



## CATALOGUING SHEET

Library/Code: **AEPNL**

WEEKLY LIMIT: We ask that each library submits no more than **24 items** (2 full cataloguing sheets) per week; **6 RUSH** items is the maximum per week.

Please do not mix **DO NOT LABEL** or **RUSH** with regular cataloguing materials – please use a separate sheet.

1. Record your library's code to show where the books are coming from.

2. Ensure that all the books in the order are either rush or non-rush and that you do not exceed your weekly limit of items.

No items on the cataloguing sheet will receive processing – this includes: re-packaging of audio-video material, laminating, mactacking. Please find attached the spine labels and book plates

**RUSH ITEMS** – please check off appropriate box to the total of six items only

**Programming** (eg. Winter/Summer Reading)

Please state:

**Book:** Released within the last 6 month

Release Date/s:

**DVD:** Released within the last 6 month

Release Date/s

**Seasonal:** (eg. Valentines to Christmas, Tax Season, Annual Study Guides)

Please state: Mother's Day

**Special Events:** (eg. Author Visit)

Please state:

**PERIODICAL**

### PLEASE MAKE SURE THAT...

- The cataloguing sheet is typed.
- The packing list of items to be catalogued has been filled out and all listed items are being sent to NLLS headquarters with this form.
- All items have been property stamped by the owning library.
- All items have an appropriate NLLS book barcode attached as agreed upon in Cataloguing procedures.
- Ensure that the cataloguing sheet is filled out completely – library name and code, packing list, number of items, signature, date sent.
- Check in items at library upon arrival.

3. If your items are rush, check off both the "Rush Items" box and the reason for the rush. It is important to state why it is a rush so that we can get the items back to you as soon as possible.

4. Check over the list provided to ensure that your cataloguing sheet order meets all requirements. Some of these are needed in order to process the sheet so it is important to have it all done before sending!



LIBRARY NAME/LIBRARY CODE: **AEPNL**

DATE: August 14<sup>th</sup>, 2017

Number of Items (Maximum of 12 per sheet, 6 if RUSH materials) = 2

*Jane Doe*

*Jane Doe*

Authorized by: \_\_\_\_\_  
(Signature)

(Print)

6. Make sure to print your name as well as sign.

5. Fill in your library code again, the date, and the number of items included in the sheet.

**PACKING LIST**

	Title	Barcode	Collection – as per cataloguing profile	Cost	Notes
1	The Kissing Hand	30800012294416	PIC	13.99	Includes disc
2	I'll love you forever	30800012294473	PIC	16.95	
3					
4					
5					
6					

**PLEASE FILL OUT THIS FORM ON YOUR COMPUTER AND PRINT TWO COPIES.  
SEND ONE COPY TO NLLS AND RETAIN THE SECOND COPY FOR YOUR RECORDS.**

7. Fill out the title of the book, the barcode you attached, the cost of the book, the collection (Non-fiction, fiction, picture books, juvenile fiction, etc), and add any notes about the book that would be important for cataloguers.

8. Check over your form and make sure it matches the books you are sending it with and that all criteria is met. If everything looks good, send it to AEPNL via van run!