

# B&T MARC<sup>TM</sup> School Quick Form

*Baker & Taylor will provide CIP or full LC Marc records, including original Baker & Taylor cataloging when LC cataloging is not available.*

*There may be titles for which cataloging information is not yet available. In such cases:*

- Ship books if cataloging is NOT available [N]*
- Cancel titles if cataloging is NOT available [Y]*

The specifications chosen in this MARC Quick Form are to be used for the following account(s) and institution(s) (school or library):

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Authorized Signature

---

Baker & Taylor Account Number

---

Institution/Organization

---

Address

---

City

State

Zip

---

Phone

Fax

E-Mail

**The options noted in the School Quick Form are those which our customers most frequently request. If the options within this form do not meet your needs, customized services are available. Contact Information Services at (800) 775-1800 with any questions.**

# B&T MARC™ School Quick Form

**Please choose one option in each section. The sections *Non-fiction through Short Stories* require a selection for each numbered group of options. Items marked with an asterisk (\*) indicate the most often used options.**

## SUBJECT HEADINGS

- Library of Congress [A]
- \*Sears-but if not available substitute Library of Congress cataloging with Juvenile subject headings [C]

## NON-FICTION

*Dewey # standard is unabridged.*

1.  \*Dewey # cut at first prime [101]
  - Dewey # cut \_\_\_ digits after decimal (8 maximum)
2.  \*First 3 letters of author's surname [103]
  - Author's surname [104]
  - First \_\_\_ letter(s) of author's surname (8 maximum)
3.  Author's first name [104]
  - First \_\_\_ letter(s) of author's first name (8 maximum)
  - Exclude author's first name
4.  Publication Date [P]
  - Copyright Date [C]
  - Neither

## INDIVIDUAL BIOGRAPHY

1.  \*B [A]
  - 92 [C]
  - 921 [D]
  - Other classification choice \_\_\_
2.  \*With biographee's surname [104]
  - With first 3 letters of biographee's surname [103]
    - With first \_\_\_ letter(s) of biographee's surname (8 maximum)
3.  With biographee's first name [104]
  - With first \_\_\_ letter(s) of biographee's first name (8 maximum)
  - Exclude author's first name

4.  Publication Date [P]
  - Copyright Date [C]
  - Neither

## COLLECTIVE BIOGRAPHY

1.  \*920 [A]
  - 92 [B]
  - BC [D]
  - Other classification choice \_\_\_
2.  \*With first 3 letters of author's surname [103]
  - With author's surname [104]
  - With first \_\_\_ letter(s) of author's surname (8 maximum)
3.  With author's first name [104]
  - With first \_\_\_ letter(s) of author's first name (8 maximum)
  - Exclude author's first name
4.  Publication Date [P]
  - Copyright Date [C]
  - Neither

## FICTION

1.  \*F [A]
  - FIC [B]
  - Other classification choice \_\_\_
2.  \*With first 3 letters of author's surname [103]
  - With author's surname [104]
  - With first \_\_\_ letter(s) of author's surname (8 maximum)
3.  With author's first name [104]
  - With first \_\_\_ letter(s) of author's first name (8 maximum)
  - Exclude author's first name
4.  Publication Date [P]
  - Copyright Date [C]
  - Neither

## EASY FICTION

1.  E [A]
  - Same as fiction
  - Other classification choice \_\_\_
2.  \*With first 3 letters of author's surname [103]
  - With author's surname [104]
  - With first \_\_\_ letter(s) of author's surname (8 maximum)
3.  With author's first name [104]
  - With first \_\_\_ letter(s) of author's first name (8 maximum)

- Exclude author's first name

4.  Publication Date [P]
  - Copyright Date [C]
  - Neither

## EASY NON-FICTION

1.  \*Dewey Number [A]
  - E [E]
  - Other classification choice \_\_\_
2.  \*With first 3 letters of author's surname [103]
  - With author's surname [104]
  - With first \_\_\_ letter(s) of author's surname (8 maximum)
3.  With author's first name [104]
  - With first \_\_\_ letter(s) of author's first name (8 maximum)
  - Exclude author's first name
4.  Publication Date [P]
  - Copyright Date [C]
  - Neither

## SHORT STORIES

1.  \*SC [A]
  - Dewey # [F]
  - Same as Fiction
  - Other classification choice \_\_\_
2.  \*With first 3 letters of author's surname [103]
  - With author's surname [104]
  - With first \_\_\_ letter(s) of author's surname (8 maximum)
3.  With author's first name [104]
  - With first \_\_\_ letter(s) of author's first name (8 maximum)
  - Exclude author's first name
4.  Publication Date [P]
  - Copyright Date [C]
  - Neither

## JUVENILE PREFIXES - FICTION

- \*No special identification [A]
- J above fiction author letters [F]
- J above call number produced by fiction class/fiction letters [B]
- J in front of fiction author letters [G]
- J in front of call number produced by fiction class/fiction author letters [C]

