

# INTEGRATED LIBRARY AND TEXTBOOKS 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 flyleaf, 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:** 1 1/8" from bottom of book as illustrated  
• Cover with label protector

- BAR 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)

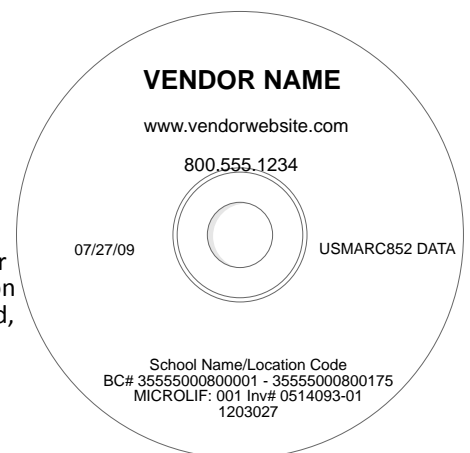
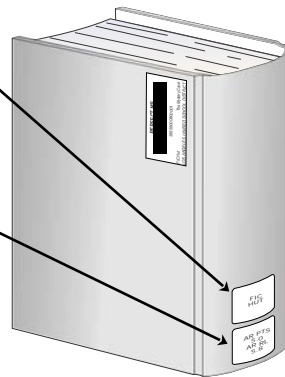
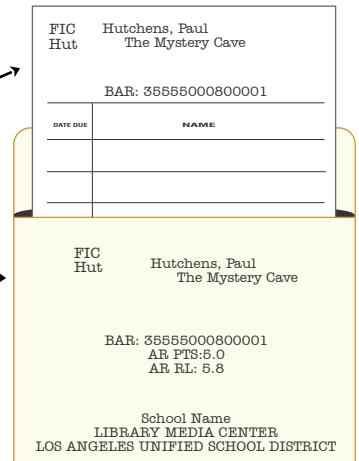
- BARCODE SYMBOLOGY:** 14 digit, Code 3 of 9, no check digit

- 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**