

Processing Information

Select the following options when ordering pre-processed items:

MARC Records Format: MARC 21

US MARC-Protocol - 852 Tag

Computer: IBM compatible

Disk Size: 3.5 inch high density

Barcode Symbology

Choose one of the following: (Choices are listed in recommended order)

Follett Classic

Code 3 of 9 (no check digit)

Code 39

Interleave 2 of 5

Circ Plus 2/5

Subject Headings: Sears

Library of Congress

Fiction: **FIC** with first three (3) letters of author's last name

Nonfiction: Dewey number with first three (3) letters of author's last name

Individual Biography: **B** or **921** with the biographee's last name

Collective Biography: **920** with first three (3) letters of author's last name

Easy: **E** with first three (3) letters of author's last name

Short Story Collection: **SC** or **SS** with the first three (3) letters of author's last name

Reference: **R** plus Dewey number with first three (3) letters of author's last name