



## The most advanced book processing software available

Outsourcing your book processing can be expensive and cause shipping delays. VendorCat™ lets you bring the entire book processing function inside your company. Now your staff can quickly and inexpensively create book labels, cards, MARC records, disk labels, and barcodes. VendorCat has a broad range of configuration options to completely customize the processing to meet the exact requirements for each school. VendorCat maintains centralized information on all schools including contact and shipping information, material quantity and label placement, and MARC record requirements so every person involved in book processing has access to accurate and consistent information.

### **Import your current inventory database**

VendorCat can import your current inventory database to use for book processing. In addition, you can download and import MARC records from many free sources including Library of Congress. Also, you can edit or create book database records directly by entering information for each field using VendorCat's easy to use database editing window. All data entered by any method can be used to create MARC records or to process cards or labels.

### **Design your own labels and cards**

You can design your own custom cards and labels with VendorCat's unique label and card design tool. You can create as many custom labels and cards as you wish to use for many schools or a unique label or card to meet a specific school's requirement. Designing a card or label is just like using a word processor.

### **One database with virtually unlimited formatting options**

VendorCat's advanced processing allows you to store the MARC record information in the central database only once, and to reformat the information for MARC records, labels, and cards automatically, in real time, to meet specific school requirements. This unique and powerful feature provides complete flexibility into how MARC records, cards and labels are formatted. It is not necessary to make any formatting changes to the data in the database or store data in more than one format. You only have

to set the configuration options for each school on easy to use configuration windows.

### **Select from three subject types**

VendorCat can maintain and utilize Library of Congress, Library of Congress Juvenile, and Sears subject information on each book. You can select any or all of these subject types to be included in the MARC records and cards.

### **Direct MARC record editing**

With the MARC record editor in VendorCat, you can view and edit any MARC record file. Every tag can be displayed with either the tag number or tag description. Global search functions make navigation through the file easy and quick.

### **Creating a book list for processing is quick and easy**

You can create a list of books to process for a school by performing an ISBN, title-author, or similar search of the VendorCat database, or you can import a complete book list to be processed from your order entry software program. You can also utilize a series ISBN to easily include all books in a series with one easy search.

### **Complete school processing history**

VendorCat maintains a complete school processing history including all books processed for a school and separate dates for processing book labels, cards, MARC records, barcodes, or any custom label or card.



### Three levels of security

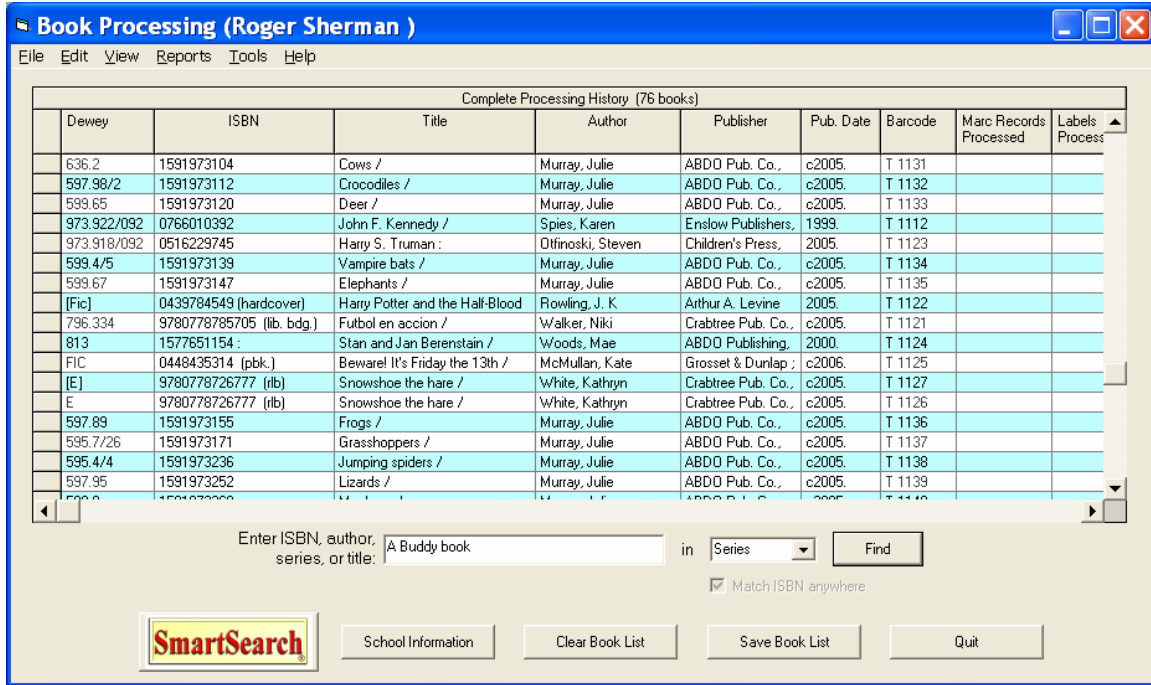
User access is password controlled with three levels of security to protect the database and configuration items from accidental modification.

