



**Tsai Fong
Books**

Cataloging Specifications

INSTITUTION INFORMATION		
Institution Name	OCLC Symbol	
Street		
City	State/Province/Country	ZIP/Postal Code
Cataloging Contact Name	Title	
E-mail address	Phone	Fax
Acquisitions Contact Name	Title	
E-mail address	Phone	Fax
OCLC CONFIRMATION		
An OCLC Representative will contact you to confirm any requested MARC editing.		
FOR ADDITIONAL INFORMATION		
If you have any questions regarding this form, please e-mail Jenny Tweed, Contract Services Consultant, at tweedj@oclc.org or 800-848-5878, ext. 6287		
Please return completed form to: OCLC Fax: 614-718-7598		

CATALOGING OPTIONS
OCLC Unedited Records By selecting this option, OCLC and Tsai Fong Books will provide you OCLC-MARC records without local editing.
OCLC Custom Cataloging By selecting this option, OCLC and Tsai Fong Books will provide you with OCLC-MARC records edited to include your local cataloging practices according to the options available in Section 2. The cost for this option will require a custom quote.
OCLC Custom Cataloging with Physical Processing By selecting this option, OCLC and Tsai Fong Books will provide you with OCLC-MARC records edited to include your local cataloging practices according to the options available in Section 2. In addition, you will also be provided with the physical processing of your choice resulting in shelf-ready materials. The cost for this option will require a custom quote.
1-1. Cataloging options (check one) <input type="checkbox"/> OCLC Unedited Records (<i>Please complete Section 1 only</i>) <input type="checkbox"/> OCLC Custom Cataloging (<i>Please complete Section 1 and Section 2</i>) <input type="checkbox"/> OCLC Custom Cataloging with physical processing (<i>Please complete Sections 1, 2 and 3</i>)



Please complete Section 1 for ALL Cataloging requests.

BILLING OPTIONS
1-2. Billing options (<i>check one</i>) <input type="checkbox"/> Bill through Tsai Fong Books <input type="checkbox"/> Bill through OCLC to: Name: _____ Address: _____ <input type="checkbox"/> Bill through your OCLC Regional Service Provider
MARC RECORD OUTPUT OPTIONS
1-3. Current OCLC-MARC Subscription (<i>check one</i>) <input type="checkbox"/> Yes (<i>please skip 1-4</i>) <input type="checkbox"/> No (<i>complete 1-4</i>) <input type="checkbox"/> Not sure (<i>complete 1-4</i>) OCLC MEMBERS PLEASE NOTE: Prevailing Regional Service Provider fees may apply for MARC subscription services.
1-4. MARC Output (<i>check one</i>) <input type="checkbox"/> E-mail attachment at e-mail address: _____ <input type="checkbox"/> FTP (<i>not OCLC EDX</i>)
NOTIFICATION OF RECORDS ALREADY HELD
1-5. For records that already display your library's OCLC symbol in WorldCat, would you like us to: <input type="checkbox"/> Re-process and provide the record again <input type="checkbox"/> Do not process and notify you via e-mail of the duplication at e-mail address _____



Please complete Section 2 if Custom Cataloging or Custom Cataloging with Physical Processing is requested.

CALL NUMBER INFORMATION
2-1. Call number type (check one) <input type="checkbox"/> LC-style (skip 2-3 and 2-4) <input type="checkbox"/> Dewey-style (complete 2-3 and 2-4) <input type="checkbox"/> Edition of Dewey used _____ <input type="checkbox"/> If the matching record contains a Dewey number from an earlier edition, should OCLC <input type="checkbox"/> Accept that number <input type="checkbox"/> Reassign a number from the edition above <input type="checkbox"/> Local-style (skip 2-3 and 2-4)
2-2. Call number tag (check one) <input type="checkbox"/> 090 (skip 2-3 and 2-4) <input type="checkbox"/> 092 (complete 2-3 and 2-4) <input type="checkbox"/> 099 <input type="checkbox"/> 852 <input type="checkbox"/> Other: _____
2-3. Digits following the decimal in Dewey call numbers (check one) <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four
2-4. Dewey Cutter scheme (check one) <input type="checkbox"/> Cutter Sanborn <input type="checkbox"/> C.A. Cutter's Tables <input type="checkbox"/> OCLC Cutter Tables (4 digit Cutter numbers)
2-5. Workmark (check one) <input type="checkbox"/> Following the cutter <input type="checkbox"/> No workmark
2-6. Prefixes or Suffixes (check one) <input type="checkbox"/> Add the following prefixes: _____ <input type="checkbox"/> Add the following suffixes: _____ <input type="checkbox"/> Do not add prefixes or suffixes
HOLDINGS INFORMATION
2-7. Holdings field - Please provide a sample of your holdings fields for multiple volume and/or multiple copy sets. Include tagging and subfielding and barcodes.
SUBJECT HEADINGS INFORMATION
2-8. Subject headings (check all that apply) <input type="checkbox"/> Library of Congress Subject Headings <input type="checkbox"/> Include the phrase "<Foreign> language materials" <input type="checkbox"/> Other (please explain) : _____



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Section 3

Please complete for Custom Cataloging with Physical Processing option only.

PHYSICAL PROCESSING OPTIONS
3-1. Item Processing (<i>check all that apply</i>) <ul style="list-style-type: none"><input type="checkbox"/> Supply and attach spine label<input type="checkbox"/> Supply barcodes<input type="checkbox"/> Attach barcodes<input type="checkbox"/> Write the call number on the item<input type="checkbox"/> Write the OCLC record number on the item<input type="checkbox"/> Supply and attach pockets<input type="checkbox"/> Insert library-supplied security strips<input type="checkbox"/> Supply and attach date due slips<input type="checkbox"/> Property stamp the item in one place

Sample cover (*please use this template to illustrate size and placement of any requested processing items*)

Please include a sample copy of your current physical processing to assure proper placement.

<div data-bbox="309 1267 552 1339" data-label="Text"><p>Back</p></div>	<div data-bbox="769 1214 860 1438" data-label="Text"><p>Spine</p></div>	<div data-bbox="1054 1261 1297 1332" data-label="Text"><p>Front</p></div>
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