



# CUSTOMIZED LIBRARY SERVICES

## *Opening Day Collection Customer Needs Assessment*



**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](http://www.baker-taylor.com/cls) or [clsinfo@baker-taylor.com](mailto: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 – ODC**

**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

**PROJECT SCOPE**

Opening Day Collection (ODC)/Library Expansion

Number of branches \_\_\_\_\_

Total number of branches \_\_\_\_\_

**Library/Project Name:**

*Type*

Main

Branch

Expansion

Bookmobile

Other

Volumes \_\_\_\_\_

Dollars \_\_\_\_\_

Library Opening Date (project material) \_\_\_\_\_

Square Footage \_\_\_\_\_

**Library/Project Name:**

*Type*

Main

Branch

Expansion

Bookmobile

Other

Volumes \_\_\_\_\_

Dollars \_\_\_\_\_

Library Opening Date (project material) \_\_\_\_\_

Square Footage \_\_\_\_\_

**Library/Project Name**

*Type*

Main

Branch

Expansion

Bookmobile

Other

Volumes \_\_\_\_\_

Dollars \_\_\_\_\_

Library Opening Date (project material) \_\_\_\_\_

Square Footage \_\_\_\_\_

**Library/Project Name**

*Type*

Main

Branch

Expansion

Bookmobile

Other

Volumes \_\_\_\_\_

Dollars \_\_\_\_\_

Library Opening Date (project material) \_\_\_\_\_

Square Footage \_\_\_\_\_

**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.

**HOLDINGS:**

CLS can display current library book and spoken word audio holdings on all selection list formats described below. The library must be able to extract a file of holdings that includes pertinent information such as ISBN. For music CD and DVD material, CLS can provide duplicate management for items ordered through CLS for the project, but cannot list the library's current holdings on selection lists.

- We do not wish to include current holdings on our selection list(s).
- We wish to review current holdings.
- We wish to see:
  - One code for all library holdings
  - One or more codes for individual branch holdings; # of branches

**SELECTION LIST FORMAT:**

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

- Microsoft Excel
- Microsoft Access file
- Title Source 3 Cards
- Provide selection output in MARC record format on diskette.
- Excel with Title Source 3 link

Please note that electronic files will be transmitted via FTP.

**ESTIMATED EXPENDITURES AND COLLECTION MIX**

Please indicate expected collection mix.

	FUND AMOUNT (\$)	CATEGORY BREAKDOWN (%)
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 OPENING DAY PROJECT:

Orders will be placed by:

Library personnel will electronically order via the Library's acquisitions system

Does your Acquisition System support the transmission of enriched EDI (branch distribution, collection codes)?

Yes  No

Electronic Selection Lists (Excel)

TS3 (Title Source 3)

Title Source with grid module

Do you currently subscribe to Title Source with grid module?  Yes  No

CLS can act as an agent on behalf of the library for apply direct materials for Opening Day Collection Projects only.

Would you be interested in this service?  Yes  No

*Additional charges will apply.*

## 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	

**DELIVERY / STORING REQUIREMENTS**

**FOR OPENING DAY PROJECT:**

Orders are processed, boxed, and stored according to general sections of the library. For example, Adult Dewey 100s, Adult Fiction, Juvenile Dewey 100s, etc.. Any special collections that need to be grouped for delivery must be addressed at the time of Collections Development profiling so that lists and order entry can handle this requirement.

