barcode labels
❒ Affix label protectors over exposed spine labels and barcode labels
❒ Affix label protectors over ALL exposed labels
❒ Other_____

Please note, barcodes are placed under mylar jackets.

Theft Detection Devices:
❒ Do not provide theft detection devices
❒ Provide theft detection devices
Location: _____
*B&T standard is to place theft randomly in the gutter, not in the spine or on a specific page.

Type:_____ Model #: _____

Checkpoint – if there is no pocket, where should theft be applied?_____

Should a book with disk/CD receive theft?_____

RFID Tags:

Type:_____ Model #: _____

Tags and covers are supplied by: ❒ Customer   ❒ CLS
❒ affix only
❒ affix and link/program barcode only
❒ affix and link barcode and other data as noted below:

_____
_____
_____

❒ RFID cover over tags

Does the library's RFID cover have pre-printed barcode numbers?   ❒ Yes   ❒ No

Type of software needed for RFID tags:_____

Placement of RFID tags:_____

Additional RFID Information:_____

Do you want branch code/data in RFID?   ❒ Yes   ❒ No
If yes, list data elements: _____

Book Pocket:
B&T Standard is to supply pockets.
❒ Do not provide
❒ Provide a book pocket
❒ Plain
❒ Plain with label

PROCESSING REQUIREMENTS

Book Pocket Location:
- ❒ Back flyleaf
- ❒ Front flyleaf
- ❒ Inside back cover
- ❒ Inside front cover

Book Pocket Placement:
- ❒ Center from all edges of book: inches from all edges of book:_____
- ❒ Flush with bottom edge of book *(not practical for paperback books with plastic laminate cover)*
- ❒ Upper left: _____inches from top and_____inches from side:_____
- ❒ Upper right:_____inches from top and_____inches from side
- ❒ Center:_____inches from bottom edge of book
- ❒ Other; specify:_____

If the placement of the pocket will cover pertinent information such as maps, illustrations, timelines, etc; Please choose a second, alternative location: _____

Date Due Slip:
- ❒ Do not provide
- ❒ Provide

These date due slips are supplied by: ❒ Customer   ❒ CLS
Vendor _____ Product Number_____

Are date-due slips self-adhesive?   ❒ Yes   ❒ No

Date Due Slip Location:
- ❒ Back flyleaf
- ❒ Front flyleaf
- ❒ Inside back cover
- ❒ Inside front cover
- ❒ Other; specify:_____

Date Due Slip Placement:
- ❒ Center from all edges of book
- ❒ Flush with bottom edge of book
- ❒ Upper left
- ❒ Upper right
- ❒ Center:_____ inches from bottom edge of book
- ❒ Float location to avoid pertinent information
- ❒ Other; specify:_____

If the placement of the due date slip will cover pertinent information such as maps, illustrations, timelines, etc; Please choose second, alternative location: _____

Spine Label:

Location:
- ❒ On dust cover or book, if no dust cover
- ❒ Attach to book only, remove dust cover

PROCESSING REQUIREMENTS

Spine Label Placement:
❒ Bottom of the label is 1/8 inch from bottom book edge
❒ Bottom of the label is_____inch(es) from bottom book edge

If spine label is placed a specific number of inches from the bottom of the book, how do you measure?
❒ Top edge of spine label
❒ Bottom edge of spine label

What is your spine label alignment (physical label print is always left justified)?
❒ Left edge of spine label
❒ Centered on spine label

What is your placement if the entire call # cannot be read on the spine?
❒ On spine if_____characters of the call # will fit
❒ Use CLS supplied 1-line vertical spine label
❒ Place on front cover, specify location: _____
❒ Turn labels vertically. If labels are turned vertically, do they read from:
    ❒ Top to bottom (typical title appearance on spine)
    ❒ Bottom to top (call # reading toward top edge of book)
❒ Apply to spine and wrap to front

What is your placement on really thin (pamphlet, stapled, or spiral) books:
❒ Place on front cover; Specify 'where' on front cover_____

What is your standard for spine labels that will cover part of volume number if applied in the requested location?
❒ Apply it anyway
❒ Change the location
❒ Other; specify:_____

Bar Code:

Customer must supply barcode range and symbology.
B&T standard is to apply barcode underneath the mylar jacket.

❒ Use 1 CLS supplied bar code label
❒ Use 2 CLS supplied bar code label
❒ Use 2 CLS supplied bar code label with 1 being CLS supplied OCR strip label
❒ RFID barcode overlay

Bar Code Label Placement
1st Label: location:_____

Do you align your bar code vertically or horizontally for the first location?
❒ Vertically
❒ Horizontally
❒ Read top to bottom
❒ Read bottom to top
Is a template used for placement?   ❒ Yes   ❒ No
If no, what are the measurements?_____

Bar Code Label Placement
2nd Label: location:_____

Do you align your bar code vertically or horizontally for the second location?
❒ Vertically
❒ Horizontally
❒ Read top to bottom
❒ Read bottom to top
Is a template used for placement?   ❒ Yes   ❒ No
If no, what are the measurements?_____

PROCESSING REQUIREMENTS

Location of OCR 2-Part Strip:
If other, specify details:_____

Alignment of OCR bar code:
❐   Horizontally
❐   Vertically

If placed vertically, should the bar code be placed to read:
❐   Top to bottom
❐   Bottom to top

If barcode will cover pertinent information, what do you do?
❐   Always attach in required location
❐   Move to_____

Bibliographic Label:

❐   Do not provide
❐   Provide bibliographic label

Bibliographic Label placement:
❐   Title page, centered placed_____
❐   Title page, upper right corner placed_____
❐   Title page, lower right corner placed_____
❐   Front flyleaf, centered placed_____
❐   Front flyleaf, upper right corner placed_____
❐   Front flyleaf, lower right corner placed_____
❐   Back flyleaf, centered placed_____
❐   Back flyleaf, upper left corner placed_____
❐   Back flyleaf, lower left corner placed_____
❐   Other; specify:_____