### Workflow control

Book processing is typically done by more than one person. VendorCat has features to allow each person to enter special instructions or comments for others to see and use during the book processing.

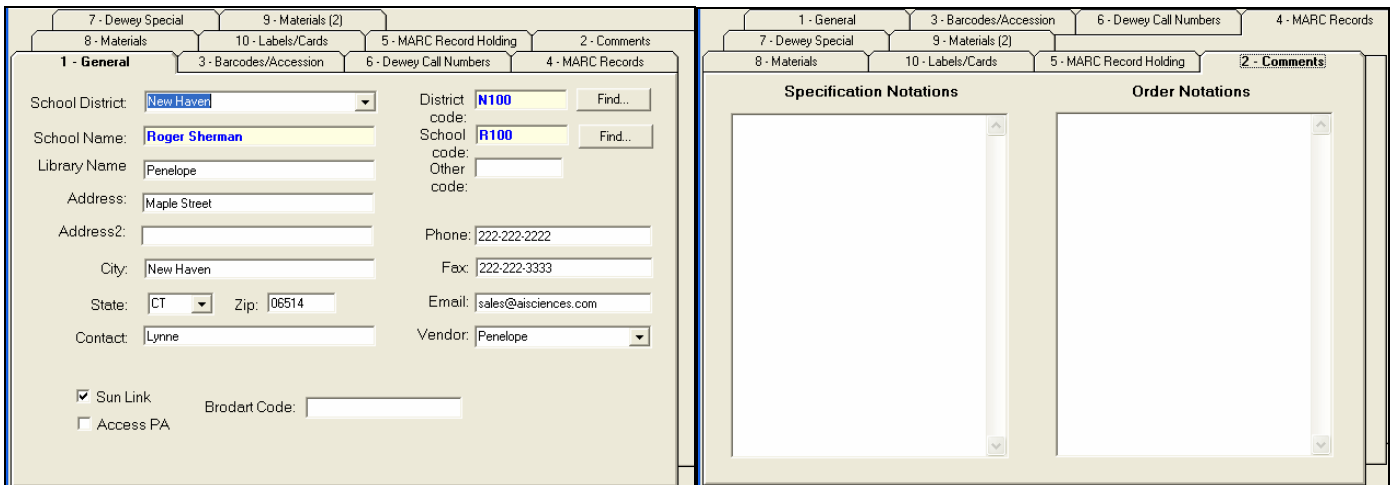
### Special features for book processing companies

VendorCat has special features for companies that provide wholesale book processing services to book vendors such as distributors and publishers. VendorCat can maintain parallel configurations and processing history for each school separated by individual vendor. Multiple copies of processing kits can be created and shipped to a vendor for resale to a school.



### Complete control to meet any school's processing requirements

These windows are used to define the school configuration for MARC records and labels as well as material quantity and placement. In addition to these configuration options, it is possible to edit information on a specific book for a specific school separately and even to edit the final MARC record file directly.



School Contact Information

Special Processing Instructions



7 - Dewey Special 9 - Materials (2)

8 - Materials 10 - Labels/Cards 5 - MARC Record Holding 2 - Comments

1 - General 3 - Barcodes/Accession 6 - Dewey Call Numbers 4 - MARC Records

**Library name:** Penelope

Library Automation System: The Library Corporation

Barcode numbers: T 1000 to T 4000  District level barcode numbers

Barcode style: Code 3 of 9  Mod 43  Mod 10

Barcode format MARC records: 6 digits Barcode format printed labels: 6 digits

Include barcode number in MARC records

Starting Accession number: 123456

Barcode Information

7 - Dewey Special 9 - Materials (2)

8 - Materials 10 - Labels/Cards 5 - MARC Record Holding 2 - Comments

1 - General 3 - Barcodes/Accession 6 - Dewey Call Numbers 4 - MARC Records

MARC Record Format

MARC 21 (852 holdings field)  1991 USMARC MicroLIF

MARC 21 (Alternate holdings field)  1987 MicroLIF

Do not use Accelerated Reader  Do not use Reading Counts

Use vendor code  Do not include text in ISBN

Split call number into h,i,k subfields  Consolidate barcodes

Include MARC tag 092  Include MARC tag 090

092 non-fiction call number format

Same as 082  Abridged  End 3 digits past decimal

Standard subject headings with 2nd indicator: 0  Children's subject headings with 2nd indicator: 1  Sears subject headings with 2nd indicator: 2

Holding Code: MARC leader: pam

Barcode Range Insert Item

MicroLIF Header: <Vendor Name> <Ship Number> <File Name>

MARC Record Configuration

1 - General 3 - Barcodes/Accession 6 - Dewey Call Numbers 4 - MARC Records

7 - Dewey Special 9 - Materials (2)

8 - Materials 10 - Labels/Cards 3 - MARC Record Holding 2 - Comments

Configure Alternate Holding  Configure 852  Configure Other Tags

Configure 852 Fields

Information	MARC Tag	Subfield	Information	MARC Tag	Subfield
Prof/Ref	852	h	Vendor Name	852	c
Dewey	852	h			
Dewey Ext	852	h			
Barcode	852	p			
Price	852	9			
School Name	852	a			
Purchase Dat	852	b			

9XX first indicator: 9XX second indicator: Restore Defaults Format Tag Clear Format Tag

MARC Record Local Holdings Configuration

7 - Dewey Special 9 - Materials (2)

8 - Materials 10 - Labels/Cards 5 - MARC Record Holding 2 - Comments

1 - General 3 - Barcodes/Accession 6 - Dewey Call Numbers 4 - MARC Records

Fiction

Fic  FIC  F

[FIC]  FICTION  Other

Easy

E  EASY  LAUSD

Easy  [E]  Other

Individual Biography

921  B

92  BIO  Other

Story Collection

SC  SS

808.8  Fic  Other

Reference

None (same as Non-Fiction)  Ref

R  REF  Other

Dewey Extension (Author/Bio Letters)

3 Letters  1 Letter

2 Letters  No Letters

Full Last Name  Upper Case Only

Foreign Language

Subject Classification  Language as classification

Language as classification prefix  Language as Dewey

Upper Case Only 2 Character lang. code

Non-Fiction

Abridged  End digits past decimal

Dewey Call Number Configuration

8 - Materials 10 - Labels/Cards 5 - MARC Record Holding 2 - Comments

1 - General 3 - Barcodes/Accession 6 - Dewey Call Numbers 4 - MARC Records

7 - Dewey Special 9 - Materials (2)

Prefix: Standard Call number: Standard Suffix: Standard

letters of author letters of title letters of author letters of title

Add '.0' to call numbers with no decimal end and no separator

Remove trailing zeros in call number

No punctuation in Dewey Extension (author letters)

Print call number decimal on separate line

Remove call number separator

Special biography format [B+Biographee (3 chars)+Author (3 chars)]

Special Dewey Call Number Instructions

1 - General 3 - Barcodes/Accession 6 - Dewey Call Numbers 4 - MARC Records

7 - Dewey Special 9 - Materials (2)

8 - Materials 10 - Labels/Cards 5 - MARC Record Holding 2 - Comments

MARC records (select format) IBM CD QTY 1

Barcode labels Position Loose QTY 1

2nd Barcode Position Loose

Catalog Card Kits Position Loose QTY 1

Spine Position 1/2" QTY 1

Main Entry Card QTY 1

Shelf Card QTY 1

Borrows/Book Card/Circulation/Date Due Card QTY 1

Date Due Slip Position Loose QTY 1

Pocket Position Loose QTY 1

Materials Email:

Materials Quantity and Position



The image displays two screenshots of a library software interface. The left screenshot, titled 'Materials Quantity and Position (2)', shows a configuration window for materials. It features a list of label types with checkboxes, position dropdown menus (e.g., 'Above Spine', 'On Pocket', 'Behind Pocket'), and quantity dropdown menus (all set to '1'). The right screenshot, titled 'Labels and Cards Configuration', shows a window for configuring labels and cards. It includes a 'Select Card/label item' dropdown, a 'Printer' field with a 'Modify...' button, a 'Paper type' section with radio buttons for 'Sheet' and 'Continuous', and various input fields for 'Label height', 'Label width', 'Left margin', 'Top margin', 'Vertical gutter', and 'Horizontal gutter'. A 'Configure Card/label' button is also present.

Materials Quantity and Position (2)

Labels and Cards Configuration

### Upgrade to VendorCat

If you currently are using book processing software and wish to upgrade to the advanced features of VendorCat, it might be possible for AIS to import the school configuration and processing history from your current system into your new VendorCat.

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