# B&T MARC™ School Quick Form

## JUVENILE PREFIXES - NON-FICTION

- \*No special identification [A]
- J above call number [B]
- J in front call number [C]

## AUTHOR LETTER CAPITALIZATION

- Capitalize 1st letter only [A]
- Capitalize all letters [B]

**† Note: if options other than standard specification (\*) are chosen for Professional and Reference, these titles must be marked Professional or Reference.**

## REFERENCE († see above)

- \*Dewey # assigned by subject (with no special classification)
- REF above Dewey #
- REF as Dewey #
- R above Dewey #
- R as Dewey #

## PROFESSIONAL († see above)

- \*Dewey # assigned by subject (with no special classification)
- PRO above Dewey #
- PRO as Dewey #
- P above Dewey #
- P as Dewey #

## CARD SETS

*Cards per title. All other components are provided by copy.*

## CATALOG CARDS

- Do not provide catalog cards
- Full set for dictionary catalog including shelflist card

*Provide only cards listed below:*

- (1-8) shelflist cards
- (1-8) main entry cards
- (1-8) title cards
- (1-8) series cards
- (1-8) subject added entry cards
- (1-8) other added entry cards
- (1-8) series added entry cards

## SORTED CARDS

*(additional cost possible)*

- Provide cards sorted according to specifications below [115]
- Do not provide sorted cards; put all cards in book

## SORT BREAKS

- Sort shelflist, put dictionary cards in book [B]
- Sort all cards; extra cards, if any, sorted in separate alphabets according to choices in Shelflist Sort and Dictionary Card Sort[E]

## SHELFLIST SORT

- Sort shelflist by classification [A]
- Sort shelflist by main entry [B]
- Do not sort shelflist; put shelflist in book [C]

## DICTIONARY CARD SORT

- Sort all cards in one dictionary [A]
- Sort cards in a divided catalog:
  - 1) author,
  - 2) title /subject [B]
- Sort cards in a divided catalog:
  - 1) author/title
  - 2) subject [C]
- Sort cards in a divided catalog:
  - 1) author,
  - 2) title,
  - 3) subject [D]

## CIRCULATION CARD [155]

- Yes  No

## MYLAR JACKETS

- None
- Only on books with cataloging records
- On all books with dust jackets
  - Glued
  - Loose
  - Taped

## CLEARs

- None
- Only on hardbacks without dust jackets [230]
- On hardbacks without dust jackets and paperbacks [235]

## KAPCO *(covers for paperbacks)*

- Do not install
- Install on ALL paperbacks [225]
- Install only on titles marked on book order [226]

## POCKETS

*(includes pocket insert)[355]*

- None
- Fastened to back flyleaf, 1/2" from bottom [B, D]
- Loose [A]

## SELF-ADHESIVE DATE DUE SLIP

- None
- Fastened to back flyleaf, 1/2" from bottom [204 B,M]

## SPINE LABELS [360]

- No
- Yes, loose [C, 002]
- Yes, fastened 2" from bottom book edge [A, 003]

## THEFT-DETECTION

**LABELS** *(additional cost possible)*

- None
- 3M sensitized/desensitized [276]
- Checkpoint
  - 310 series (8.2MHZ freq.) [289]
  - 410 series (8.2MHZ freq.) [291]
  - 320 series (9.5MHZ freq.) [293]
  - 420 series (9.5MHZ freq.) [294]

## OWNERSHIP LABELS

*(additional cost possible)[370]*

- No
- Yes, loose [C]
- Yes, fastened to pocket [A]



# B&T MARC™ School Quick Form

ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ACCELERATED READER ITEMS

Includes reading program name, reading level, point value and quiz number

- Accelerated Reader 526 tag in catalog record

## ACCELERATED READER QUIZ

- Will take Quiz if no Book is available  
 Will take Book if no Quiz is available

## METHOD OF QUIZ DOWNLOAD

- Diskette  
 CD  
 Download for E-mail (E-mail address on page 13)

## SMALL ACCELERATED READER BOOK INFORMATION LABEL <sup>[375]</sup>

Includes reading level and point value

- Attached (on spine above spine label)[C]  
 Not attached [E]

AR
RL
4.4
PTS
5.0

## LARGE ACCELERATED READER BOOK INFORMATION LABEL <sup>[380]</sup>

Includes book title, author, reading level, point value, reading program name, and quiz number

- Attached (horizontal - upper right hand corner of front fly leaf) [A]  
 Not attached [F]

Charlotte's Web. Author: White, E. B. (Elwyn Brook) Reading Level: 4.4 Point Value: 5.0 Accelerated Reader Quiz #19
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## ACCELERATED READER IDENTIFICATION STICKER (BLUE)

Provides easy visual identification of Accelerated

Reader titles on library shelves

- Attached (above spine label)  
 Not attached

Accelerated Reader
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