Bibliographic Label Information:

Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

Genre Labels:

❐   Do not provide
❐   Provide genre labels:

❐ Young Adult	❐ Juvenile	❐ Easy	❐ Biography	❐ Large Print	❐ Fantasy	❐ Easy Reader
❐ Reference	❐ Mystery	❐ Romance	❐ Science Fiction	❐ Western	❐ Holiday	
❐ Historical	❐ Humor	❐ Horror	❐ Christian Fiction	❐ Fairy Tales		

❐   Other; Please describe:_____
❐   Other; Please describe:_____

These genre labels are supplied by: ❐ Customer   ❐ CLS

If CLS, indicate the following:
Vendor: _____
Contact: _____
Phone #: _____
Product #: _____

Genre Label Placement:
❐   Label centered above spine label
❐   Label centered below spine label
❐   Cover pertinent title information
❐   Do not cover pertinent title info on book spine
❐   Other; specify:_____

PROCESSING REQUIREMENTS

Stamping/ownership label:

B&T standard is to use one preprinted label in lieu of stamp for location inside a book.
- ❒ Do not provide
- ❒ Provide stamping or labels with system name
- ❒ Provide stamping or labels with branch name
- ❒ Other; Please describe:_____

If you stamp, how many different locations do you stamp?_____

Stamp Placement:
- ❒ Centered on top edge of book
- ❒ If top edge is thin, stamp with just the top line of stamp
- ❒ If top edge will not accommodate even one line do not stamp
- ❒ If top edge is to thin move stamp to_____
- ❒ Alternate location if top edge is dark or glossy
- ❒ On inside front cover—where_____
- ❒ On title/verso page of book—where_____
- ❒ On the book pocket—where_____
- ❒ On White or light colored label if location is dark or glossy
- ❒ Othere, describe
- ❒ Alternate location if pertinent information will be covered
- ❒ Always stamp location even if pertinent information will be covered
- ❒ Additional labels:_____

1st Stamp or Label information
- ❒ Stamp
- ❒ Label

Placement: 1._____
            2._____

Stamp Information
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

2nd Stamp or Label information
- ❒ Stamp
- ❒ Label

Placement: 1._____
            2._____

Stamp Information
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

Color ink to be used _____

It is Baker & Taylor standard to use black ink.

If pages are dark or glossy, we will place a preprinted Avery label in same location

PROCESSING REQUIREMENTS

Reference Books

For Reference books, process each of the following exactly like all other books:

❐ Barcodes
❐ Spine labels
❐ Theft
❐ Stamps
❐ Jackets
❐ Pockets
❐ Other:_____
❐ Apply special "Reference" label:_____

Attached or loose accompanying materials such as CDs, DVDs, maps:

❐ Barcode item and leave attached as is
❐ Barcode and put in clear pocket
❐ Do not barcode / leave attached as is
❐ Do not barcode / place in clear pocket
❐ If original pocket can not be saved, place in clear pocket and attach to black flyleaf
❐ Other:_____

Are Board Books processed the same as all other bindings?   ❐ Yes   ❐ No

If different, explain: _____
❐ Other:_____
_____
_____

Are Mass Market Paperbacks processed the same as ALL other bindings: ❐ Yes   ❐ No

If different, explain:
Other:_____

Sets/Additions

If set is boxed, discard the box?   ❐ Yes   ❐ No
Details:_____
_____
_____

Additional Processing Specifications

❐ Toys, games, etc. that accompany books should be boxed and sent separately
❐ Toys, games, etc. that accompany books should not be sent

If customer supplies labels, what is the lead time needed for replenishing?

Contact Person:

CLASSIFICATION:

The Spoken Word Cataloging Specifications Are:
- ❒ Exactly the same as the monograph specifications
- ❒ Exactly the same as the monograph specifications except different prefixes
- ❒ Different than the monograph specifications as noted

- ❒ Library of Congress ❒ Unabridged Dewey ❒ ANSR
- ❒ Other:_____

Do you always follow Library of Congress assignment of classification numbers? ❒ Yes ❒ No
Do you always follow Library of Congress assignment of Dewey numbers? ❒ Yes ❒ No
If no, please provide examples on how do you differ from Library of Congress:_____
_____
_____

Do you use a cutter table?* ❒ Yes ❒ No
If yes, what version?*_____
Baker & Taylor does not do unique cuttering.

Is Local Call Number Tag required? ❒ Yes ❒ No

If Yes: Tag _____ Subfield(s) _____

Nonfiction Classification:

Dewey Class Nonfiction: (except where specified differently in the cataloging profile)
- ❒ Unabridged Dewey cut_____prime
- ❒ Unabridged Dewey cut_____digits after the decimal
- ❒ Full unabridged Dewey

Dewey Non-Fiction Cuttering:
- ❒ Author's full surname or first word of main entry (author's name will wrap to a second line after 8 characters)
- ❒ First_____letters of author's surname or main entry
- ❒ Other_____

Biography Classification:

Individual Biography Classification:
- ❒ B
- ❒ BIO
- ❒ 92
- ❒ 921
- ❒ Dewey number, as given in the 082 tag of the MARC record
- ❒ Other_____

Individual Biography Cuttering:
- ❒ Full biographer's surname
- ❒ First_____letters of biographee's surname
- ❒ Author's full surname
- ❒ First_____letters of author's surname
- ❒ Other_____

CATALOGING SPECIFICATIONS

Collective Biography Classification:

❒ 920
❒ 92
❒ B
❒ BC
❒ BIO
❒ Dewey number, as given in the 082 tag of the MARC record
❒ Other_____

Collective Biography Cuttering:

❒ Author's full surname
❒ First_____ letters of author's surname
❒ Other_____

Reference Classification:

❒ 'R' as a prefix above the classification number
❒ 'Ref' as a prefix above the classification number
❒ 'Reference' as a prefix above the classification number
❒ No designation as part of the classification number
❒ Other_____

