



Public Library Book Processing & Cataloging Specifications

LIBRARY INFORMATION

Sales Rep _____

Customer Success Manager _____

For Internal Use Only

Library Name _____

Library Address _____

Contact Information

Primary Contact

Name _____

Email _____

Phone _____

Acquisitions Contact

Name _____

Email _____

Phone _____

Cataloging Contact

Name _____

Email _____

Phone _____

Processing Contact

Name _____

Email _____

Phone _____

Services

☐ Shelf Ready

☐ Opening Day Collection

☐ Book Only

☐ Processing Only

☐ Cataloging Only

Billing Address

Shipping Address

Budget _____

Fiscal Year End (Month) _____

Invoice Information

For Opening Day Collections please indicate Spend by Collection

Spend by Collection	Estimated Annual Expenditures
Picture Books	
Juvenile Fiction	
Juvenile Nonfiction	
Juvenile Reference	
Juvenile Spoken Word	
World Language	

Branch Shipment ☐ Yes *(Please use the form below, or attach a list with branch details.)*

[illegible]

PROCESSING

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☐ Call Number ☐ Spine Label ☐ Additional Label☐ Follett Content Genre Label ☐ Demco Genre Label ☐ No Genre Label

End _____

[illegible]

Diagram illustrating the numbering of pages in a book, showing the back cover, front cover, inside front cover, and inside back cover.

The diagram shows a book with the following page numbering:

- Back Cover:** Pages 1, 2, 3 (top) and 4, 5, 6 (bottom).
- Front Cover:** Pages 7, 8, 9 (top) and 10, 11, 12 (bottom).
- Inside Front Cover:** Pages 13, 14, 15, 16 (top) and 17, 18, 19, 20 (bottom).
- Inside Back Cover:** Pages 21, 22, 23, 24 (top) and 25, 26, 27, 28 (bottom).

The word "TITLE" is written vertically on the inside front cover.

Placement of eye-readable strip _____

☐ Reading Top to Bottom ☐ Reading Bottom to Top

Reference	
Board Book	
Mass Market Paperback	
Set	
Graphic Novel	
Manga	

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CATALOGING

Do you want to receive marc records?

☐ Yes ☐ No

If yes, please fill out the below item creation details.

ILS (include version) _____

Item Tag

Tag Number _____

Indicator 1 _____

Indicator 2 _____

Subfields and Values

EXAMPLE		
Subfield	Description of Content	Value
a	Call number	
b	barcode	
c	collection code	attach list
t	item type	attach list

Subfield	Description of Content	Value

Classification

☐ Library of Congress Classification ☐ Dewey Classification

Call Number

Bibliographic record tag and subfield(s) _____

Item level subfield _____

CATALOGING

Follett Content Solutions provides full level monographic records for every title.

Subject Heading

Please select subject headings to retain.

☐ LC ☐ LC Children's ☐ Sears ☐ Genre (LCGFT/LCSH)

List any MARC tags that are deleted.

List any MARC tags that are added with contents.

Spine Labels

- 8 character limit per line.

☐ Truncate at 8 characters.

☐ Hyphenate after 7 characters and wrap remaining characters to next line.

- 4 lines per label limit.

- Punctuation may be retained or removed

☐ Retain punctuation ☐ Remove punctuation

- Spaces may be retained or removed.

☐ Retain spaces ☐ Remove spaces

Required	Collection Description	Shelving Code (Collection/Location/Holding)	Spine Label (4 lines, 8 chars max/line; Enter in UPPER/Mixed/lower as it should appear on the printed label)	Specialty Label (Include Vendor & Product Number if available)	Local Call Number Format Tag, Indicators, Subfields
☐	Adult Fiction				
☐	Adult Mystery				
☐	Adult Science Fiction				
☐	Adult Western				
☐	Adult Nonfiction				
☐	Adult Biography				

CATALOGING

Required	Collection Description	Shelving Code (Collection/ Location/Holding)	Spine Label (4 lines, 8 chars max/line; Enter in UPPER/Mixed/lower as it should appear on the printed label)	Specialty Label (Include Vendor & Product Number if available)	Local Call Number Format Tag, Indicators, Subfields
☐	Adult Collective Biography				
☐	Adult Graphic Novel Fiction				
☐	Adult Graphic Novel Nonfiction				
☐	Adult Reference				
☐	Adult World Language				
☐	YA Fiction				
☐	YA Nonfiction				
☐	YA Biography				
☐	YA Collective Biography				
☐	YA Graphic Novel – Fiction				
☐	YA Graphic Novel – Nonfiction				
☐	YA Reference				

CATALOGING

Required	Collection Description	Shelving Code (Collection/ Location/Holding)	Spine Label (4 lines, 8 chars max/line; Enter in UPPER/Mixed/lower as it should appear on the printed label)	Specialty Label (Include Vendor & Product Number if available)	Local Call Number Format Tag, Indicators, Subfields
☐	YA World Language				
☐	Board Books				
☐	Picture Books				
☐	Easy Fiction (Readers)				
☐	Easy Nonfiction				
☐	Juvenile Fiction				
☐	Juvenile Nonfiction				
☐	Juvenile Biography				
☐	Juvenile Collective Biography				
☐	Juvenile Graphic Novels – Fiction				
☐	Juvenile Graphic Novels – Nonfiction				
☐	Juvenile Reference				

CATALOGING

Required	Collection Description	Shelving Code (Collection/Location/Holding)	Spine Label (4 lines, 8 chars max/line; Enter in UPPER/Mixed/lower as it should appear on the printed label)	Specialty Label (Include Vendor & Product Number if available)	Local Call Number Format Tag, Indicators, Subfields
☐	Juvenile World Language				
☐	Parenting				
☐	Large Print				
☐					
☐					

Additional Cataloging Notes

Label Samples

Spine Label

FAN
FIC
LEW

E
APPLEGA-
TE

E
APPLEGA

Hyphenated Truncated

Barcode with Call Number and Title

YOUR LIBRARY NAME



31406003000116 FAN FIC LEW

Daughters of the lamp

Property Label

YOUR LIBRARY NAME

BRANCH NAME

123 N. MAIN STREET

CITY, ST ZIP CODE