**ARE BOOKS TO BE STORED UNTIL DELIVERY?**

- Yes - When is the anticipated delivery date?  \*
- No - Ship material as completed.
- Library can accept delivery by motor freight
- Library cannot accept delivery by motor freight

Loading dock available:  Yes  No

Multi-floor, inside delivery required  
 Number of Floors where delivery required \_\_\_\_\_

Single floor, inside delivery required

What forklifts and other equipment will be available on site? \_\_\_\_\_

**CLS PROVIDES A NUMBER OF SERVICES TO SUPPORT THE DELIVERY AND SHELVING PROCESS:**

- No additional services required. Library staff will handle delivery and shelving of material.
- Project management support for the delivery of material.  
 CLS Project Manager to coordinate the efforts of the library staff in handling the delivery of material.
- Project management and labor support for the delivery and shelving of material.  
 CLS will send a Project Manager and contract with a local temp agency or specialized library moving and shelving company to handle the delivery and shelving of material. (Additional charges will apply)
- Shelving of material (Available through a third party vendor; contact CLS for pricing.)

\* Please note, if storage exceeds reasonable timeframes, Baker & Taylor reserves the right to charge additional storage fees.

## INVOICING

CLS – ODC

### 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)*

## FUND REPORTING

Management reports are not required.

Detailed Fund Accounting

**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.



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

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

**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 Ccuttering:**

- 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:

<b>Collection</b>	<b>Prefix/Classification:</b>	<b>Genre</b>	<b>Prefix/Classification:</b>
<input type="checkbox"/> Easy	_____	<input type="checkbox"/> Mystery	_____
<input type="checkbox"/> Easy Reader	_____	<input type="checkbox"/> Science Fiction	_____
<input type="checkbox"/> Juvenile	_____	<input type="checkbox"/> Western	_____
<input type="checkbox"/> Young Adult	_____	<input type="checkbox"/> Fantasy	_____
<input type="checkbox"/> Large print	_____	<input type="checkbox"/> Romance	_____
<input type="checkbox"/> Biography	_____	<input type="checkbox"/> Other	_____
<input type="checkbox"/> Reference	_____	<input type="checkbox"/> Other	_____
<input type="checkbox"/> Other	_____	<input type="checkbox"/> 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: \_\_\_\_\_

*\* Baker & Taylor 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.*

*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:
 

<input type="checkbox"/> Young Adult	<input type="checkbox"/> Juvenile	<input type="checkbox"/> Easy	<input type="checkbox"/> Biography	<input type="checkbox"/> Large Print	<input type="checkbox"/> Fantasy	<input type="checkbox"/> Easy Reader
<input type="checkbox"/> Reference	<input type="checkbox"/> Mystery	<input type="checkbox"/> Romance	<input type="checkbox"/> Science Fiction	<input type="checkbox"/> Western	<input type="checkbox"/> Holiday	
<input type="checkbox"/> Historical	<input type="checkbox"/> Humor	<input type="checkbox"/> Horror	<input type="checkbox"/> Christian Fiction	<input type="checkbox"/> 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 too 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
- Other, 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: \_\_\_\_\_