Do you capitalize all of the letters of 'reference' as prefix/classification number?
❒ Capitalize the first letter - 'R'- only   ❒ Capitalize all of the letters

Fiction Classification:

❒ F
❒ FIC
❒ FICTION
❒ Dewey number, as given in the 082 tag of the MARC record
❒ Other_____

Fiction Author Letters:

❒ No author letters
❒ Author's full surname
❒ First_____letters of author's surname
❒ Other_____

Young Adult Classification:

❒ 'YA' as a prefix above the classification number
❒ 'Young Adult' as a prefix above the classification number
❒ No designation as part of the classification number
❒ Other_____

Do you capitalize all of the letters of 'Young Adult' as prefix/classification number?
❒ Capitalize the first letter of each word   ❒ Capitalize all of the letters

Young Adult Cuttering:

❒ Author's full surname
❒ First_____letters of author's surname
❒ Other_____

Do you ID genre in this collection?   ❒ Yes   ❒ No

CATALOGING SPECIFICATIONS

CLASSIFICATION (continued):

Prefix/Genre

Do you use genre designations as prefixes or classifications instead of a genre label? ❒ Yes ❒ No ❒ Both

Please check the appropriate box for the genres that the library uses as part of the call number and write the library's prefix or classification in the space provided:

Collection:	Prefix/Classification:	Genre:	Prefix/Classification:
❒ Juvenile:		❒ Mystery:	
❒ Young Adult:		❒ Science Fiction:	
❒ Biography:		❒ Western:	
❒ Reference:		❒ Fantasy:	
❒ Spoken Word:		❒ Romance:	
❒ Audio CD:		❒ Other:	
❒ Audio Cassette:		❒ Other:	
❒ Other			
❒ Other			

Do you capitalize all of the letters of genre as prefix/classification number?
❒ Capitalize the first letter only
❒ Capitalize all of the letters

Foreign Language Materials:

Foreign Language Prefixes:
❒ Provide no special prefix ❒ Provide letter designation used as prefix

Foreign Language Classification:
❒ Provide subject classification   ❒ Provide letter designation used as classification

Foreign Language Author Letters:
❒ No author letters
❒ Author's full surname
❒ First_____letters of author's surname
❒ Other_____

Subject Headings:

Do you always follow Library of Congress assignment of subject headings? ❒ Yes ❒ No
If no, please provide examples on how do you differ from Library of Congress:
_____

MARC Tags:
Do you delete any specific MARC Tags? If yes, please list:_____

PROCESSING REQUIREMENTS

❒ Standard Processing   ❒ Digital Media Processing

Storage Devices:

SWA Cassette
❒ No repackaging; use original cases
❒ Provide standard cases
❒ Provide specific brand of SWA Cassette cases:
Please provide vendor and product number_____
❒ Other_____
Please provide vendor and product number_____

Baker & Taylor will provide standard cases with a literature well. If other sizes are required, customer will provide cases to Baker & Taylor.

SWA CD
❒ No repackaging; use original cases
❒ Provide standard cases
❒ Provide specific brand of SWA CD cases:
Please provide vendor and product number_____
❒ Other_____
Please provide vendor and product number_____

Baker & Taylor will provide standard cases with a literature well. If other sizes are required, customer will provide cases to Baker & Taylor.

Repackaging:

❒ Repackage only those in a cardboard box
❒ Repackage all material in chosen cases
❒ Other_____

Label Protectors: *(must choose one of the below)*

❒ Provide on all exposed exterior labels
❒ Provide on specific components
❒ Other_____

Theft Detection Devices:

❒ Do not provide theft detection devices
❒ Provide theft detection devices
    Location:_____
Type:_____ Model #: _____

RFID Tags:

Type:_____ Model #: _____

Tags and covers are supplied by: ❒ Customer   ❒ CLS
❒ Affix only
❒ Affix and link/program barcode only
❒ Affix and link barcode and other data as noted below

_____
_____
_____

❒ RFID cover over tags

Does the library's RFID cover have pre-printed barcode numbers?   ❒ Yes   ❒ No

Type of software needed for RFID tags:_____

Placement of RFID tags:_____

Do you want branch code/data in RFID?   ❒ Yes   ❒ No
If yes, list data elements:_____

PROCESSING REQUIREMENTS

Spine Labels:

Location:
- ❐ On spine of case
- ❐ On spine of graphic
- ❐ On front cover of the case
- ❐ On front of the graphics

Spine Label Placement:
- ❐ Bottom of the label is 1/8 inch from bottom edge, center
- ❐ Bottom of the label is 1/8 inch from bottom edge, lower left corner
- ❐ Bottom of the label is 1/8 inch from bottom edge, lower right corner
- ❐ Bottom of the label is_____inch(es) from bottom edge
- ❐ Other_____

Bar Code:

Customer must supply barcode range.
- ❐ Use 1 CLS supplied bar code label
- ❐ Use 2 CLS supplied bar code label
- ❐ Use 2 CLS supplied bar code label with 1 being CLS supplied OCR strip label
- ❐ RFID barcode overlay

Bar Code Label Placement
1st Label: Location:_____
Do you align your bar code vertically or horizontally for the first location?
- ❐ Vertically
- ❐ Horizontally
- ❐ Read top to bottom
- ❐ Read bottom to top

Is a template used for placement?   ❐ Yes   ❐ No
If No, what are the measurements?_____

Bar Code Label Placement
2nd Label: Location:_____
Do you align your bar code vertically or horizontally for the first location?
- ❐ Vertically
- ❐ Horizontally
- ❐ Read top to bottom
- ❐ Read bottom to top

Is a template used for placement?   ❐ Yes   ❐ No
If No, what are the measurements?_____

Location of OCR 2-Part Strip:
If other, specify details:_____
Alignment of OCR bar code: ❐ Horizontally   ❐ Vertically

If placed vertically, should the bar code be placed to read:
- ❐ Top to bottom
- ❐ Bottom to top

If barcode will cover pertinent information, what do you do?
- ❐ Always attach in required location
- ❐ move to_____

