



THE INFORMATION NETWORK FOR OHIO SCHOOLS

INFOhio Vendor MARC Record Specifications

Revised June 2006

District: _____ School: _____

Address: _____ Phone: _____

Submitted By: _____ Date: _____

Dear Librarian: Use this form to assist you in providing information to vendors for the production of MARC records and barcodes. The information in this document should adequately answer any questions vendors may pose regarding specifications for MARC records and/or barcodes. Because some vendors of barcodes and MARC records may provide books which are processed to your specifications as well, there may be additional specifications required by the vendor which you must fill out for those purposes. Those specifications are not part of this form. Please be sure to specify if you are ordering titles for your reading program so your location code is included in the 526 tag.

Dear Vendor: The following is for the standardization of MARC records for INFOhio and is intended to assist the librarian in communicating clearly with you, the vendor. These are the established standards for the state of Ohio for participants in the INFOhio library automation project. The only client specific specifications are those entered by the librarian in the blank spaces below.

Records must adhere to ISBD and AACR2 standards. If records do not adhere to these standards, that fact must be clearly stated.

USMARC Communication Format (Item data to be in tag 852 per instructions below that are consistent with Microlif Protocol - 1991.)

Smart Barcode: 14 digit; Code 39; Modulus 10, type 1 check digit.

First digit to identify item: 3

District Institution code (digits 2-5): _____

Sequential number range (digits 6-13): from _____ to _____

Digit 14 is vendor calculated (Modulus 10, type 1 check digit)

First line of text on barcode to identify the school district or school building: _____

Second line of text for name of school building or building address: _____

System interface: INFOhio: SirsiDynix

Character set: ASCII

Provide file as checked: 3.5 IBM _____ 3.5 Mac _____ CD-ROM _____ On-Line _____

Table with 4 columns: Field Name, ITC abbreviation, 852 subfield, and code. Includes fields like General location code, Call number, Copy number only, Volume number only, Barcode number, Price, and Nonpublic note.

If the data is provided, please place in the standard USMARC tag as indicated below.

Table with 5 columns: Tag, 1st indicator, 2nd indicator, Subfield, and Description. Includes rows for Reading Program, Reading grade level, Interest GRADE level, Review Sources, and Awards.