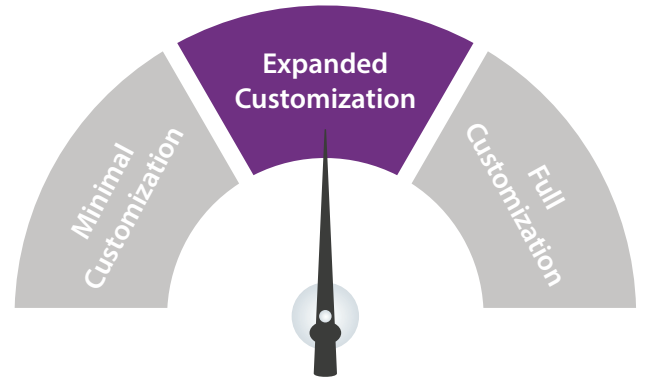


# FLEX

## Cataloging & Processing

**Flex** for English and Spanish-language material combines the benefits of book-in-hand cataloging and processing with the simplicity and speed of an automated process. Our proprietary processes allow us to address your local practices and customize bibliographic descriptions of your material. The array of profile choices available through **Flex** results in less work for your library and accelerates your receipt-to-circulation process.



### What Are Your Goals?

- ✓ *Get books on the shelves faster and more easily*
- ✓ *Improve discoverability: Connect patrons with the titles they want*
- ✓ *Eliminate backlog*
- ✓ *Free up time for your librarians to assist patrons*
- ✓ *Address staffing gaps*
- ✓ *Reduce your costs for cataloging and processing*

### Benefits for Your Library

- Accommodate many local cataloging practices
- Receive shelf-ready material
- Streamline your acquisitions process
- Shelf with confidence, knowing that accurate cataloging data results in:
  - Easy searching
  - Improved discoverability for patrons
  - Increased circulation
- *You* decide where to shelve materials (optional)
- Minimize time from receipt of materials to circulation
- Manage cataloging and processing backlog
- Receive full-level MARC records for every item your library orders
- Augment cataloging and processing resources during periods of staff overload

### Service Specifics

**Flex** offers an array of cataloging features, including:

- Control cataloging and processing output by sending a collection code with your order

### Service Specifics (continued)

- MARC record modification such as:
  - Choice of subject headings
  - Reading program data
  - Review citations
  - Publisher annotations
  - Deletion of specific tags/data
  - Addition of constant data
  - OCLC number
  - *And more*
- Call number customized to match library practices — options are available for:
  - Classification
  - Genre/collection
  - Audience
  - Prefix
  - Format
  - Language
  - Cutter — including author, series title, title, and subject of the biography or criticism
  - *And more*
- Local call number formatted as required
- Item records can be mapped to the tag and subfields required by your ILS and can include:
  - Call number
  - Bar code number
  - List price
  - Order data such as branch, location, or collection codes
  - Custom values such as fine code, renewal limit, and stat code
  - *And more*
- Spine label produced with your defined call number:
  - Font options
  - Formatting and data stacking options
  - Eight lines with up to nine characters per line
- Update library holdings to OCLC
- Records delivered via email or FTP

### Processing:

- Library material will arrive processed according to your specifications with options for:
  - Spine label
  - Genre label
  - Bar code label
  - Jacket and/or label protector
  - Property stamping
  - RFID
  - Other labels
  - *And more*