

Public Library Cataloging And Processing Form



To submit this form to Mackin, email CustomerService@mackin.com.

Once this form is submitted to Mackin, it will be saved as your permanent specification profile. If changes are required, contact Customer Service at 800-245-9540 or email CustomerService@mackin.com for assistance.

For Mackin Use Only

Customer # _____

Date Received _____

Contact Information

Library Name _____

Library Address _____

City _____

State _____ Zip _____

Person to contact _____

Library Phone _____

Email _____

Standard Processing Options

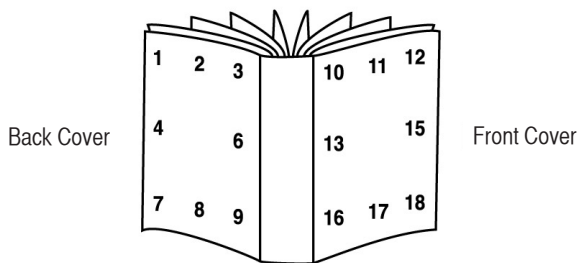
- MARC Record** Free when requested, sent at time of shipment
Fully cataloged & customized to specifications provided
- Mylar Covering** 89¢ per jacketed book
 - Applied on jacket and taped to book
 - Applied on jacket, not taped to book
- Spine Label** 20¢ per item
 - Standard placement (1" from bottom of spine)
 - Inches from bottom of spine: _____"
- Barcode Label**
 - Mackin-configured 20¢ per item
 - Computype-configured 49¢ per item

BARCODE NAME:

Write library name exactly as it should appear on barcode (limited to 30 characters, including spaces & punctuation).

BARCODE LABEL PLACEMENT

Indicate the numbered location from the diagram below for barcode placement: _____ Orientation: _____



ORIENTATION

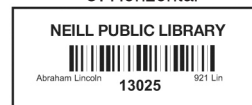
A. Vertical
Top to Bottom



B. Vertical
Bottom to top



C. Horizontal



ADDITIONAL PLACEMENT INSTRUCTIONS

- Outside back cover (placements 1-9):
Avoid summary with barcode. Place as close as possible to position indicated.
- Outside front cover (placements 10-18):
Avoid title with barcode. Place as close as possible to position indicated.

Cataloging Options

If additional classifications are needed (ER, JUV, YA) see page 4.

1 MAIN ENTRY CAPITALIZATION

- Capitalize all main entry letters (ABC)
- Capitalize first main entry letter only (Abc)
- Capitalize matching author capitalization (DiMarco = DiM)

2 NONFICTION CALL NUMBER

Abridged Dewey is truncated at the first prime, which is the logical Dewey classification break point.

- Print to Abridged Dewey, limit to 2 digits past decimal
- Print to Abridged Dewey
- Print to Abridged Dewey, limit digits past decimal to: _____
- Print Dewey, limit digits past decimal to: _____
- LC Call#

NUMBER OF MAIN ENTRY LETTERS

- 3 letters Entire surname
- Other _____

3 FICTION CALL NUMBER

- FIC F LC Call#
- Main entry letters only Other _____

NUMBER OF MAIN ENTRY LETTERS

- 3 letters Entire surname
- Other _____

4 STORY COLLECTION CALL NUMBER

- 808.83 Treat as fiction
- SC Main entry letters only
- LC Call# Other _____

NUMBER OF MAIN ENTRY LETTERS

- 3 letters Entire surname
- Other _____

5 EASY FICTION/EVERYBODY/PICTURE BOOKS CALL NUMBER

- E Treat as fiction
- LC Call# Main entry letters only
- Other _____

NUMBER OF MAIN ENTRY LETTERS

- 3 letters Entire surname
- Other _____

6 INDIVIDUAL BIOGRAPHY CALL NUMBER

- 921 BIO B
- Treat as nonfiction LC Call#
- Other _____

NUMBER OF MAIN ENTRY LETTERS

- 3 letters Entire biographee's surname
- Other _____

7 COLLECTIVE BIOGRAPHY CALL NUMBER

- 920 CB
- Treat as nonfiction LC Call#
- Other _____

NUMBER OF MAIN ENTRY LETTERS

- 3 letters Entire surname
- Other _____

8 DIGITAL & NONPRINT PREFIXES

- EBook _____
- Digital Audio Book _____
- Digital Video _____
- DVD _____
- Audio Device (ex. Playaways) _____
- Audiobook on CD _____
- Music CD _____
- Book & CD _____
- Kit _____

9 MAKERSPACE PRODUCTS

- Provide MARC records
- Provide unattached barcode labels
(will be sent separately from MakerSpace items)

MAKERSPACE PREFIX

- MS MAKE Other _____

10 BIG BOOKS

If big books require non-standard designations, indicate below:

- _____ Print as prefix (ex: BIG/E/ABC)
- _____ Print as call# (ex: BIG/ABC)
- _____ Print as suffix (ex. E/ABC/BIG)

11 BOARD BOOKS

If board books require non-standard designations, indicate below:

- _____ Print as prefix (ex: BB/E/ABC)
- _____ Print as call# (ex. BB/ABC)
- _____ Print as suffix (ex. E/ABC/BB)

Cataloging Options Cont.

