Requesting MARC Records
First, before you enter your request, please make sure that your item is not already in Horizon
To enter a cataloging request, go to CEFLS.ORG and you will see the MARC request form under the For Staff tab.
These are some of the fields that we see here at CEFLS when we process your requests:

<table>
<thead>
<tr>
<th>Date</th>
<th>Library Name</th>
<th>ISBN</th>
<th>Title</th>
<th>Author</th>
<th>Publisher</th>
<th>Year</th>
<th>Demand</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/19/2022</td>
<td>12:43:48 Name</td>
<td>9781643752600</td>
<td>Hot Stew</td>
<td>Mozley, Fiona</td>
<td>Algonquin Books of Chapel Hill</td>
<td>2022</td>
<td>No</td>
<td>Book</td>
</tr>
</tbody>
</table>

There are also other fields not included in this snippet that allow you to enter details and additional information about your record request.
DISCUSSION ITEMS
Penworthy
Items Already in Catalog
Self Published
Original Cataloging
Requests to Send Item to CEFLS
Games/Kits
Book ISBN/UPC Barcodes
Diacritics/Unusual Displays in Catalog
Here at CEFLS, we catalog a large amount of requests and we ask for at least a two week turnaround. However, many times, it is much quicker than this time period. If for some reason you need an item entered sooner than that please reach out to us and we will try to accommodate you.
Please be sure to check your records and reach out to Tech Services if you have any questions or need any changes to the MARC records. marc@cefls.org