PROCESSING REQUIREMENTS

Bibliographic Label:
❏ Do not provide   ❏ Provide bibliographic label

Bibliographic Label Location:
❏ On case   ❏ On graphics
Placement:_____

Do you align your bar code vertically or horizontally for the first location?
❏ Vertically   ❏ Horizontally

Bibliographic Label Information:
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

Genre Labels:
❏ Do not provide
❏ Provide genre labels:
❏ Young Adult   ❏ Juvenile   ❏ Biography   ❏ Fantasy   ❏ Mystery   ❏ Romance
❏ Science Fiction   ❏ Western   ❏ Holiday   ❏ Historical   ❏ Humor   ❏ Horror
❏ Christian Fiction   ❏ Fairy Tales
❏ Other; Please describe:_____
❏ Other; Please describe:_____

These genre labels are supplied by: ❏ Customer   ❏ CLS

Genre Label Location:
❏ On case   ❏ On graphics
Genre Label Placement:_____

Ownership Label:
❏ Do not provide
❏ Provide labels with system name.
❏ Provide labels with branch name.
❏ Provide label and attach to product
❏ Other; Please describe:_____

Do you need each CD/case labeled?   ❏ Yes   ❏ No
These ownership labels are supplied by: ❏ Customer   ❏ CLS

1st Label information
Placement: 1._____
                      2._____
Label Information
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

2nd Label information
Placement: 1._____
                      2._____
Label Information
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

Color ink to be used_____
Baker & Taylor standard is to use black ink.

PROCESSING REQUIREMENTS

Content Label:
❒ Do not provide
❒ Provide

Content Label Location:
❒ On graphics
❒ On case
❒ Other_____

Content Label Placement:_____

Book Drop Label:
❒ Do not provide
❒ Provide

Book Drop Label Location:
❒ On graphics
❒ On case
❒ Other_____

Book Drop Label Placement:_____

Warning Label:
❒ Do not provide
❒ Provide

Warning Label Location:
❒ On graphics
❒ On case
❒ Other_____

Warning Label Placement:_____

Other Labels:
❒ No other labels
❒ Please Rewind label
❒ Please Return Inside Library label
❒ Intentionally Blank label
❒ Other labels:_____

Multi – CD handling:
Explain processing requirements for multiple CD handling:
_____
_____

ACCOMPANYING MATERIAL SPOKEN WORD PROCESSING - SPOKEN WORD WITH ACCOMPANYING MATERIAL

Bar Codes:
❒ Use a separate bar code number for the book and the CD
❒ Use the same bar code number for the book and the CD
❒ Other:_____

Explain processing requirements for accompanying material:
_____
_____

CATALOGING SPECIFICATIONS

CLASSIFICATION:

The Music cataloging specifications are:
- ❐ Exactly the same as the monograph specifications
- ❐ Exactly the same as the monograph specifications except different prefixes
- ❐ Different than the monograph specifications as noted

- ❐ Library of Congress   ❐ Unabridged Dewey   ❐ ANSR
- ❐ Other:

Do you always follow Library of Congress assignment of classification numbers?   ❐ Yes   ❐ No
Do you always follow Library of Congress assignment of Dewey numbers?   ❐ Yes   ❐ No
If no, please provide examples on how do you differ from Library of Congress:
_____
_____
_____

Do you use a cutter table?*   ❐ Yes   ❐ No
If yes, what version?*_____
Baker & Taylor does not do unique cuttering.

Is a Local Call Number Tag required?   ❐ Yes   ❐ No

If Yes: Tag _____   Subfield(s) _____

Boxed Sets:
- ❐ Classify the CDs as individual items
- ❐ Classify as a single box set

Classification:
- ❐ Unabridged Dewey cut _____ prime
- ❐ Unabridged Dewey cut _____ digits after the decimal
- ❐ Full unabridged Dewey
- ❐ ANSCR Classification
- ❐ Genre Terms

Cuttering:
- ❐ First_____letters of composer/artist's surname
- ❐ First_____letters of title
- ❐ First_____letters of title entry
- ❐ Composer/artist's full surname(composer/artist's name will wrap to a second line after 8 characters)
- ❐ Other:_____

If you use genre designations as prefixes or classifications, which ones are used?

Please check the appropriate box for the genres that the library uses as part of the call number and write the library's prefix or classification in the space provided:

Genre:	Prefix/Classification:	Genre:	Prefix/Classification:	Genre:	Prefix/Classification:	Genre:	Prefix/Classification:
❐ Young Adult		❐ Juvenile		❐ Music CD		❐ Big Band	
❐ Bluegrass		❐ Blues		❐ Children's Songs		❐ Christmas Songs	
❐ Contemp. Christian		❐ Classical		❐ Country		❐ Folk	
❐ Gospel		❐ Jazz		❐ Lullabies		❐ Musicals	
❐ New Age		❐ Opera		❐ Popular		❐ Ragtime	
❐ Rap		❐ Reggae		❐ Rhythm and Blues		❐ Rock 'n' roll	
❐ Soul		❐ Soundtracks		❐ World		❐ Other	
❐ Other		❐ Other		❐ Other			

Do you capitalize all of the letters of genre as prefix/classification number?
❐ Capitalize the first letter only   ❐ Capitalize all of the letters

CATALOGING SPECIFICATIONS

Foreign Language Materials:

Foreign Language Prefixes:
❒ Provide no special prefix   ❒ Provide letter designation used as prefix

Foreign Language Classification:
❒ Provide subject classification   ❒ Provide letter designation used as classification

Foreign Language Main Entry:
❒ No main entry
❒ Artist's full name
❒ First_____letters of Artist's name
❒ Other_____

Subject Headings:

Do you always follow Library of Congress assignment of subject headings?   ❒ Yes   ❒ No
If no, please provide examples on how do you differ from Library of Congress:
_____
_____

MARC Tags:
Do you delete any specific MARC Tags? If yes, please list:_____

PROCESSING REQUIREMENTS

❒ Standard Processing   ❒ Digital Media Processing

Storage Devices:

❒ No repackaging
❒ Provide standard jewel cases
❒ Provide specific brand of Music CD cases
These devices are supplied by: ❒ Customer   ❒ CLS

Please provide vendor and catalog number:_____Other_____
Please provide vendor and catalog number:_____

Repackaging:

❒ Repackage only those in a cardboard box
❒ Repackage all material in cases
❒ Repackage if more than 1 CD
❒ Repackage all discs into a single case
❒ Repackage each disc of item ordered into a separate case
❒ Other_____
Case Components:
❒ Insert graphics into sleeve secured with small piece of double-sided tape
❒ Insert graphics into sleeve loose; trim if needed
❒ Other:_____

Label Protectors:

❒ Provide on all exposed exterior labels
❒ Provide on all exposed exterior and interior labels
❒ Provide on specific components
❒ Other:_____

Theft Detection Devices:

❒ Do not provide theft detection devices
❒ Provide theft detection devices
Type:_____Series:_____Location:_____

PROCESSING REQUIREMENTS

RFID:

Tags and covers are supplied by: ❒ Customer   ❒ CLS

Type:_____ Model #_____

❒ Affix only
❒ Affix and link/program barcode only
❒ Affix and link barcode and other data as noted below:

_____
_____
_____

❒ RFID cover over tags

Does the library's RFID cover have pre-printed barcode numbers?   ❒ Yes   ❒ No

Type of software needed for RFID tags:_____

Placement of RFID tags:_____

Do you want branch code/data in RFID?   ❒ Yes   ❒ No
If yes, list data elements:_____

Spine Labels:

Location:
❒ On front cover of the case
❒ On front of the graphics
❒ On CD(s)
❒ On supplemental material
❒ Other:_____

Spine Label Placement:
❒ Bottom of label is 1/8 inch from bottom edge, center
❒ Bottom of label is 1/8 inch from bottom edge, lower left corner
❒ Bottom of label is 1/8 inch from bottom edge, lower right corner
❒ Bottom of the label is _____inch(es) from bottom edge of spine
❒ Bottom of the label is _____inch(es) from top left edge
❒ Bottom of the label is _____inch(es) from top right edge
❒ Bottom of the label is _____inch(es) from bottom left edge
❒ Bottom of the label is _____inch(es) from bottom right edge
❒ Other:_____

Bar Code:
❒ Do not provide bar code labels
❒ Use an OCR strip label for the second bar code
❒ Use CLS supplied bar codes
❒ Provide RFID bar code overlay

1st Label:
Bar Code Label Placement:

❒ On spine of case
❒ On front cover of case
❒ On back cover of case
❒ Other:_____

Barcode Label Placement:
❒ Label 1/8 inch from bottom edge of case
❒ Label_____inches from top left edge of case
❒ Label_____inches from top right edge of case
❒ Label_____inches from bottom left edge of case
❒ Label_____inches from bottom right edge of case
❒ Other:_____

Is a template used for placement?   ❒ Yes   ❒ No
If no, what are the measurements?_____

Barcode is aligned:
❒ Vertically   ❒ Horizontally
❒ Read top to bottom   ❒ Read bottom to top

PROCESSING REQUIREMENTS

2nd Label:
Bar Code Label Placement:

❒ On spine of case
❒ On front cover of case
❒ On back cover of case
❒ Other:_____

❒ Label 1/8 inch from bottom edge of case
❒ Label_____inches from top left edge of case
❒ Label_____inches from top right edge of case
❒ Label_____inches from bottom left edge of case
❒ Label_____inches from bottom right edge of case
❒ Other:_____

Is a template used for placement?   ❒ Yes   ❒ No
If no, what are the measurements?_____

Barcode is aligned:
❒ Vertically   ❒ Horizontally
❒ Read top to bottom   ❒ Read bottom to top

Bibliographic Label:
❒ Do not provide   ❒ Provide bibliographic label

Bibliographic Label Location:
❒ On case   ❒ On graphics
Bibliographic Label Placement:_____

Do you align your bar code vertically or horizontally for the first location?
❒ Vertically   ❒ Horizontally

Bibliographic Label Information:
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

Genre Labels:
❒ Do not provide
❒ Provide genre labels:

Genre:	Genre:	Genre:	Genre:
❒ Young Adult	❒ Juvenile	❒ Music CD	❒ Big Band
❒ Bluegrass	❒ Blues	❒ Children's Songs	❒ Christmas Songs
❒ Contemporary Christian Music	❒ Classical	❒ Country	❒ Folk
❒ Gospel	❒ Jazz	❒ Lullabies	❒ Musicals
❒ New Age	❒ Opera	❒ Popular	❒ Ragtime
❒ Rap	❒ Reggae	❒ Rhythm and Blues	❒ Rock 'n' roll
❒ Soul	❒ Soundtracks	❒ World	❒ Other
❒ Other	❒ Other	❒ Other	

These genre labels are supplied by: ❒ Customer   ❒ CLS

Genre Label Location:
❒ On case   ❒ On graphics

Genre Label Placement:
❒ Label centered above spine label
❒ Label centered below spine label
❒ Do not cover pertinent title information on spine of material
❒ Other - Please describe:_____

PROCESSING REQUIREMENTS

Branch/Library System Label:
- ❒ Do not provide
- ❒ Provide labels with system name
- ❒ Provide labels with branch name
- ❒ Provide label and attach to product
- ❒ Other - Please describe:_____

Do you need each CD/case labeled?   ❒ Yes   ❒ No
These ownership labels are supplied by: ❒ Customer   ❒ CLS

1st Label information:
Placement: 1._____
                2._____
Label Information
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

2nd Label information:
Placement: 1._____
                2._____
Label Information
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

Color ink to be used_____
Baker & Taylor standard is to use black ink.

