



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.
- 852 \$h Call Number to include the **entire Call Number**.

G4 Genesis Holdings Information:

Local Information Tag: 852 Sub-field Codes

- ✓ 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)
- \$g - 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)
- \$l - 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

MARC 21 Record structure

```

=LDR 02207cam 2200397i 4500
=001 67984
=003 OCoLC
=005 20231221083829.0
=008 230620s2023||||dcuab|c||||001|0|eng|d
=020 \\$a9781426374531$q(hardback)
=020 \\$a9781426375958$q(library binding)
=035 \\$a(OCoLC)1383672878
=040 \\$aCHILD$beng$cCHILD$dBDX$erda
=049 \\$aIG{dollar}A
=050 \\$aAG244$b.W44 2023
=082 04$a031.02$223
=245 00$aWeird But True! - Incredible Facts, Awesome Photos, and Weird Wonder for this Year and Beyond!$pWorld, 2024 :
=264 1$aWashington, DC :$bNational Geographic.$c2023.
=300 \\$a304 pages :$billustrations (chiefly color), color maps :$c31 cm.
=336 \\$atext$btxt$2rdacontent
=336 \\$astill image$bsti$2rdacontent
=337 \\$aunmediated$bn$2rdamedia
=338 \\$avolume$bnc$2rdacarrier
=490 1$aNational Geographic kids
=490 1$aWeird but true!
=505 0$aWeird this year -- Incredible North America -- Spectacular South America -- Unique Europe -- Awesome Africa --
Astounding Asia -- Outstanding Australia & Oceania -- Amazing Antarctica -- Sensational sea & space.
=520 \\$a"Discover Earth's strangest natural wonders, animals, festivals, ancient architecture, news, and more in this annual
compendium of everything Weird But True! fans love--and then some. Readers will journey across the seven continents, dive into
the ocean, and even blast off into space to discover a whole wide world of weird. From volcano-surfing in Nicaragua to a beach in
Japan where the 'sand' is shaped like stars to extreme ironing competitions in the United Kingdom, Weird But True! World offers an
... adventure-filled exploration of our world's amazing uniqueness"--$cProvided by publisher.
=650 0$aCuriosities and wonders$vJuvenile literature.
=650 1$aCuriosities and wonders.
=650 7$aCuriosities and wonders.$0(OCoLC)fst00885285$2fast
=655 7$aTrivia and miscellanea.$2lcgft
=655 7$aFAQs.$2lcgft
=655 7$aJuvenile works.$0(OCoLC)fst01411637$2fast
=830 0$aNational Geographic kids.
=830 10$aWeird but true! (National Geographic Kids (Firm))
=852 10$aJPL$hJ 031.02 WEI $p3370000087289$926

```

852 Holdings Field

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
- \$l - 4-digit Unique Library Location Code
- \$o - 4-digit Owner Code
- \$p - Material Cost
- \$s - Vendor Code
- \$v - Volume Number



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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 – 2 7/8" x 7/8"

Collection & Borrower and Combo label protectors
Item # 16-0161 – 500 Premium labels per roll, 1 1/2" x 3 1/4" non-glare laser quality
Item # 16-1154 – 500 Std. labels per roll, 1 1/2" x 3 1/4"

Spine Labels

Item # 16-0775 – 56 labels to a page, 8 x 7 to a sheet, 1 x 1 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 1/2" x 29/32"
** Item # 16-0750 – 50 labels to a page, 5 x 10 to a sheet, 1 1/2" x 1" (Rounded)

Spine Label Protectors

Item # 16-0159 - 500 Premium labels per roll, 1 1/4" x 2 3/4", non-glare laser quality
Item # 16-1151 - 500 Std. labels per roll, 1 1/4" x 2 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.**