



To submit this form to Mackin, click on the "Submit" button at the bottom of the last page.

Once this form is submitted to Mackin it will be saved as part of your permanent specification profile. If changes are required, call Customer Service at 800-245-9540 or use our Live Chat at [www.mackin.com](http://www.mackin.com) for assistance.

If district-wide specs are in place, Mackin may need to consult the district librarian for approval on any options selected in this form.

Mackin offers a variety of genre classification options. The most commonly requested options are listed in this form. Contact Customer Service at 800-245-9540 or use our Live Chat at [www.mackin.com](http://www.mackin.com) for assistance if other handling is required.

For Mackin Use Only

Customer # \_\_\_\_\_

Date Received \_\_\_\_\_

## CONTACT INFORMATION

School Name \_\_\_\_\_

School District \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Grade Levels \_\_\_\_\_

Person to contact \_\_\_\_\_

School/Library Phone \_\_\_\_\_

Email \_\_\_\_\_

## ASSIGNING FICTION GENRE DESIGNATIONS

Fiction genre classification is free, which includes assigning fiction genre classifications in the MARC record subject headings and as part of the call number. Additional labels are 10¢ each. To save time for our customers, the professional staff at Mackin have assigned a standard genre classification to thousands of popular fiction titles. These classifications can be found on our website. If Mackin's standard genre classification is selected below, it is not necessary to assign a genre for each fiction title. If genre classifications need to differ from Mackin's standard genre, choose one of the options below that references customer-assigned genres.

**Specify how fiction genre classifications should be assigned by selecting one of the options below:**

- ☐ Use Mackin's standard fiction genre classifications exclusively (as displayed on [www.mackin.com](http://www.mackin.com))  
 Note: Many (but not all) fiction titles have a genre assigned on Mackin's website. If a genre is not assigned, or if any of Mackin's standard fiction genre classifications are not selected on page 2, these titles will be cataloged with customer's fiction call number.
- ☐ Use Mackin's standard fiction genre classifications (as displayed on [www.mackin.com](http://www.mackin.com)), but also follow customer-assigned genre classifications\*  
☐ All fiction titles must have a genre assigned (customer will assign a genre when necessary)
- ☐ Use customer-assigned genres only (do not use Mackin's standard fiction genre classifications)\*

\*Customers can assign fiction genre classifications on titles by submitting entire lists indicating all titles use one fiction genre or by noting the desired fiction genre classifications on individual titles using the "notes" field.

**Additional Instructions** (Optional: Indicate cataloging or processing needs not included on this form.)

## FICTION GENRE WORDING & LABEL OPTIONS

Fiction genre as part of the call number and/or in the MARC records is free. Labels are 10¢ per item. Select one or more desired options below. When selecting options, consider whether genre titles will be interfiled with fiction or shelved together (separately from fiction). Use the table to indicate the applicable wording and/or label protectors needed.

### Free Options

- ☐ **Option 1:** Fiction genre classification added as part of call number on spine labels and in MARC records. This option allows titles of the same genre to be shelved together, ensuring patrons can easily find favorite genres. **See page 3 to specify how genre classification is applied to call number.**
- ☐ Classification displays in MARC records only (does not print on spine labels).
- ☐ **Option 2:** Fiction genre classification added in Destiny location field in MARC records. This option allows Destiny patrons to see at a glance in the online catalog where titles are located in the library; useful if genre classifications are not added as part of the call number & each genre is shelved separately.

### 10¢ Options

- ☐ **Option 3:** Colored protectors applied on spine labels to denote genre classification. Using colored protectors to denote genre classification allows patrons to easily find genres throughout the library without having to search in the online catalog. Mackin offers the following colors: aqua, blue, copper, fluorescent green, fluorescent pink, gray, green, light blue, light green, light purple, orange, pink, purple, red, tan, and yellow.
- ☐ **Option 4:** Mackin-designed genre labels applied on spine to denote genre classification. Using genre labels to denote genre classifications allows patrons to easily find genres throughout the library without having to search in the online catalog. **See page 4 for label options & placement information.**

If additional fiction genre classifications will be assigned, use special instructions box on page 1.

