

Your School Name
Processing Specs
Vendor Name

Automation System	Destiny 9.9.3.2
Data Disk Format	CD ROM MARC 21 or US MARC (852 holdings data standards) or sent as an attachment by email to <u>Your email address: or to karen.sellers@polk-fl.net</u>
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	<u>Your School Name</u>
Bar Code Number Range	<u>Your bar code range, excluding the first five numbers and the check digit on the end.</u>
Identifier	3
Location Code (Or Holding Code)	<u>Four digit school number</u>

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

Bar Code Placement	Back Top right horizontally
Identification Labeling	Label school name on front and back fly leaf
Accelerated Reading	Include in MARC record NOTE**DO NOT PUT ANY INFORMATION IN TAG 526 SUBFIELD 5
AR Color Coding/Labels	Color Codes provided - to be placed over Dewey spine label along with the label for the inside of the book cover top near the edge of the cover.
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

Lexile Labels: Inside book Cover – top near edge of the cover.

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 three digits past decimal
Example: 598.231 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 three digits past
decimal.
Example: REF 592.333 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