12 PAPERBACK DESIGNATION

- PB PBK Other _____

HOW SHOULD PAPERBACKS BE DESIGNATED?

a. Fiction Paperbacks

- Print over fiction call number
 Print over main entry letters
 Print as a suffix
 No special designation

b. Nonfiction Paperbacks

- Print over nonfiction call number
 Print over main entry letters
 Print as a suffix
 No special designation

c. Easy Paperbacks

- Print over easy call number
 Print over main entry letters
 Print as a suffix
 No special designation

13 WORLD LANGUAGES

- Print as prefix Print as call#
 Print as suffix Include bilingual titles

Enter designations for applicable languages below

Arabic _____ Japanese _____
 Chinese _____ Korean _____
 French _____ Portuguese _____
 German _____ Russian _____
 Hmong _____ Spanish _____
 Italian _____ Vietnamese _____

For additional languages, note in the Additional Instructions on page 7.

14 GRAPHIC NOVEL

Fictional content - standard abridged Dewey call# is 741.5.

- Use standard abridged Dewey 741.5
 Include fictional content comic titles

If non-standard call# is needed, indicate below:

_____ Print as prefix (ex. GN/741.5/ABC)

_____ Print as call# (ex: FIC/ABC or GN/ABC)

_____ Print as suffix (ex: 741.5/ABC/GN)

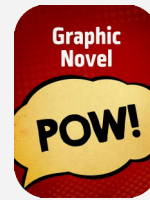
GRAPHIC NOVEL LABEL

Mackin offers the following graphic novel labels, 20¢ per item.

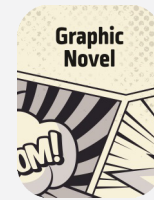
LABEL PLACEMENT

- Apply above spine label
 Apply at top of spine
 Apply below spine label

Use this label



Use this label



15 NONFICTION IN GRAPHIC FORMAT

Standard is Subject Dewey# or biography call#.

- Use subject Dewey# or biography call#
 Include nonfictional content comic titles

If non-standard call# is needed, indicate below:

_____ Print as prefix (ex: GN/Dewey/ABC)

_____ Print as call# (ex: GN/ABC)

_____ Print as suffix (ex: Dewey/ABC/GN)

GRAPHIC NOVEL LABEL

Mackin offers the following graphic novel labels, 20¢ per item.

LABEL PLACEMENT

- Apply above spine label
 Apply at top of spine
 Apply below spine label

Use this label



Use this label



Cataloging Options Cont.

16 ADDITIONAL NON-STANDARD CLASSIFICATIONS

Indicate name of classification & designation below (ex. ER, JUV, YA):

Customer must designate titles. Designate items by separating into a specific list or using the NOTES feature on the website. If additional classifications are needed, note in the Additional Instructions on page 7.

Additional classification: _____

_____ Print as prefix

_____ Print as call#

_____ Print as suffix

Additional classification: _____

_____ Print as prefix

_____ Print as call#

_____ Print as suffix

Additional classification: _____

_____ Print as prefix

_____ Print as call#

_____ Print as suffix

Additional classification: _____

_____ Print as prefix

_____ Print as call#

_____ Print as suffix

Additional classification: _____

_____ Print as prefix

_____ Print as call#

_____ Print as suffix

Additional classification: _____

_____ Print as prefix

_____ Print as call#

_____ Print as suffix

Additional classification: _____

_____ Print as prefix

_____ Print as call#

_____ Print as suffix

Additional classification: _____

_____ Print as prefix

_____ Print as call#

_____ Print as suffix

Subject Heading Options

SEARS

LIBRARY OF CONGRESS (LC) CHILDREN'S

Library of Congress headings will be provided if LC Children's are not available.

LIBRARY OF CONGRESS (LC)

If no LC or only one LC subject heading available, unique LC Children's will be provided.

