



\$20 Minimum charge for processing.

PO #: _____

BILL TO:

SHIP TO:

Name: _____

School or Library Name: _____

Address: _____

Address (No PO Boxes): _____

City/State/Zip: _____

City/State/Zip: _____

Phone: _____

Attn: _____

PRODUCT OPTIONS

Product Kits

Automation Kit (MARC Data, Barcode Label, Spine Label) | ___CS14U - Unattached \$1.15 | ___CS14A - Attached \$1.90

Circulation Kit (Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card)

| ___CS15U - Unattached \$.35 | ___CS15A - Attached \$1.10

Premium Automation Kit (MARC Data, Barcode Label, Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card) | ___CS16U - Unattached \$1.30 | ___CS16A - Attached \$2.05

Premium Automation Kit with Shelflist Card (MARC Data, Barcode Label, Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card, Shelflist Card) | ___CS17U - Unattached \$1.55 | ___CS17A - Attached \$2.30

Premium Non-Automation Kit (Card Set, which includes shelflist, main entry, subject, & added-entry cards, Pocket Label, Circulation Card Label, Spine Label, Adhesive Pocket, Circulation Card) | ___CS18U - Unattached \$1.75 | ___CS18A - Attached \$2.50

Reading Program Circulation Kit (Spine Label, Reading Program Label, Reading Program Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card) | ___CS19U - Unattached \$.70 | ___CS19A - Attached \$1.45

Individual Products

Barcode Label, Generic: Qty per Book: 1 2 3 (Cannot be ordered in combination with other products or kits)

| ___CS20U - Unattached \$.15 | ___CS20A - Attached \$.65

Barcode Label, Smart: Qty per Book: 1 2 3 | ___CS6U - Unattached \$.15 | ___CS6A - Attached \$.65

Card Set (includes shelflist, main entry, subject, & added-entry cards) | ___CS7 - \$1.30

Guided Reading Label | ___CS22U - Unattached \$.30 | ___CS22A - Attached \$.80

Main Entry Card | ___CS10 - \$.30

MARC Record | ___CS5 - \$.75

Pocket Label Printing | CS27 - \$.10 – note: see bottom of page 4 for options.

Reading Program Label | ___CS23U - Unattached \$.25 | ___CS23A - Attached \$.75

Reading Program Label, Enhanced (includes Title and/or Author) | ___CS24U - Unattached \$.25 | ___CS24A - Attached \$.75

Reading Program Pocket Label | ___CS25U - Unattached \$.25 | ___CS25A - Attached \$.75

Property Label | ___CS26U - Unattached \$.15 | ___CS26A - Attached \$.65

Shelflist Card | ___CS11 - \$.30

Spine Label | ___CS9U - Unattached \$.30 | ___CS9A - Attached \$.80

Union Catalog: _____ | ___CS12 - \$15.00 School Code: _____

MARC RECORDS

A. Software (Please check or write in system)

- Accent Expert (Provide an 852_b in the Global Tag Section) Accent Express Athena Alexandria Caspr Dynix Follett Gateway Horizon InfoCentre Mandarin Sirsi Spectrum TLC Other _____

B. Format

- '91 MicroLIF/MARC21 Protocol (File Name: Microlif.001)
- '87 MicroLIF Protocol (File Name: IBM.FIL)
- USMARC Communications (File Name: MARC.001)

C. Computer System

- IBM or compatible Macintosh

D. Data Format Desired

- CD File Download* – Email Address (Required for file download): _____

* Please note – you will receive an email notification when your MARC file is available for downloading



BARCODES – See page one for pricing.

A. Library Name for Barcode Labels (30 characters maximum including spaces)

Grid for library name input

B. Barcode Symbology

- Options for barcode symbology: Follett 2 of 5 (T), Interleave 2 of 5, Codabar without check digit, Code 3 of 9 (Code 39), Codabar (13 plus check digit), Code 3 of 9 Mod 10 (13 plus check digit), Code 3 of 9 Mod 43 (13 plus check digit)

C. Starting Barcode Number for this Order (Do not include check digit)

Grid for starting barcode number input

CALL NUMBER CLASSIFICATION OPTIONS

★Indicates standard option (3 letters is the standard option for author/main entry letters)

A. Call Number

- ★ Include call numbers Don't include call numbers

B. Capitalization (Select only one)

- ★ Capitalize first main entry letter only Capitalize all main entry letters (Both of these option's apply to classifications D thru M) Customized (Indicate with each classification)

