

Your School Name

2014-2015

Processing Specs

Vendor Name

Automation System

Destiny v11.5.6.0

MARC data file sent to:

Your email address

Bar Code Symbology

Code 39 Mod 10 with check digit (14 digits)
Or 3 of 9 with Mod 10 check digit (14 digits)

Bar Code to Read

Your School Name

Bar Code Number Range

Your bar code range, excluding the first five numbers
and the check digit on the end.

Identifier

3

Location Code
(Or Holding Code)

Your four digit school number

NOTE to Vendors: There should not be any MARC organizational codes put in the MARC record.

Bar Code Placement

Back Top right horizontally

Identification Label or Stamp

Label school name on front and back fly leaf center bottom

**AR / Lexiles labels: Inside book Cover – top
near the spine**

Accelerated Reading

Include in MARC record
NOTE**DO NOT PUT ANY INFORMATION IN TAG
526 SUBFIELD 5

Lexile

Include in MARC record
Use Tag 521 and include Lexile in subfield b
Subfield a is the Lexile level
NOTE**DO NOT PUT ANY INFORMATION IN TAG
526 SUBFIELD 5

Processing to include

Spine labels attached 1” up from the bottom of spine with
protectors attached.

Packed in shelf order and boxes marked with Dewey range on outside

Cataloging Standards

Sears subject headings

Abridged Dewey

All call numbers need to be in **Capital Letters**
There should be a cutter on all Spine Labels

Fiction

FIC (in caps) plus first 3 letters of author's last name
Example: FIC ABC

Non Fiction

Unabridged Dewey not to exceed two digits past decimal
Example: 598.23 MAC

Easy

E plus first 3 letters of author's last name (in caps)
Example: E ABC

Story Collection

SC plus first 3 letters of author's last name (in caps)
Example: SC ABC

Biography

92 plus first 3 letters of last name of biography's (in caps)
Example: 92 ABC

Collective Biography

920 plus first 3 letters of author's last name (in caps)
Example: 920 ABC

Professional

PRO followed by the dewey number or **FIC** for Fiction,
followed by the first three letters of the author's last name.
Example: PRO 295.01 MAC

Reference

REF Unabridged Dewey not to exceed two digits past
decimal.
Example: REF 592.33 ABC

Video recording

VDR then the dewey number or **FIC** for Fiction, followed by
the first three letters of the Title
Example: VDR FIC SNO

Digital Videos (DVDs)

DVD then the dewey number or **FIC** for Fiction, followed by
the first three letters of the Title
Example: DVD 234.1 SNO