MARC Records

LIBRARY SOFTWARE NAME _____

RECORD DELIVERY METHOD

- Send to email address _____
- Download records from Mackin's website

MARC21 RECORD FORMAT (also called USMARC or 1991 Microlif Protocol)

- MARC21/852 Holdings
- MARC21/949 Holdings
- MARC21/Other Holdings _____

OCLC

- OCLC record numbers required in records (VRCP). MARC records will be delivered directly from Mackin.
- OCLC WorldCAT Cataloging Partner records required (a partner collection for Mackin must be set up with OCLC).
OCLC Account/Collection ID _____

If your system uses specialized local holdings, contact Customer Service for assistance.

Barcode Information

BARCODE SYMBOLOGY

- Code 39 (also called Code 3 of 9)*
- Codabar*

*If you use Code 39 or Codabar, complete the following:

Indicate the barcode prefix (if applicable): _____

Indicate check digit (if applicable): Mod 43 Mod 10

Indicate total number of digits printed on barcode: _____

- Circulation & Interleaved 2 of 5

BARCODE RANGE

We recommend setting aside an exclusive block of numbers for your Mackin orders. Use "c" as a placeholder to represent the check digit (if applicable).

- Establish a range for Mackin to use on current & future orders. Start _____ End _____
- Continue using numbers indefinitely for current & future orders starting at # _____
- Customer provides a starting number for each order. Start current order at # _____

Additional Processing Services

PROPERTY LABELS

Clear property labels 20¢ each

PROPERTY LABEL PLACEMENT:

- Inside front cover Front flyleaf Title page
 Inside back cover Back flyleaf Send unattached

Placement will be "bottom middle". If different placement is needed, note in the Additional Instructions on page 7.

PROPERTY LABEL SHOULD READ EXACTLY (text will be centered on label):

BOOK STAMPING

Book Stamping
20¢ per stamping, one-time charge for stamp creation: \$35.00

Stamping is done on edge of pages facing front cover. If different orientation is needed, note in the Additional Instructions on page 7.

STAMPING PLACEMENT:

- Top of book
 Bottom of book
 Side of book

STAMP SHOULD READ EXACTLY (text will be centered):

THEFT DETECTION DEVICES

3M ELECTROMAGNETIC STRIPS

Apply to:

- Books 69¢
 CDs \$1.49
 DVDs \$1.49

CHECKPOINT RADIO FREQUENCY DATE DUE

9.5 MHz Detuning supplies not available.

Placement: _____

Apply to:

- Books 59¢
 CDs 59¢
 DVDs 59¢

RFID TAGS

RFID TAGS

\$1.49 per item for Mackin-stocked ISO 15693 high frequency. For encoding verification, please mail a sample programmed RFID tag to:

Mackin Customer Service - RFID, 3505 County Road 42 W., Burnsville, MN 55306

Type of RFID tag used: _____

Additional Processing Services Cont.

BOOK PROTECTIVE COVERS To select mylar covers, see page 1.

LAMINATE COVERS

Protective laminate. Apply to:

- Paperbacks \$2.69

COLIBRI COVERS

Flexible plastic sleeve. Apply to:

- Paperbacks \$2.99
 MackinBounds \$2.99
 Hardcover (without dust jackets) \$2.99

Additional Instructions (Optional: Indicate cataloging or processing needs not included on this form.)

Assigning Fiction Genre Designations

Mackin offers a variety of genre classification options. The most commonly requested options are listed in this form. Note in the Additional Instructions above if other handling is required.

Fiction genre classification is free, which includes assigning fiction genre classifications in the MARC record subject headings and as part of the call number. Additional labels are 20¢-30¢ per item. To save time for our customers, the professional staff at Mackin have assigned a standard genre classification to thousands of popular fiction titles. These classifications can be found on our website. If Mackin's standard genre classification is selected below, it is not necessary to assign a genre for each fiction title. If genre classifications need to differ from Mackin's standard genre, choose one of the options below that references customer-assigned genres.

Specify how fiction genre classification should be assigned by selecting one of the options below:

- Use Mackin's standard fiction genre classifications exclusively (as displayed on www.mackin.com)
Note: Many (but not all) fiction titles have a genre assigned on Mackin's website. If a genre is not assigned, or if any of Mackin's standard fiction genre classifications are not selected on page 8, these titles will be cataloged with customer's fiction call number.
- Use Mackin's standard fiction genre classifications (as displayed on www.mackin.com), but also follow customer-assigned genre classifications*
 All fiction titles must have a genre assigned (customer will assign a genre when necessary)
- Use customer-assigned genres only (do not use Mackin's standard fiction genre classifications)*

*Customers can assign fiction genre classifications on titles by submitting entire lists indicating all titles use one fiction genre or by noting the desired fiction genre classifications on individual titles using the "notes" field.

