

Publisher:

**Processing and Cataloging Sheet
ML Associates**

Name:

Email:

Phone:

School Name:

Address:

ELECTRONIC DATA: MARC 21 (please confirm)

Delivery via email. Email address to send records:

Automation System:

Holding Code if needed (identification code of library/school, etc.):

BARCODE INFORMATION:

Symbology:

Barcode length:

Barcode range to keep on file:

Barcode Personalization: The name of your library or message in your bar code. Limit of 30 Characters. Note UPPER CASE, lower case or both:

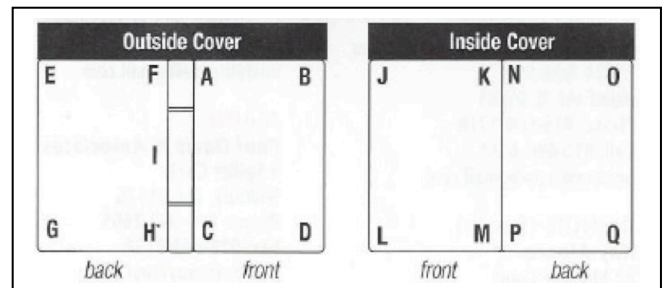
Barcode label position:

Vertical or Horizontal:

OTHER ITEMS:

Spine Label Location:

Pocket & Borrower's card:



CATALOGING PROFILE:

Subject Headings:

Author/Main Entry Capitalization: All CAPS or first letter CAP only

Fiction:

Nonfiction:

Individual Biography:

Collective Biography:

Easy Fiction:

Foreign Language Options:

Reference:

Special Instructions:

YOU CAN ALSO INCLUDE A SAMPLE BARCODE