Content Label:
- ❒ Do not provide
- ❒ Provide

Content Label Location:
- ❒ On graphics
- ❒ On case
- ❒ Other:_____

Content Label Placement:_____

Book Drop Label:
- ❒ Do not provide
- ❒ Provide

Book Drop Label Location:
- ❒ On graphics
- ❒ On case
- ❒ Other:_____

Book Drop Label Placement:_____

Warning Label:
- ❒ Do not provide
- ❒ Provide

Warning Label Location:
- ❒ On graphics
- ❒ On case
- ❒ Other:_____

Warning Label Placement:_____

PROCESSING REQUIREMENTS

Other Labels or Services:

❐ Rating labels
❐ Reprinted main entry label
❐ Other - Please describe:_____
❐ Other - Please describe:_____
❐ Other - Please describe:_____

Multiple CD Handling:

Explain processing requirements for multiple CD handling:
_____
_____

MUSIC COMPACT DISC WITH ACCOMPANYING MATERIAL PROCESSING

❐ Do not send accompanying material
❐ Send in a separate box
❐ Rubberband to CD
❐ Place ownership/branch label on accompanying material

Bar Codes:

❐ Use a separate bar code number for the accompanying material and the CD
❐ Use the same bar code number for the accompanying material and the CD
❐ Other:_____

Explain any other processing requirements for accompanying material:
_____
_____

CATALOGING SPECIFICATIONS

CLASSIFICATION:

The DVD cataloging specifications are:
- ❏ Exactly the same as the monograph specifications
- ❏ Exactly the same as the monograph specifications except different prefixes
- ❏ Different than the monograph specifications as noted

- ❏ Library of Congress   ❏ Unabridged Dewey
- ❏ Other:_____

Do you always follow Library of Congress assignment of classification numbers?   ❏ Yes   ❏ No
Do you always follow Library of Congress assignment of Dewey numbers?   ❏ Yes   ❏ No
If no, please provide examples on how do you differ from Library of Congress:
_____
_____

Do you use a cutter table?*   ❏ Yes   ❏ No
If yes, what version?*_____

* Baker & Taylor does not do unique cuttering.

Is a Local Call Number Tag required?   ❏ Yes   ❏ No

If Yes:
Tag _____ Subfield _____

NON-FICTION DVD

Classification:

- ❏ Unabridged Dewey cut at_____prime
- ❏ Unabridged Dewey cut_____digits after the decimal
- ❏ Full unabridged Dewey
- ❏ Other:_____

Cuttering:

- ❏ Producer's full surname
- ❏ First word of title entry
- ❏ First_____letters of producer's surname
- ❏ First_____letters of title entry
- ❏ Other:_____

BIOGRAPHY CLASSIFICATION

Individual Biography Classification:
- ❏ B
- ❏ BIO
- ❏ 92
- ❏ 921
- ❏ Dewey number, as given in the 082 tag of the MARC record
- ❏ Other:_____

Individual Biography Cuttering:

- ❏ Full biographee's surname
- ❏ First_____letters of biographee's surname
- ❏ First word of the title main entry
- ❏ First_____letters of the title main entry
- ❏ Other:_____

Collective Biography Classification:

- ❏ 920
- ❏ 92
- ❏ B
- ❏ BC
- ❏ BIO
- ❏ Dewey number, as given in the 082 tag of the MARC record
- ❏ Other:_____

Collective Biography Cuttering:

- ❏ First word of the title main entry
- ❏ First _____ letters of the title main entry
- ❏ Other:_____

CATALOGING SPECIFICATIONS

YOUNG ADULT CLASSIFICATION

Young Adult Classification:
- ❏ 'YA' as a prefix above the classification number
- ❏ 'Young Adult' as a prefix above the classification number
- ❏ No designation as part of the classification number
- ❏ Other:_____

Do you capitalize all of the letters of 'young adult' as prefix/classification number?
- ❏ Capitalize the first letter of each word
- ❏ Capitalize all of the letters

Young Adult Cuttering:
- ❏ First word of the title main entry
- ❏ First_____letters of the title main entry
- ❏ Other:_____

Do you ID genre in this collection?   ❏ Yes   ❏ No

FEATURE FILMS AND MOVIES

Classification:
- ❏ No Classification
- ❏ Class as Fiction
- ❏ Library of Congress – PN1997 with Cutters for Title
- ❏ Dewey Unabridged – 791.4372 for live action, 791.433 for animation
- ❏ Genre Terms
- ❏ Other:_____

Cuttering:
- ❏ No name
- ❏ Full biographee's surname
- ❏ First_____letters of biographee's surname
- ❏ First word of the title main entry
- ❏ First_____letters of the title main entry
- ❏ Other:_____

TELEVISION PROGRAMS

Classification:
- ❏ No Classification
- ❏ Class as Fiction
- ❏ Library of Congress – PN1997 with Cutters for Title
- ❏ Dewey Unabridged – 791.4372 for live action, 791.433 for animation
- ❏ Genre Terms
- ❏ Other:_____

Cuttering:
- ❏ No name
- ❏ Full biographee's surname
- ❏ First_____letters of biographee's surname
- ❏ First word of the title main entry
- ❏ First_____letters of the title main entry
- ❏ Television series name
- ❏ Other:_____

CATALOGING SPECIFICATIONS

If you use genre designations as prefixes or classifications, which ones are used?