	<b>Option 1</b> Fiction genre classification as part of call number. Write exactly how the fiction genre classification will appear including capitalization. Maximum of 11 characters. (ex. ADV)	<b>Option 2</b> Fiction genre classification in Destiny location field. Write exactly how the fiction genre classification will appear including capitalization. (ex. ADVENTURE)	<b>Option 3</b> Colored protectors 10¢ per item. Indicate color to be used from list above.
Action/Adventure			
Animals			
Classics			
Dystopian			
Fantasy			
Historical			
Horror/Scary			
Humor			
Mystery/Suspense			
Realistic			
Romance			
Science Fiction			
Sports			
Supernatural/Paranormal			
Western			

## OPTION 1: FICTION GENRE ADDED TO CALL NUMBER

**Assign fiction genre as part of the call number (free).** Complete this section if Option 1 was selected on page 2. Specify how the fiction genre classification should be added to the call number by selecting one of the options below:

- ☐ Add fiction genre classification as prefix

Example:

**HIST  
FIC  
ABC**

- ☐ Add fiction genre classification after fiction designation (prints on separate line)

Example:

**FIC  
HIST  
ABC**

- ☐ Replace fiction designation with fiction genre classification

Example:

**HIST  
ABC**

- ☐ Add fiction genre classification as suffix

Example:

**FIC  
ABC  
HIST**

## OPTION 4: FICTION GENRE LABELS

**Mackin-designed genre labels (10¢ per item).** Complete this section if Option 4 was selected on page 2. Mackin offers the following Mackin-designed fiction genre labels. These labels are 1" high by 3/4" wide. If DEMCO fiction genre labels are needed, contact Customer Service at 800-245-9540 or use our Live Chat at [www.mackin.com](http://www.mackin.com) for assistance. Additional fees may apply.

Specify where the fiction genre label should be applied by selecting one of the options below:



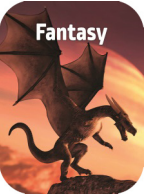
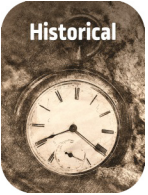
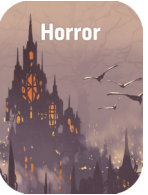
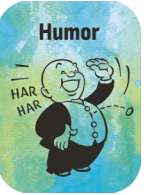

- ☐ Apply on spine, above spine label
- ☐ Apply on spine, at top
- ☐ Apply on spine, below spine label
- ☐ Other \_\_\_\_\_

Select applicable genre label(s) below (choose no more than one label in each category):

### Elementary

Action/Adventure <input type="checkbox"/>	Animals <input type="checkbox"/>	Classics <input type="checkbox"/>	Fantasy <input type="checkbox"/>	Historical <input type="checkbox"/>	Horror/Scary <input type="checkbox"/>	Humor <input type="checkbox"/>
						
Mystery/Suspense <input type="checkbox"/>	Realistic <input type="checkbox"/>	Science Fiction <input type="checkbox"/>	Sports <input type="checkbox"/>	Supernatural/Paranormal <input type="checkbox"/>	Western <input type="checkbox"/>	
						

### Secondary

Action/Adventure <input type="checkbox"/>	Classics <input type="checkbox"/>	Dystopian <input type="checkbox"/>	Fantasy <input type="checkbox"/>	Historical <input type="checkbox"/>	Horror/Scary <input type="checkbox"/>	Humor <input type="checkbox"/>
						
Mystery/Suspense <input type="checkbox"/>	Realistic <input type="checkbox"/>	Romance <input type="checkbox"/>	Science Fiction <input type="checkbox"/>	Sports <input type="checkbox"/>	Supernatural/Paranormal <input type="checkbox"/>	Western <input type="checkbox"/>
						

Graphic novel labels & cataloging options are available. Contact Customer Service at 800-245-9540 or use our Live Chat at [www.mackin.com](http://www.mackin.com) for assistance.