**CATALOGING SPECIFICATIONS**

**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 a 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:
<input type="checkbox"/> Juvenile:		<input type="checkbox"/> Mystery:	
<input type="checkbox"/> Young Adult:		<input type="checkbox"/> Science Fiction:	
<input type="checkbox"/> Biography:		<input type="checkbox"/> Western:	
<input type="checkbox"/> Reference:		<input type="checkbox"/> Fantasy:	
<input type="checkbox"/> Spoken Word:		<input type="checkbox"/> Romance:	
<input type="checkbox"/> Audio CD:		<input type="checkbox"/> Other:	
<input type="checkbox"/> Audio Cassette:		<input type="checkbox"/> Other:	
<input type="checkbox"/> Other			
<input type="checkbox"/> 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:
<input type="checkbox"/> Young Adult		<input type="checkbox"/> Juvenile		<input type="checkbox"/> Music CD		<input type="checkbox"/> Big Band	
<input type="checkbox"/> Bluegrass		<input type="checkbox"/> Blues		<input type="checkbox"/> Children's Songs		<input type="checkbox"/> Christmas Songs	
<input type="checkbox"/> Contemp. Christian		<input type="checkbox"/> Classical		<input type="checkbox"/> Country		<input type="checkbox"/> Folk	
<input type="checkbox"/> Gospel		<input type="checkbox"/> Jazz		<input type="checkbox"/> Lullabies		<input type="checkbox"/> Musicals	
<input type="checkbox"/> New Age		<input type="checkbox"/> Opera		<input type="checkbox"/> Popular		<input type="checkbox"/> Ragtime	
<input type="checkbox"/> Rap		<input type="checkbox"/> Reggae		<input type="checkbox"/> Rhythm and Blues		<input type="checkbox"/> Rock 'n' roll	
<input type="checkbox"/> Soul		<input type="checkbox"/> Soundtracks		<input type="checkbox"/> World		<input type="checkbox"/> Other	
<input type="checkbox"/> Other		<input type="checkbox"/> Other		<input type="checkbox"/> 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:
<input type="checkbox"/> Young Adult	<input type="checkbox"/> Juvenile	<input type="checkbox"/> Music CD	<input type="checkbox"/> Big Band
<input type="checkbox"/> Bluegrass	<input type="checkbox"/> Blues	<input type="checkbox"/> Children's Songs	<input type="checkbox"/> Christmas Songs
<input type="checkbox"/> Contemporary Christian Music	<input type="checkbox"/> Classical	<input type="checkbox"/> Country	<input type="checkbox"/> Folk
<input type="checkbox"/> Gospel	<input type="checkbox"/> Jazz	<input type="checkbox"/> Lullabies	<input type="checkbox"/> Musicals
<input type="checkbox"/> New Age	<input type="checkbox"/> Opera	<input type="checkbox"/> Popular	<input type="checkbox"/> Ragtime
<input type="checkbox"/> Rap	<input type="checkbox"/> Reggae	<input type="checkbox"/> Rhythm and Blues	<input type="checkbox"/> Rock 'n' roll
<input type="checkbox"/> Soul	<input type="checkbox"/> Soundtracks	<input type="checkbox"/> World	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> 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 cutting.*

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:
<input type="checkbox"/> DVD:		<input type="checkbox"/> Action		<input type="checkbox"/> Adventure	
<input type="checkbox"/> Biography		<input type="checkbox"/> Classic		<input type="checkbox"/> Comedy	
<input type="checkbox"/> Drama		<input type="checkbox"/> Family		<input type="checkbox"/> Horror	
<input type="checkbox"/> Science Fiction/Fantasy		<input type="checkbox"/> Easy		<input type="checkbox"/> Juvenile	
<input type="checkbox"/> Other		<input type="checkbox"/> Other		<input type="checkbox"/> 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:
- |                                      |                                      |                                 |                                    |                                    |  |
|--------------------------------------|--------------------------------------|---------------------------------|------------------------------------|------------------------------------|--|
| <input type="checkbox"/> Young Adult | <input type="checkbox"/> Juvenile    | <input type="checkbox"/> Easy   | <input type="checkbox"/> Biography | <input type="checkbox"/> Drama     | <input type="checkbox"/> Family                  |
| <input type="checkbox"/> Horror      | <input type="checkbox"/> Documentary | <input type="checkbox"/> Comedy | <input type="checkbox"/> Mystery   | <input type="checkbox"/> Romance   | <input type="checkbox"/> Science Fiction/Fantasy |
| <input type="checkbox"/> Western     | <input type="checkbox"/> Musical     | <input type="checkbox"/> Action | <input type="checkbox"/> Adventure | <input type="checkbox"/> Animation | <input type="checkbox"/> 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: \_\_\_\_\_

