

Call Number Structuring and Label information

Ordering Materials

When ordering materials from a book vendor, use the following information as a basis to create an ordering profile.

Record Format: US MARC 21

Material Bar Code: Code 3 of 9 or Code 39 with no check digit,

- Bar code label number length can be up to 18 numbers for Genesis
 G4, and are numeric only with no alpha characters.
- If using the ISBN number for this purpose contact LRMS.

Holdings:

- Order your new materials with the Holdings information in Standard 852 format.
- o 852 \$h Call Number to include the entire Call Number.

G4 Genesis Holdings Information:

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Local Information Tag: 852 Sub-field Codes
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✓ Typically highlighted in RED are used within G4

     $a - Location (NR) Shelf locator or location
$b - Sublocation or collection (R)
$c - Shelving location (R)
$e - Address (R)
$f - Coded location qualifier (R)
$q - Non-coded location qualifier (R)

√ $h - Classification part (NR) Full Call Number
$i - Item part (R)
$j - Shelving control number (NR)
$k - Call number prefix (NR)
$1 - Shelving form of title (NR)
$m - Call number suffix (NR)
$n - Country code (NR)

√ $p - Piece designation (NR) Bar Code Number
$q - Piece physical condition (NR)
$s - Copyright article-fee code (R)

√ $t - Copy number (NR) Copies

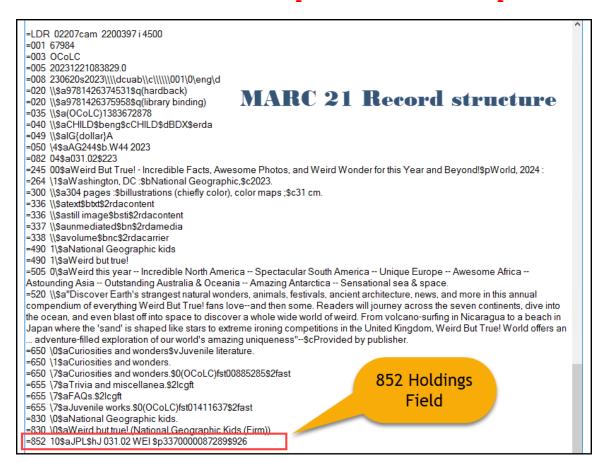
$x - Nonpublic note (R)
$z - Public note (R)
$2 - Source of classification or shelving scheme (NR)
$3 - Materials specified (NR)
$6 - Linkage (NR)
$8 - Field link and sequence number (R)

√ $9 - Item Price (R)Cost
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MARC Record G4 Genesis Exported Record Example



Older Genesis program converts 852 holdings information to the 910 Tag Sub-fields

- \$a Material Acquisition Date
 \$b Material Barcode Number
- \$c Circulation Code
- \$f Funding Code
- \$1 4-digit Unique Library Location Code
- \$0 4-digit Owner Code
- \$p Material Cost
- \$s Vendor Code
- \$v Volume Number



Call Number Structuring and Label information Materials Supplies List

Genesis utilizes standard sized Spine labels, Barcode labels, Combination label sets and Catalog Cards. These materials are available and can be purchased from most any supplier; we have chosen a supplier that is well known in the library industry. We have also added some other alternatives materials; all of these items have been tested and are compatible with Genesis.

For your convenience the following list of items and Item numbers are listed; The Library Store, Inc.,

Call or Email - 800-548-7204 Web Link: http://www.thelibrarystore.com.

Laser Printer Label Stock

** Catalog Cards for laser printers only, four cards 3"x5' each to a sheet Item # 44-0249 - Lt. Wt. Pale Cream
Item # 44-0250 - Med. Wt. Pale Cream

** Collection & Borrower Barcode labels

Item # 16-0751 -Thirty labels, 3 x 10 to a sheet, 2 5/8" x 1" Also available from Maco and Avery Item # ML-3000 – Maco Item # 5160 – Avery

** Collection Combo Spine and two Barcode labels

Item # 16-0755 - 12 label sets to a page, 1 - 1"x 7/8" and 2 - 27/8" x 7/8"

Collection & Borrower and Combo label protectors

Item # 16-0161 - 500 Premium labels per roll, $1 \frac{1}{2}$ " x $3 \frac{1}{4}$ " non-glare laser quality Item # 16-1154 - 500 Std. labels per roll, $1 \frac{1}{2}$ " x $3 \frac{1}{4}$ "

Spine Labels

Item # 16-0775 - 56 labels to a page, 8×7 to a sheet, $1 \times 1 \frac{1}{2}$ " (Square) "Requires setup" see Training Guides See Catalog Management.

** Item # 16-0773 – 55 labels to a page, 5 x 11 to a sheet, 1 ½" x 29/32"

** Item # 16-0750 – 50 labels to a page, 5 x 10 to a sheet, 1 $\frac{1}{2}$ " x 1" (Rounded)

Spine Label Protectors

Item # 16-0159 - 500 Premium labels per roll, 1 $\frac{1}{4}$ ' x 2 $\frac{3}{4}$ ", non-glare laser quality Item # 16-1151 - 500 Std. labels per roll, 1 $\frac{1}{4}$ ' x 2 $\frac{3}{4}$ "

** Borrower Photo I.D. Library Membership Cards

Printable by LaserJet or DeskJet styled printers.

Item # 49-0614 – 100 pack badge cards 6- drivers license sized cards / sheet

Item # 49-0612 – 100 pack badge laminate pouches

** Indicates a standard item that is setup in your Genesis Program.