Please check the appropriate box for the genres that the library uses as part of the call number and write the library's prefix or classification in the space provided:

Genre: Prefix/Classification:	Genre: Prefix/Classification:	Genre: Prefix/Classification:	Genre: Prefix/Classification:
❒ DVD:	❒ Action	❒ Adventure	❒ Animation
❒ Biography	❒ Classic	❒ Comedy	❒ Documentary
❒ Drama	❒ Family	❒ Horror	❒ Musicals
❒ Science Fiction/Fantasy	❒ Easy	❒ Juvenile	❒ Young Adult
❒ Other	❒ Other	❒ Other	❒ Other

Do you capitalize all of the letters of genre as prefix/classification number?
❒ Capitalize the first letter only
❒ Capitalize all of the letters

FOREIGN LANGUAGE MATERIALS

Foreign Language Prefixes:
❒ Provide no special prefix
❒ Provide letter designation used as prefix

Foreign Language Classification:
❒ Provide subject classification
❒ Provide letter designation used as classification

Foreign Language Author Letters:
❒ No title main entry letters
❒ First word of the title main entry
❒ First_____letters of the title main entry
❒ Other:_____

Do you designate foreign language material by:
❒ The country of origin
❒ The dubbed language of the material

PROCESSING

❒ Standard Processing   ❒ Digital Media Processing

Storage Devices:

❒ No repackaging
❒ Provide standard cases
❒ Provide specific brand of cases

These devices are supplied by: ❒ Customer   ❒ CLS

Please provide vendor and catalog number_____
❒ Other:_____

Repackaging:

❒ Repackage only those in a cardboard box
❒ Repackage only those in slim cases
❒ Repackage all material in chosen cases
❒ Repackage if more than 1 DVD
❒ Repackage all discs into single case
❒ Repackage each disc in item ordered into a separate case
❒ Other:_____

Case Components:

❒ Insert graphics into sleeve secured with small piece of double-sided tape
❒ Insert graphics into sleeve loose; trim if needed
❒ Other:_____

Label Protectors:

❒ Provide on all exposed exterior labels
❒ Provide on all exposed exterior and interior labels
❒ Provide on specific components
❒ Other:_____

Theft Detection Devices:

❒ Do not provide theft detection devices
❒ Provide theft detection devices

Type:_____Series:_____Location:_____

RFID:

RFID tags and covers are supplied by: ❒ Customer   ❒ CLS
Type:_____Model #:_____
❒ Affix only
❒ Affix and link/program barcode only
❒ Affix and link barcode and other data as noted below:

_____
_____
_____

❒ RFID cover over tags

Does the library's RFID cover have pre-printed barcode numbers?   ❒ Yes   ❒ No

Type of software needed for RFID tags:_____

Placement of RFID tags:_____

Do you want branch code/data in RFID?   ❒ Yes   ❒ No
If yes, list data elements:_____

PROCESSING

Spine Labels:

Location: *(may choose more than one)*
- ❒ On front cover of the case
- ❒ On front of the graphics
- ❒ On CD(s)
- ❒ On supplemental material
- ❒ Other:_____

Spine Label Placement:
- ❒ Bottom of label is 1/8 inch from bottom edge, center
- ❒ Bottom of label is 1/8 inch from bottom edge, lower left corner
- ❒ Bottom of label is 1/8 inch from bottom edge, lower right corner
- ❒ Bottom of the label is_____inch(es) from bottom edge of spine
- ❒ Bottom of the label is_____inch(es) from top left edge
- ❒ Bottom of the label is_____inch(es) from top right edge
- ❒ Bottom of the label is_____inch(es) from bottom left edge
- ❒ Bottom of the label is_____inch(es) from bottom right edge
- ❒ Other:_____

Bar Code:
- ❒ Use an OCR strip label for the second bar code
- ❒ Use CLS supplied bar codes
- ❒ Provide RFID bar code overlay

1st Label:

Bar Code Label Placement:
- ❒ On spine of case
- ❒ On front cover of case
- ❒ On back cover of case
- ❒ Other:_____

Barcode Label Placement:
- ❒ Label 1/8 inch from bottom edge of case
- ❒ Label_____inches from top left edge of case
- ❒ Label_____inches from top right edge of case
- ❒ Label_____inches from bottom left edge of case
- ❒ Label_____inches from bottom right edge of case
- ❒ Other:_____

Is a template used for placement?   ❒ Yes   ❒ No
If no, what are the measurements?_____

Barcode is aligned:
- ❒ Vertically   ❒ Horizontally
- ❒ Read top to bottom   ❒ Read bottom to top

2nd Label:

Bar Code Label Placement:
- ❒ On spine of case
- ❒ On front cover of case
- ❒ On back cover of case
- ❒ Other:_____

Barcode Label Placement:
- ❒ Label 1/8 inch from bottom edge of case
- ❒ Label_____inches from top left edge of case
- ❒ Label_____inches from top right edge of case
- ❒ Label_____inches from bottom left edge of case
- ❒ Label_____inches from bottom right edge of case
- ❒ Other:_____

Is a template used for placement?   ❒ Yes   ❒ No
If no, what are the measurements?_____

Barcode is aligned:
- ❒ Vertically   ❒ Horizontally
- ❒ Read top to bottom   ❒ Read bottom to top

PROCESSING

Bibliographic Label:
❒ Do not provide
❒ Provide bibliographic label

Bibliographic Label Location:
❒ On case
❒ On graphics
Bibliographic Label Placement:_____

Bibliographic Label Information:
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

Genre Labels:
❒ Do not provide
❒ Provide genre labels:
❒ Young Adult   ❒ Juvenile   ❒ Easy   ❒ Biography   ❒ Drama   ❒ Family
❒ Horror   ❒ Documentary   ❒ Comedy   ❒ Mystery   ❒ Romance   ❒ Science Fiction/Fantasy
❒ Western   ❒ Musical   ❒ Action   ❒ Adventure   ❒ Animation   ❒ Classic
❒ Other - Please describe:_____
❒ Other - Please describe:_____

These genre labels are supplied by: ❒ Customer   ❒ CLS

Genre Label Location:
❒ On case   ❒ On graphics

Genre Label Placement:
❒ Label centered above spine label
❒ Label centered below spine label
❒ Do not cover pertinent title information on spine of material
❒ Other - Please describe:_____

Branch/Library System Label:
❒ Do not provide
❒ Provide labels with system name
❒ Provide labels with branch name
❒ Provide label and attach to product
❒ Other - Please describe:_____

Do you need each CD/case labeled?   ❒ Yes   ❒ No
These ownership labels are supplied by: ❒ Customer   ❒ CLS

1st Label information:
Placement: 1._____
                 2._____
Label Information
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

