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Ship To

Name: _____
 Attn: _____
 Address: _____
 City: _____ State _____ Zip _____

Processing Information

School/Library Name: _____
 School District Name: _____
 Contact _____ Ph _____
 E-Mail _____

Customer Specifications:

- New customer specs—keep on file
 Use my options on file
 Update Specs

** Books processed according to customer's specs are non-returnable.*

Choose One

Catalog Card Kits

Includes: shelf list; main entry; author, title and subject cards; borrower's cards; spine labels; peel-and-stick pocket with date due grid; pocket label.

Unattached Card Kit

Orders over \$350 FREE!
 Orders under \$350 65¢ ea.

Attached Card Kit

Orders over \$350 FREE!
 Orders under \$350 \$1.00 ea.

Pocket will be placed in location marked below:

- Inside Back Cover (standard)
 Inside Front Cover
 Front Flyleaf
 Back Flyleaf



Automation Kits

Includes: one barcode; spine label; and MARC records via email or CD-ROM.

Unattached Automation Kit

Orders over \$350 FREE!
 Orders under \$350 \$15.00 per order, plus 30¢ per book

Attached Automation Kit

Orders over \$350 FREE!
 Orders under \$350 \$15.00 per order, plus 65¢ per book
Barcode will be applied in the location(s) specified in section C.

Additional Unattached Barcode 50¢ ea.
 _____ Number of additional barcodes

Additional Attached Barcode 50¢ ea.
 _____ Number of additional barcodes

MARC Records Only

Orders over \$350 FREE!
 Under \$350 \$15.00 per order

Extras

Shelf list card only 15¢ ea.

Date due slips 15¢ ea.

Date due card (Lined on both sides and imprinted with call #, author, title) 15¢ ea.

Book Pocket Label 15¢ ea.

Main Entry Card 15¢ ea.

Pocket unattached 15¢ ea.

Pocket attached 50¢ ea.

Pocket will be placed in location marked below:

- Inside Back Cover (standard) Front Flyleaf
 Inside Front Cover Back Flyleaf

Spine label unattached 15¢ ea.

Spine label attached 50¢ ea.

Theft Detection System 30¢ ea.

- Checkpoint (located under book pocket)
 8.2 Frequency 9.5 Frequency

Tattle Tape

QR Code Label (Use additional comments to indicate placement)

- Spine Labels Unattached 15¢ ea.
 Info Labels Attached 50¢ ea.

Reading Program Labels 15¢ ea.

- Lexile Guided Reading

A. MARC Record Information

ORDERS OVER \$350 FREE! ORDERS UNDER \$350 \$15 PER ORDER

852 Holdings 949 Holdings 852 Holdings Combined
 Library Software _____ CD ROM Email: _____
 Union Database _____ Location Code: _____ Sublocation Code: _____
 MARC Output Format: AACR2 RDA Character Set: MARC-8 USC/Unicode
 Subject Headings: Sears LC LCAC Kid-Friendly™ BISAC

B. Barcode Specifications

Library Name as it is to appear on label (30 characters max including space):

Format: ABC Abc

Starting Barcode Number: _____

Do Not Exceed Number _____

Symbology:

2 of 5 Follett Classic

3 of 9 Mod 10

Codabar No Check Digit

3 of 9 No Check Digit

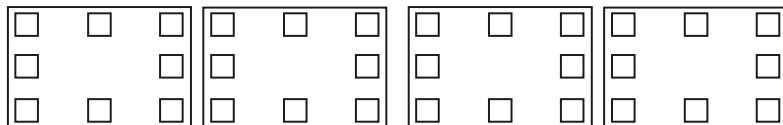
3 of 9 Mod 43

Codabar Mod 10

Assign barcode numbers to eBooks

C. Processing Instructions

Barcode Label Positions



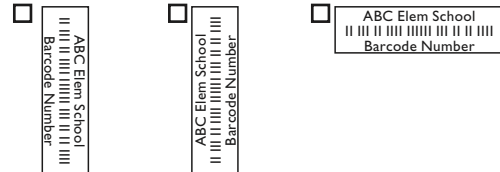
Outside Back Cover

Outside Front Cover

Inside Front Cover

Inside Back Cover

Barcode Label Orientation



Spine Label Position

Standard – 2" from bottom of label

1" from bottom to bottom

Other _____

Reading Program Label Position

Label 1 Type: _____

Label 2 Type: _____

Label 3 Type: _____

Above Spine Label

Above Spine Label

Above Spine Label

Below Spine Label

Below Spine Label

Below Spine Label

Other _____

Other _____

Other _____

Book Pocket Position

Inside Back Cover

Inside Front Cover

Front Flyleaf

Back Flyleaf

Other _____

Date Due Slip Position

Inside Back Cover

Inside Front Cover

Front Flyleaf

Back Flyleaf

Other _____

Theft Protection

Spine *if specific locations, note below*

Under Pocket

Other _____

D. Library Service Classification Options

The standard options have already been preselected for you. Standard options and 3 main entry letters will be used for each collection unless otherwise specified.

Main Entry Letters: ABC Abc

Dewey Numbers: First Prime _____ places passed decimal

Easy Fiction

Prefix: Prefix: _____

Classification: Above Beside

Classification Option:

E F Fic FIC Other _____

None # of Main Entry Letters _____

4-8 Fiction

Prefix: Prefix: _____

Classification: Above Beside

Classification Option:

F Fic FIC Other _____

None # of Main Entry Letters _____

9-12 Fiction

Prefix: Prefix: _____

Classification: Above Beside

Classification Option:

F Fic FIC Other _____

None # of Main Entry Letters _____

K-3 NonFiction

Prefix: Prefix: _____

Classification: Above Beside

Classification Option:

Dewey# Other _____

None # of Main Entry Letters _____

4-8 NonFiction

Prefix Prefix: _____

Classification: Above Beside

Classification Option:

Dewey# Other _____

None # of Main Entry Letters _____

9-12 NonFiction

Prefix: Prefix: _____

Classification: Above Beside

Classification Option:

Dewey# Other _____

None # of Main Entry Letters _____

Individual Biography

Prefix: Follow NonFiction Prefixes

Classification Option:

B 921 92 Dewey# Other _____

None # of Main Entry Letters _____

Collective Biography

Prefix: Follow NonFiction Prefixes

Classification Option:

920 BC 92 Dewey# Other _____

None # of Main Entry Letters _____

Story Collection

Prefix: Follow Fiction Prefixes

Classification Option:

SC As Fiction 808.8 Other _____

None # of Main Entry Letters _____

Foreign Language

Prefix: SPA / FRE Spa / Fre

SP / FR Sp / Fr

Other _____

Classification Option:

448 / 468 Dewey Other _____

None # of Main Entry Letters _____

Classify Bilingual:

As English As Foreign

Reference

Prefix: REF Ref R Other _____

Classification Option:

Dewey#

None # of Main Entry Letters _____

Special Collections

DVD Prefix: _____

eBook Prefix: _____

Graphic Novel Prefix: _____

Miscellaneous:

_____ Prefix: _____

_____ Prefix: _____

_____ Prefix: _____

Comments: