



Dear Customer:

Thank you for choosing Follett's MARC Entry Service. We recognize the importance of quality data and hope you are pleased with the data we have provided for you.

In keeping with Anglo-American Cataloging Rules and the Library of Congress policies, we have completed your MARC entry. Additionally, all valid shelflist data was entered within the guidelines of the MARC Entry Service you ordered.

As you review the returned shelflist, please note that we may have attached colored flags to some of the cards. These have been attached to alert you to some problems or concerns we may have encountered. The different flag colors represent different issues including:

BLUE FLAGS:

Blue-flagged cards were not entered due to any of the following reasons:

1. The card was not legible.
2. There was not a title on the card.
3. Your collection was prebarcoded and there was not a barcode on the card.

If you decide you need a blue-flagged record in your database, you will need to enter it since there was not enough information on the card for us to enter it for you.

PINK FLAGS:

Pink-flagged cards were entered; however the call number was changed based on the directions we received from you in the call number verification portion of the MARC Entry Order Form.

For example, if you chose the option to use a MAIN ENTRY in the call number, and your cards did not follow current AACR2 standards for what is considered a MAIN ENTRY, the main entry portion of your call number may have been changed to reflect current standards.

Please be aware that the spine labels of your books may not correspond with your new data. We recommend that you do not change the data, but update the spine labels as needed.

YELLOW FLAGS:

Yellow-flagged cards were entered although there were issues related to duplicate or conflicting standard numbers. For example, your card may have included a standard number, but we may not have used it due to one of the following reasons:

1. The number was transposed on the card and actually belongs to a different record.
2. The publisher printed the wrong number on the card.
3. The standard number on the card is for a series of books, not the individual title.

The standard number that is printed on your book may be the same number that is printed on the card, but we do not recommend you change the data to reflect the book. If you do choose to change the standard number you may negatively affect any further updates.

Included in this shipment you will find your data and labels (if ordered). If you should find any discrepancies between the data and labels, please contact Data Services immediately at 800-323-3397.

Sincerely,
Data Services