2nd Label information:
Placement: 1._____
                 2._____
Label Information
Line 1:_____
Line 2:_____
Line 3:_____
Line 4:_____

PROCESSING

Content Label:
❒ Do not provide
❒ Provide

Content Label Location:
❒ On graphics
❒ On case
❒ Other:_____

Content Label Placement:_____

Book Drop Label:
❒ Do not provide
❒ Provide

Book Drop Label Location:
❒ On graphics
❒ On case
❒ Other:_____

Book Drop Label Placement:_____

Warning Label:
❒ Do not provide
❒ Provide

Warning Label Location:
❒ On graphics
❒ On case
❒ Other:_____

Warning Label Placement:_____

Other Labels or Services:
❒ Rating labels
❒ Reprinted main entry label
❒ Other - Please describe:_____
❒ Other - Please describe:_____
❒ Other - Please describe:_____

Multiple DVD Handling:
Explain processing requirements for multiple DVD handling:
_____
_____

DVD WITH ACCOMPANYING MATERIAL PROCESSING

❒ Do not send accompanying material
❒ Send in a separate box
❒ Rubberband to DVD
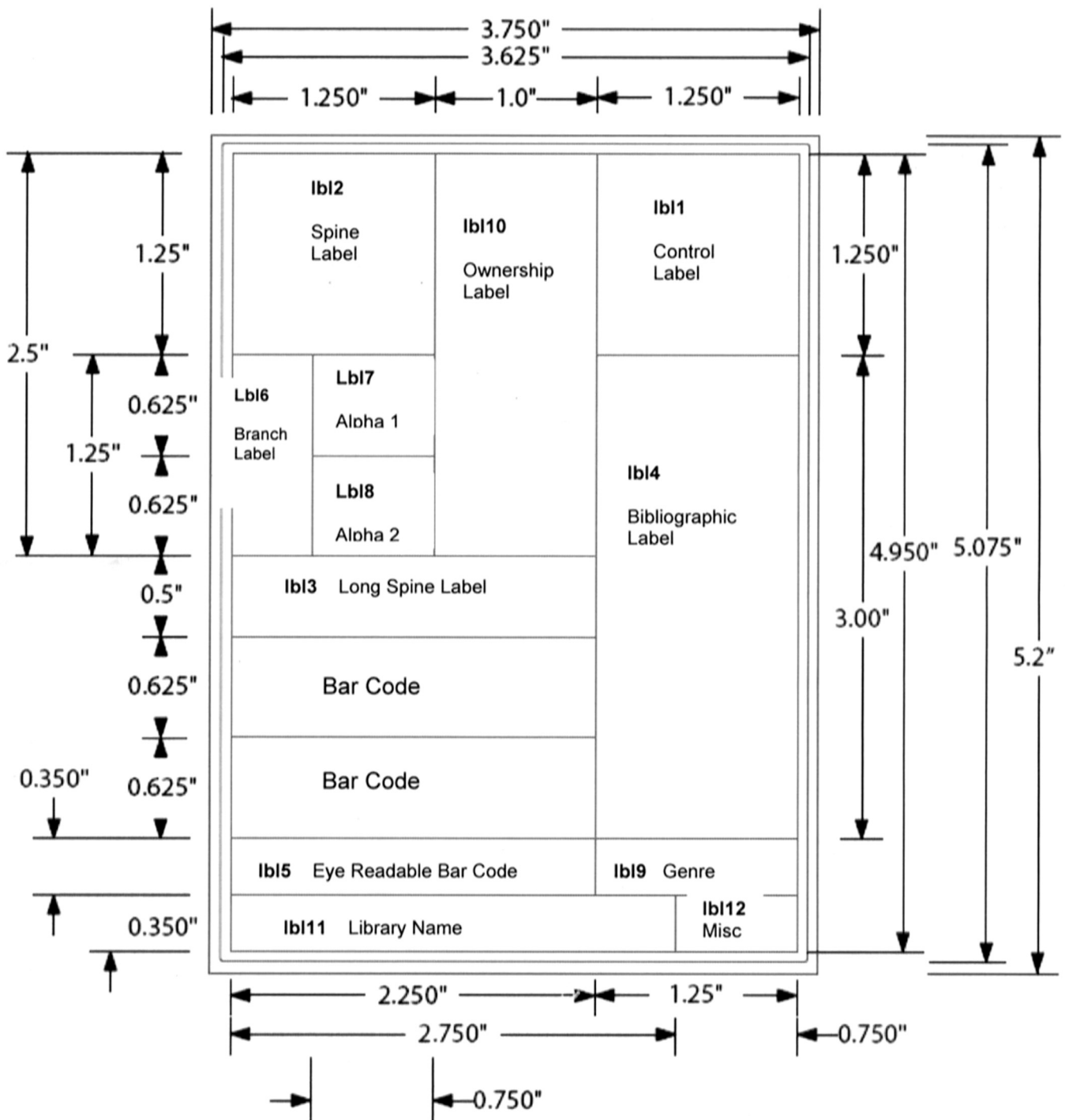❒ Place ownership/branch label on accompanying material

Bar Codes:
❒ Use a separate bar code number for the accompanying material and the DVD
❒ Use the same bar code number for the accompanying material and the DVD
❒ Other:_____

Explain any other processing requirements for accompanying material:
_____
_____

LABEL SET
Not to scale

SAMPLE LABEL SET

Not to scale

J
E
AMATO
M

SOUTH

A

AMA

YOUR LIBRARY NAME
123 Main Street
Any Town, USA 123456
NORTH

Sample1
COM9694916BT
0060575735
L41066000000

1 of 1

Chicken of the family
9780399241963

J E AMATO M

YOUR LIBRARY NAME

0 0 0 0 1 1 4 6 7 8 3 3 7

YOUR LIBRARY NAME

0 0 0 0 1 1 4 6 7 8 3 3 7

0 00 01 1467833 7

Disk in pocket

YOUR LIBRARY NAME

1/2009