

**OCM School Library System – Library Automation
Ordering Information & Barcoding Sheet for Mandarin Users**

**** Remember that before you place any new orders: **
You Must Revise Your Spec Sheet that is On File w/ EACH VENDOR to reflect the following:**

A. Software System: ☒ Mandarin

B. Format: *☒ '91 USMARC MicroLIF Protocol - 852 holdings (File Name Microlif.001)
☐ ~~'87 MicroLIF Protocol - 900 holdings (File Name IBM.FIL)~~
☐ ~~USMARC Communications - 852/949 holdings (File Name MARC.001)~~

OR

They may list it as: **US MARC - MARC 21 Format/852 (subfield a) Holdings.**

C. Computer System: *☒ IBM or compatible ☐ Macintosh

D. Barcode Symbolology:

<input checked="" type="checkbox"/> Code 3 of 9 (Code 39)	<input type="checkbox"/> Codabar with check digit	<input type="checkbox"/> Interleaved 2 of 5
<input type="checkbox"/> Code 3 of 9 Mod 10 check digit	<input type="checkbox"/> Codabar without check digit	
<input type="checkbox"/> Code 3 of 9 Mod 43 check digit	<input type="checkbox"/> Follett Interleaved 2 of 5 (T)	

E. 852 Holding Code Information:

Needs to be split into the following subfields (Follett puts subfields *h,i,k,m* all in the 852h unless you request to split) **as follows:**

852a – Location/Collection Code - all capital letters ex. WGHS = West Genesee High School
852h – Call# (*dewey classification*)
852i – Item# (*cutter*)
852k – Prefix (ex: REF, PROF, VIDEO, etc)
852m – Call# Suffix (*volume number - can also be the year for annuals*)
852p – Barcode#

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- EXAMPLES ON SETTING UP BARCODE RANGES:** Using Christian Bros. Academy as example
School Code in all CAPS ex: CBA0000001 (for a total of 10 characters)

For school/local use, use a starting number of: CBA0000001 to CBA0099999

For your main vendors assign barcodes as following:

Starting with 0100001	ex. CBA1000001	to CBA1999999	(Could be Follett's range)
2nd most used vendor	ex. CBA2000001	to CBA2999999	(Could be Baker & Taylor's range)
3rd most used vendor	ex. CBA3000001	to CBA3999999	(Another Vendor)
4th most used vendor	ex. CBA4000001	to CBA4999999	(Another Vendor)

This barcoding scheme greatly reduces the danger of duplicating barcodes on your various orders.

- NEW ITEMS** - The SLS office does NOT need a copy of your new items anymore **
- WEEDING / DELETES**
 - SLS office does NOT need a copy of your deletes
 - Completely delete/purge record from your catalog

Please contact the SLS office if you have any questions (Laurie Egan 431-8489 or Sue Kline 433-2648).