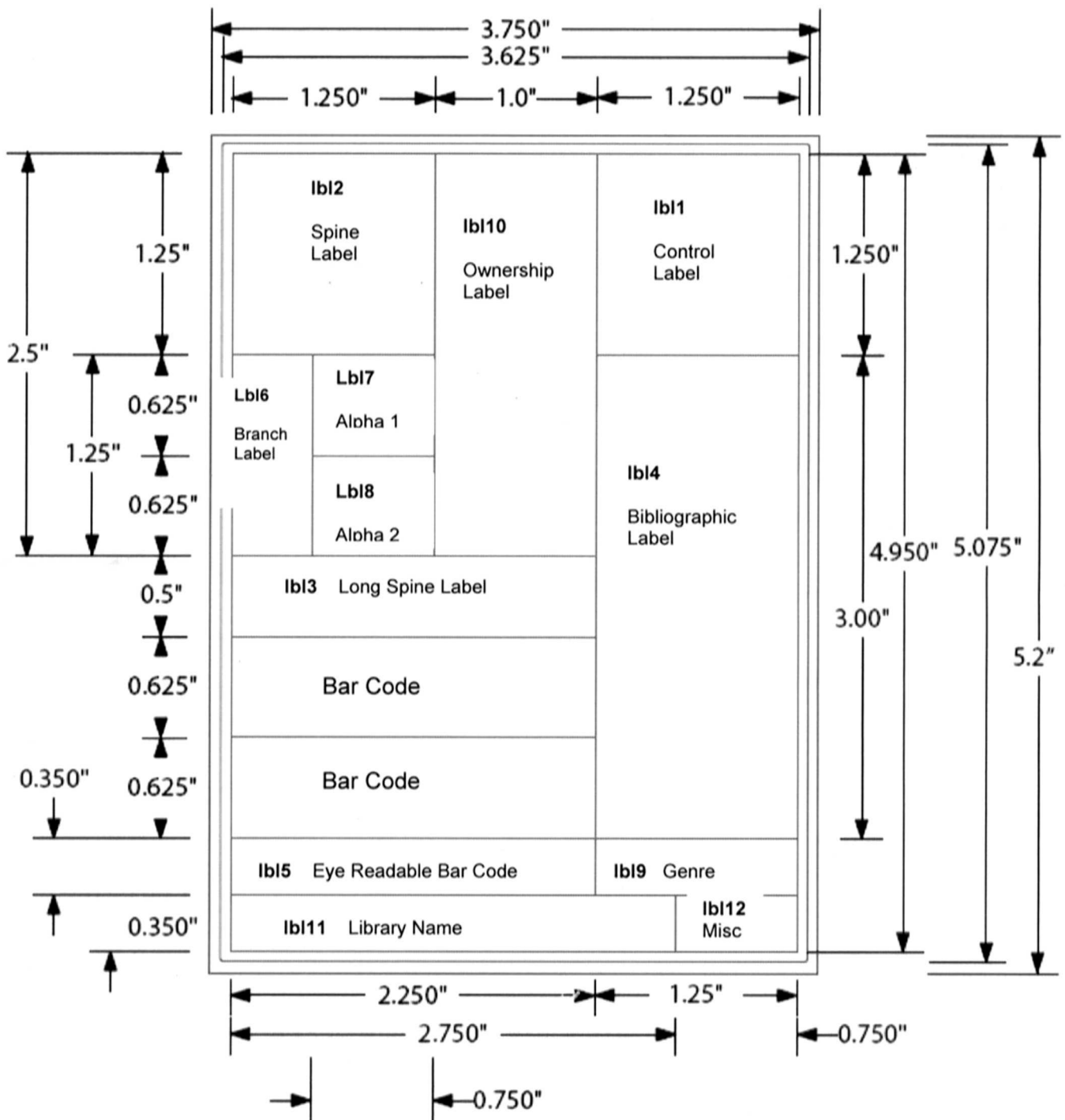
Explain any other processing requirements for accompanying material:

\_\_\_\_\_

\_\_\_\_\_



### LABEL SET

*Not to scale*



SAMPLE LABEL SET

*Not to scale*

J E AMATO M		YOUR LIBRARY NAME 123 Main Street Any Town, USA 123456 NORTH	Sample1 COM9694916BT 0060575735 L41066000000
SOUTH	A		1 of 1
	AMA	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