

3) Cataloging Classification Options(continued)

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES	
Nonfiction Grades K-3				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J ___ above Dewey ___ in front of Dewey <input type="checkbox"/> j ___ above Dewey ___ in front of Dewey <input type="checkbox"/> JUV ___ above Dewey ___ in front of Dewey <input type="checkbox"/> JUV ___ above Dewey ___ in front of Dewey <input type="checkbox"/> E ___ above Dewey ___ in front of Dewey <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 599 Bur	<i>2nd (above), 1st, 1st Options</i> J 599 Bur
Nonfiction Grades 4-8				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J ___ above Dewey ___ in front of Dewey <input type="checkbox"/> j ___ above Dewey ___ in front of Dewey <input type="checkbox"/> JUV ___ above Dewey ___ in front of Dewey <input type="checkbox"/> JUV ___ above Dewey ___ in front of Dewey <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 598 Car	<i>3rd(front), 1st, 2nd Options</i> j598 Ca
Nonfiction Grades 9 and above				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 796.332 Ros	<i>1st, 3rd Options</i> 796.332 R
Graphic Fiction				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GF <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 741.5 (standard option) <input type="checkbox"/> Use fiction classifications specified above	<input type="checkbox"/> Use fiction workmark options (std. option) <input type="checkbox"/> <input type="checkbox"/> 3 Main entry letters <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 741.5 Bat	<i>3rd, 2nd, 2nd options</i> GF F Bat
Graphic Nonfiction				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GN <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Use nonfiction classifications specified above (standard option) <input type="checkbox"/> 741.5	<input type="checkbox"/> Use nonfiction workmark options (std. option) <input type="checkbox"/> 3 Main entry letters <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 973.3 Lee	<i>2nd, 1st, 3rd options</i> Graphic 973.3 Le
Collective Biography				
<input type="checkbox"/> Follow nonfiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> 920 (standard option) <input type="checkbox"/> BC <input type="checkbox"/> 92 <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 920 Jos	<i>2nd, 1st, 3rd Options</i> 920 J
Story Collections				
<input type="checkbox"/> Follow fiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> 808.8 <input type="checkbox"/> SC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> F Kna	<i>2nd, 4th, 2nd Options</i> 808.8 Kn
Foreign Language				
<input type="checkbox"/> None (standard option) (Circle number of letters for next two options) <input type="checkbox"/> 1 2 3 4 letters (3 = Spa, 2 = Sp, etc.) <input type="checkbox"/> 1 2 3 4 letters all caps (4 = SPAN, etc.) <input type="checkbox"/> Whole name (Spanish, German, etc.) <input type="checkbox"/> Whole name capped (SPANISH, etc.)	<input type="checkbox"/> Dewey by language (std. option) <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 468 Mor	<i>2nd-3, 2nd, 2nd options</i> Spa 613 Mo
Bilingual (for example English/Spanish) books				
<input type="checkbox"/> Use English call number options for bilingual books (standard option)		<input type="checkbox"/> Use foreign language call number options for bilingual books		
Reference (Dictionaries and Encyclopedias)				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> R above Dewey number <input type="checkbox"/> Ref above Dewey number <input type="checkbox"/> REF above Dewey number <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 423 Mer	<i>4th, 1st, 3rd Options</i> REF 423 M
Nonprint Media Prefix				
<input type="checkbox"/> General Materials Designation (GMD) (standard option) <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ (same for all nonprint media on order)				

OTHER OPTIONS

All Main Entry letters for this order to be

Upper/lower case (standard option) All capitalized

All Dewey numbers for this order

Abridged Dewey number (standard option)
 End abridged Dewey number ___ number places after decimal point

Subject Headings for cards

(Pick one from list below)

Sears (std. option)
 Library of Congress
 Library of Congress Childrens (LCAC)

Subject Headings for data disk

(Pick any or all from list below)

Sears (std. option)
 Library of Congress
 Library of Congress Childrens (LCAC)