Fiction Genre Wording & Label Options

Fiction genre as part of the call number and/or in the MARC records is free. Additional labels are 20¢-30¢ per item. Select one or more desired options below. When selecting options, consider whether genre titles will be interfiled with fiction or shelved together (separately from fiction). Use the table to indicate the applicable wording and/or label protectors needed.

Free Options

- Option 1:** Fiction genre classification added as part of call number on spine labels and in MARC records. This option allows titles of the same genre to be shelved together, ensuring patrons can easily find favorite genres. **See page 9 to specify how genre classification is applied to call number.**
 - Classification displays in MARC records only (does not print on spine labels).

30¢ Option

- Option 2:** Colored protectors applied on spine labels to denote genre classification. Using colored protectors to denote genre classification allows patrons to easily find genres throughout the library without having to search in the online catalog. Mackin offers the following colors: aqua, blue, copper, fluorescent green, fluorescent pink, gray, green, light blue, light green, light purple, orange, pink, purple, red, tan, and yellow.

20¢ Option

- Option 3:** Genre labels applied on spine to denote genre classification. Using genre labels to denote genre classifications allows patrons to easily find genres throughout the library without having to search in the online catalog. **See page 10 for label options & placement information.**

If additional fiction genre classifications will be assigned, note in the Additional Instructions on page 7.

	Option 1 Fiction genre classification as part of call number. Write exactly how the fiction genre classification will appear including capitalization. Maximum of 11 characters. (ex. ADV)	Option 2 Colored protectors. 30¢ per item. Indicate color to be used from list above.
Action/Adventure		
Animals		
Classics		
Dystopian		
Fantasy		
Historical		
Horror/Scary		
Humor		
Mystery/Suspense		
Realistic		
Romance		
Science Fiction		
Sports		
Supernatural/Paranormal		
Western		

Option 1: Fiction Genre Added to Call Number

Assign fiction genre as part of the call number (free). Complete this section if Option 1 was selected on page 8. Specify how the fiction genre classification should be added to the call number by selecting one of the options below:

- Add fiction genre classification as prefix
Example:

**HIST
FIC
ABC**

- Add fiction genre classification after fiction designation (prints on separate line)
Example:

**FIC
HIST
ABC**

- Replace fiction designation with fiction genre classification
Example:

**HIST
ABC**

- Add fiction genre classification as suffix
Example:

**FIC
ABC
HIST**

Option 3: Fiction Genre Labels

Mackin-designed genre labels (20¢ per item). Complete this section if Option 3 was selected on page 8. Mackin offers the following Mackin-designed fiction genre labels. These labels are 1" high by ¾" wide. If DEMCO fiction genre labels are needed, contact Customer Service for assistance. Additional fees may apply.

Specify where the fiction genre label should be applied by selecting one of the options below:

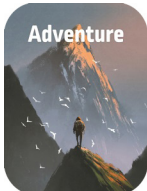


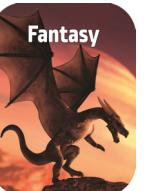


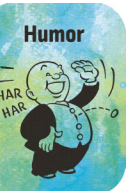
- Apply on spine, above spine label
- Apply on spine, at top
- Apply on spine, below spine label
- Other _____

Select applicable genre label(s) below (choose no more than one label in each category):

Children

Action/Adventure <input type="checkbox"/>	Animals <input type="checkbox"/>	Classics <input type="checkbox"/>	Fantasy <input type="checkbox"/>	Historical <input type="checkbox"/>	Horror/Scary <input type="checkbox"/>	Humor <input type="checkbox"/>
						
Mystery/Suspense <input type="checkbox"/>	Realistic <input type="checkbox"/>	Science Fiction <input type="checkbox"/>	Sports <input type="checkbox"/>	Supernatural/Paranormal <input type="checkbox"/>	Western <input type="checkbox"/>	
						

Teen

Action/Adventure <input type="checkbox"/>	Classics <input type="checkbox"/>	Dystopian <input type="checkbox"/>	Fantasy <input type="checkbox"/>	Historical <input type="checkbox"/>	Horror/Scary <input type="checkbox"/>	Humor <input type="checkbox"/>
						
Mystery/Suspense <input type="checkbox"/>	Realistic <input type="checkbox"/>	Romance <input type="checkbox"/>	Science Fiction <input type="checkbox"/>	Sports <input type="checkbox"/>	Supernatural/Paranormal <input type="checkbox"/>	Western <input type="checkbox"/>
