Cataloguing Information Form 2026

___ **MARC Records**: ..... **FREE**!
*Our standard enhanced records via e-mail ****
E-mail address required

E-mail Address: _____

Cataloguing Software Name: _____

MARC Record Format *(see specifications below)*

___ MARC 21 (852 Holdings)

___ MARC 21 (949 Holdings)

MARC 21 Holdings

Our standard specifications are listed below. If your library has different requirements, please write your specific subfields beside the corresponding description.

852
a main agency (if needed)
b school code (if needed)
h call number
i cutter
k call number prefix (if needed)
p barcode
9 price

949
b barcode
c call number prefix (if needed)
d call number & cutter
m main agency (if needed)
n school code (if needed)
p price
s supplier

Subject Heading Specification

_____ **Library of Congress** (*standard)*

_____ Sears

Additional Cataloguing Components

Spine Labels

_____ $0.25 each

Spine Label Options

Individual Biographies
_____ **92** *(standard)*
_____ 921
_____ B
_____ BIO
_____ Dewey by Subject

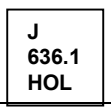
Fiction
_____ **FIC** *(standard)*
_____ F
_____ Fic

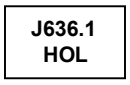
Picture Book
_____ **JP** (standard)
_____ E

Cutter specification

_____ **3 main entry letters – All letters capitalized** (*standard*)
_____ 3 main entry letters – Initial letter capitalized
_____ Author's full last name – All letters capitalized
_____ Author's full last name – Initial letter capitalized

Spine Label Prefix (if required)
_____ J above Call Number
_____ J beside Call Number





Barcode Labels

_____ $0.25 each

Please provide the following information.

1) Barcode Symbology**

_____ Interleaved 2 of 5
_____ 3 of 9 (Code 39)
_____ CPlus Interleaved 2 of 5
_____ Codabar

Code 3 of 9 (13 plus check digit **)

_____ mod 10 (numeral) or _____ mod 43 (character)

Codabar (13 plus check digit **)

_____ mod 10 (numeral) or _____ mod 16 (character)

**If unsure, please obtain the correct symbology from your system support or software provider.

2) **Barcode Start Number**

_____

Number of labels per book _____

3) **Library or School name to appear on label**:
(max. 30 characters)

_____

Accelerated Reader Labels

AR Spine Labels – includes reading level and point value

_____ $0.25 each

AR Information Labels – includes title, author, interest level, reading level, point value, and quiz number

_____ $0.25 each

_____ include Lexile measure

School/Library Name: _____

Phone Number: _____

Contact Person: _____

Please allow 3-4 weeks for delivery of processing orders.
All information will be kept on file for future orders.

Please direct any inquiries to cataloging@lakeviewbooks.com

***Further customization services are available.

Lakeview BOOKS

251 1st Avenue N,
Suite 700
Minneapolis, MN 55401

877-905-5199
877-709-4767 (fax)