C. Dewey Classification

- ★ Abridged Dewey Unabridged Dewey to the 2nd Prime (When available) Unabridged Dewey (When available) Unabridged Dewey with number of digits past the decimal: ____ (0-7 digits)

D. Nonfiction (K-3)

PREFIX:

- ★ None E Other: _____

CLASSIFICATION:

- ★ Dewey Classification J E Leave Classification Blank Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) Complete Surname CUSTOMIZED CAPITALIZATION: First Letter All Letters

E. Nonfiction (4-8)

PREFIX:

- ★ None J Other: _____

CLASSIFICATION:

- ★ Dewey Classification Leave Classification Blank Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) Complete Surname CUSTOMIZED CAPITALIZATION: First Letter All Letters

F. Nonfiction (9 or Higher)

PREFIX:

- ★ None Other: _____

CLASSIFICATION:

- ★ Dewey Classification Leave Classification Blank Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) Complete Surname CUSTOMIZED CAPITALIZATION: First Letter All Letters

G. Individual Biography

PREFIX:

- ★ None Other: _____

CLASSIFICATION:

- ★ 92 921 B BIO Bio Dewey Classification Leave Classification Blank Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0-12) Complete Surname CUSTOMIZED CAPITALIZATION: First Letter All Letters

CALL NUMBER CLASSIFICATION OPTIONS CONTINUED

H. Collective Biography

PREFIX:

★ None Other: _____

CLASSIFICATION:

- ★ 920
- 92
- B
- BIO
- Bio
- Dewey Classification
- Leave Classification Blank
- Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname

CUSTOMIZED CAPITALIZATION: First Letter All Letters

J. Fiction (4-8)

PREFIX:

★ None J JUV Other: _____

CLASSIFICATION:

- ★ F
- FIC
- Fic
- Leave Classification Blank
- Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname

CUSTOMIZED CAPITALIZATION: First Letter All Letters

L. Story Collection

PREFIX:

★ None Follow Fiction Prefixes Other: _____

CLASSIFICATION:

- ★ SC
- 808.83
- Treat the Same as Fiction
- Leave Classification Blank
- Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname

CUSTOMIZED CAPITALIZATION: First Letter All Letters

N. Other Prefixes

- | | | | | |
|--------------------|---------------------------------|-----------------------------|-----------------------------------|---------------------------------------|
| Audio Cassette: | ★ <input type="checkbox"/> None | <input type="checkbox"/> AV | <input type="checkbox"/> AC | <input type="checkbox"/> Other: _____ |
| Compact Disk: | ★ <input type="checkbox"/> None | <input type="checkbox"/> AV | <input type="checkbox"/> CD | <input type="checkbox"/> Other: _____ |
| Computer Software: | ★ <input type="checkbox"/> None | <input type="checkbox"/> AV | <input type="checkbox"/> CS | <input type="checkbox"/> Other: _____ |
| DVD: | ★ <input type="checkbox"/> None | <input type="checkbox"/> AV | <input type="checkbox"/> DVD | <input type="checkbox"/> Other: _____ |
| Video Cassette: | ★ <input type="checkbox"/> None | <input type="checkbox"/> AV | <input type="checkbox"/> VC | <input type="checkbox"/> Other: _____ |
| Other AV: | ★ <input type="checkbox"/> None | <input type="checkbox"/> AV | <input type="checkbox"/> Nonprint | <input type="checkbox"/> Other: _____ |

O. Call Number Suffix (Select one of the following)

- ★ None
- Copyright Year
- Acquisition Date
- Spanish Suffix: _____ (Specify text, up to 13 characters - Applicable to Spanish Titles Only)
- Author Letters for Individual Biography _____ (Number of letters (1-13) - Applicable to Individual Biography Titles Only)

I. Easy Fiction (K-3)

PREFIX:

★ None J E Other: _____

CLASSIFICATION:

- ★ E
- EASY
- Easy
- Leave Classification Blank
- Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname

CUSTOMIZED CAPITALIZATION: First Letter All Letters

K. Fiction (9 or Higher)

PREFIX:

★ None J JUV Other: _____

CLASSIFICATION:

- ★ F
- FIC
- Fic
- Leave Classification Blank
- Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname

CUSTOMIZED CAPITALIZATION: First Letter All Letters

M. Spanish

PREFIX:

★ None SP SPA Other: _____

CLASSIFICATION:

- ★ Dewey Classification by Subject
- Dewey Classification by Language
- Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname

CUSTOMIZED CAPITALIZATION: First Letter All Letters

