



Libraries In
Cooperation

Horizon Collection Code Form

Code				
Description				
PAC Display Description				
Spine Label Descrip.				
Call No. Type				
Item Statistical Class (ISTAT)				
Index Fast Add	Yes	Yes	Yes	Yes
Avg. Replace Cost				
Spine Label Set				
Serials Label Set				
Misshelved Rpt	No	No	No	No
Floating Collection	Y N	Y N	Y N	Y N

Library

Director's Signature

Date

Return to:
LTLS Automation
1704 W. Interstate Drive
Champaign, IL 61822

Explanation of Horizon Collection Code Data Fields:

Code	Enter a 7-letter code that starts with your library's 3-letter code and finishes with letters that describe the collection (ex: MONANF)
Description	Describe the collection, beginning with your library's 3-letter code. There is no limit on the letters (ex: MON Adult NonFiction)
PAC Display Description	Describe what should appear in the catalog to tell users where this material is located (ex: Adult NonFiction Shelves)
Spine Label Descrip.	Enter an 8-character description of the collection that will print on spine labels (if you are using spine labels). Leave blank if you don't print spine labels.
Call No. Type	Enter the call number type for this collection (if this material is linked to a Dewey or LC classification scheme). You may have your own call number type or you may use a generic call number type.
Item Statistical Class (ISTAT)	Enter the item statistical class code for this collection code. This can be the same code as the collection code or a different code (ex: MONANF)
Index Fast Add	Fast Adds should always be indexed. Answer 'Yes'
Avg. Replace Cost	Enter the amount charged as a replacement cost if no price exists in the item record.
Spine Label Set	Choose a code to identify the spine label set (leave blank if you don't print spine labels)
Serials Label Set	Choose a code to identify the serials label set (leave blank if you don't print spine labels)
Misshelved Rpt	Mark this as No
Floating Collection	Answer Yes if this is a floating collection and No if it is not. Floating collections are materials that become 'temporarily owned' at the library that checks it in.