

# New Hampshire Automated Information System

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## Cataloging Products Profile

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**ALL SECTIONS OF THIS FORM MUST BE COMPLETED  
AS IT WILL SUPERCEDE ALL PREVIOUSLY SUBMITTED  
CATALOGING PRODUCTS PROFILES.**

HSA code: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Library Name: \_\_\_\_\_

**What type of catalog cards do you want NHSL-NHAIS Services to produce for you?**

- Shelf List cards (there is a 50¢ per title charge for this)
- Full Sets of catalog cards (there is a \$2 per title charge for this)
- Some of our titles will need Full Sets, others will need only Shelf List cards
- No cards are needed

**NOTE:** When you add a holding to the NHU-PAC you must complete the call number information and designate a full or shelf list requested status on the holding.

Cards will be produced with call numbers and stamps exactly as you enter them in the record.

Cards can **ONLY** be produced if you indicate a card requested status on the NHU-PAC holding record.

**Please indicate by checking the boxes below if you want any of these options:**

- Print only the first card in the set (Full Sets will have one of each type of card)
- Include the 505 (table of contents) information on the printed cards
- Use juvenile subject headings on the cards, instead of LC headings, if they are available in the record
- No cards are needed

**MARC records for brief records added**

- Yes, send a copy of the MARC record that replaces any brief record I add to the NHU-PAC to this email address: \_\_\_\_\_
- No, I do not need a full MARC record for my local system

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**New Hampshire State Library, NHAIS Services**

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