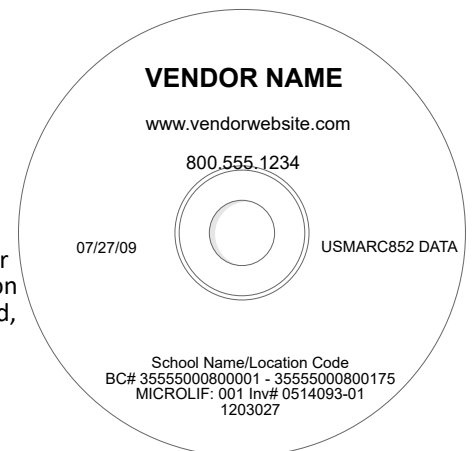
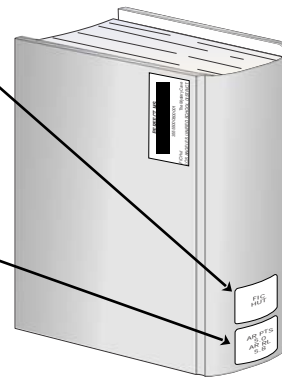
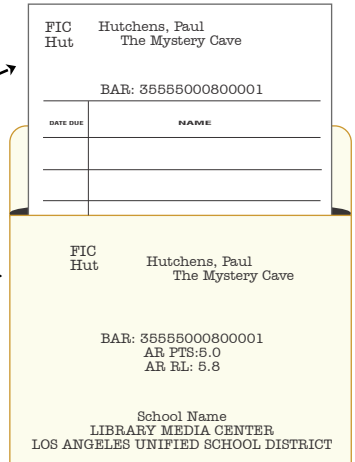


INTEGRATED LIBRARY AND TEXTBOOK SUPPORT SERVICES APPROVED PROCESSING AND CATALOGING SPECIFICATIONS

The following cataloging options should be selected when requesting shelf-ready books for any and all library book orders. Contact Integrated Library and Textbook Support Services for a list of iLTSS approved vendors and if you have questions at 213.241.2733.

PROCESSING SELECTIONS

- ATTACHED AUTOMATION KIT**
Should include barcodes (2), spine label with protectors, circulation card, pocket, and MARC record
- POCKET PLACEMENT**
Front cover, 1/4" from bottom of page.
- POCKET INFORMATION**
Author's name, Book title, Call number and Barcode number, Property label
- CIRCULATION CARD**
White stock, 3"x5" printed on both sides with two columns headed "Date Due" and "Borrowers Name"
- SPINE LABEL:** Top of the label is 2" from bottom of book as illustrated.
 - Cover with label protector
- AR LABEL PLACEMENT if REQUESTED:**
 - On spine, directly below spine label
 - On pocket, per Illustration
 - Cover with label protector
- BARCODE PLACEMENT**
1st Barcode label:
Outside back cover, top right, vertical, reading up
2nd Barcode label:
Inside front cover, top right, horizontal if no dust jacket; Top right horizontal flyleaf if book has a dust jacket
 - Cover with label protector
- BARCODE PREFIX is:** 3 + School location code + vendor's barcode range.
(You may request a List of iLTSS Approved Vendors that includes their ranges from ILTSS)
- BARCODE SYMBOLOGY:** 14 digit, Code 3 of 9, no check digit
- BARCODE INFORMATION:** School name, Call number, Barcode number, Title, District ID



- AUTOMATION SYSTEM:** Follett Destiny
- MARC RECORD:** USMARC with 852 holdings format (also referred to as MARC 21 or 1991 MICROLIF). The CD Rom should be labeled with the school's name and location code, barcode range, vendor name, invoice number and PO number, date delivered, US MARC 852 DATA, vendor phone number, and web address (optional)

CALL NUMBER PREFERENCES

FICTION

Fic + First 3 letter of author's last name

Fic
Wil

NONFICTION

Dewey Number + First 3 letters of author's last name

571.091
Roa

COLLECTIVE BIOGRAPHY

920 + First 3 letters of author's last name

920
Gib

INDIVIDUAL BIOGRAPHY

921 + First 3 letter's of biographee's last name

921
Col

STORY COLLECTION

SC + First 3 letters of author's last name

SC
Tan

PROFESSIONAL

Letter P + Dewey Number + first 3 letter's of author's last name

P
021.7
Yor

REFERENCE

Ref + Dewey Number + first 3 letter's of author's last name

Ref
031
Hei
V.1

Spanish language

Designated with a red label with letter S or other language



SUBJECT HEADINGS: SEARS