

# ***Knox County Schools***

1000 North Central Avenue  
Knoxville, TN 37917

CONTACT PERSONS: Joyce Hale (Elementary / Middle) 594-3830  
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## **Cataloging Specifications**

\_\_\_\_\_  
Name of School

### **CATALOGING CLASSIFICATIONS** (Use First 3 Letters of Author's Surname)

Easy (Fiction) . . . . . E	Foreign Language . . . . . Lang Class
Easy (Non-Fiction) . . . . . Dewey	Reference . . . . . R above Dewey
Fiction . . . . . Fic	Professional . . . . . T above Dewey
Story Collection. . . . . SC	Collective Biography . . . . . 920
Non-Fiction . . . . . Dewey	*Individual Biography . . . . . B
	*Use First 3 Letters of Biographee's Surname
	*Include Lexile level (Marc Record only)

### **OPTIONS FOR PROCESSING** (Check One)

- \_\_\_\_\_ 1. Spine Labels / Barcode Labels  
\_\_\_\_\_ 2. Spine Labels / Barcode Labels / Pockets

NOTE: Attach the following:

- Mylar Jackets to All Books with Dust Covers
- Book Pockets to Back Flyleaf of Book
- Barcode Labels to Upper Left, Vertical, Outside Front Cover of Book, reading top to bottom
- Label Protectors Over Exposed Spine Labels / Barcode Labels

### **ACCELERATED READER CHOICE** (Check One if Applicable)

- \_\_\_\_\_ 1. CD Format  
\_\_\_\_\_ 2. Download Electronically

### **AUTOMATION**

**SPECTRUM LIBRARY MANAGEMENT SYSTEM** \_\_\_\_\_ **5.x** Version

**TYPE OF DISK** Windows \_\_\_\_\_

**DATA FORMAT (Disk,CD/ROM)** USMARC / 852 Holdings (Leave Subfield *a* Blank)  
**BARCODE SYMBOLOGY** Code 3 of 9 (Code 39)

**PERSONALIZED BARCODES** (Library Name As It Is To Appear On The Report and  
Barcode Labels---Including Spaces and Punctuation)

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(30 Consecutive Positions)

### **BARCODE RANGE** (For this order only)

Starting Barcode \_\_\_\_\_ Ending Barcode \_\_\_\_\_