



# LIBRARY SERVICE ORDER FORM

Please include all five pages with your order.

**\$20 Minimum charge for processing.**

**PO #:** \_\_\_\_\_

**BILL TO:**

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**SHIP TO:**

School or Library Name: \_\_\_\_\_

Address (No PO Boxes): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Attn: \_\_\_\_\_

**PRODUCT OPTIONS**

**Product Kits**

**Automation Kit** (MARC Data, Barcode Label, Spine Label) | \_\_\_ **CS14U** - Unattached \$1.20 | \_\_\_ **CS14A** - Attached \$1.90

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

| \_\_\_ **CS15U** - Unattached \$.55 | \_\_\_ **CS15A** - Attached \$1.25

**Premium Automation Kit** (MARC Data, Barcode Label, Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card) | \_\_\_ **CS16U** - Unattached \$1.60 | \_\_\_ **CS16A** - Attached \$2.30

**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 \$1.80 | \_\_\_ **CS17A** - Attached \$2.50

**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 \$2.30 | \_\_\_ **CS18A** - Attached \$3.00

**Reading Program Circulation Kit** (Spine Label, Reading Program Label, Reading Program Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card) | \_\_\_ **CS19U** - Unattached \$.75 | \_\_\_ **CS19A** - Attached \$1.45

**Individual Products**

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** - \$2.00

Guided Reading Label | \_\_\_ **CS22U** - Unattached \$.30 | \_\_\_ **CS22A** - Attached \$.80

Main Entry Card | \_\_\_ **CS10** - \$.40

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 \$.18 | \_\_\_ **CS26A** - Attached \$.65

Shelflist Card | \_\_\_ **CS11** - \$.40

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

- Options for call numbers: Include call numbers, Don't include call numbers

B. Capitalization (Select only one)

- Options for capitalization: Capitalize first main entry letter only, Capitalize all main entry letters, Customized

C. Dewey Classification

- Options for Dewey Classification: Abridged Dewey, Unabridged Dewey to the 2nd Prime, Unabridged Dewey, Unabridged Dewey with number of digits past the decimal

D. Nonfiction (K-3)

- Options for D. Nonfiction: PREFIX, None, E, Other

CLASSIFICATION:

- Options for D. Classification: Dewey Classification, J, E, Leave Classification Blank, Other

- Options for D. Author/Main Entry Letters and Customized Capitalization

E. Nonfiction (4-8)

- Options for E. Nonfiction: PREFIX, None, J, Other

CLASSIFICATION:

- Options for E. Classification: Dewey Classification, Leave Classification Blank, Other

- Options for E. Author/Main Entry Letters and Customized Capitalization

F. Nonfiction (9 or Higher)

- Options for F. Nonfiction: PREFIX, None, Other

CLASSIFICATION:

- Options for F. Classification: Dewey Classification, Leave Classification Blank, Other

- Options for F. Author/Main Entry Letters and Customized Capitalization

G. Individual Biography

- Options for G. Individual Biography: PREFIX, None, Other

CLASSIFICATION:

- Options for G. Classification: 92, 921, B, BIO, Bio, Dewey Classification, Leave Classification Blank, Other

- Options for G. Author/Main Entry Letters and Customized Capitalization

## 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

### 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

### 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

### 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

### 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

### 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

### 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)

## READING PROGRAM LABEL OPTIONS – see page one for pricing

<input type="checkbox"/> Standard AR Label includes: Reading Program Name Points Reading Level	<input type="checkbox"/> Standard RC Label includes: Reading Program Name Points Reading Level Lexile Level	<input type="checkbox"/> Customized/Enhanced AR Label	<input type="checkbox"/> Customized/Enhanced RC Label		
		<b>Select up to five options below and circle the line number where it should appear on reading program label. Enhanced Labels MUST include the Title or the Author.</b>			
		Data Field:	Line #:		
		Reading Program Name	1 2 3 4 5	Do Not Include	
		Interest Level	1 2 3 4 5	Do Not Include	
		Reading Level	1 2 3 4 5	Do Not Include	
		Quiz/Test Number	1 2 3 4 5	Do Not Include	
		Points	1 2 3 4 5	Do Not Include	
		Lexile Level	1 2 3 4 5	Do Not Include	
		Title (Enhanced Label Only)	1 2 3 4 5	Do Not Include	
		Author (Enhanced Label Only)	1 2 3 4 5	Do Not Include	

## SHELFLIST CARD OPTIONS ★ Indicates standard option

- A. Price  Include on card ★ Not Included (Price needs to be included on title list, per line item)
- B. Barcode Number  Include on card ★ Not Included
- C. Acquisition Dates  Include on card ★ Not Included
- D. Tracings ★ Include on card  Not Included
- E. Interest and Reading Level  Include on card ★ Not Included
- F. Review Codes  Include on card ★ Not Included

## SUBJECT HEADINGS ★ Indicates standard option

- ★ Sears  Library of Congress  Library of Congress Children’s (when available with a default to Library of Congress)

## GLOBAL TAB/LOCAL HOLDING CODE(S) (Optional)

<input type="checkbox"/> Funding	Tag: _____	Subfield: _____	Text: _____
<input type="checkbox"/> School Code	Tag: _____	Subfield: _____	Text: _____
<input type="checkbox"/> Location Code	Tag: _____	Subfield: _____	Text: _____
<input type="checkbox"/> Other	Tag: _____	Subfield: _____	Text: _____
<input type="checkbox"/> Other	Tag: _____	Subfield: _____	Text: _____

## POCKET LABEL PRINTING OPTIONS – CS27 - \$.10 each

Call Number and Author/Title information are printed on the upper portion of the pocket label. If you also want to print your Library Name and up to three additional (30 characters) lines of information on the lower portion of the pocket label, please indicate your preference and provide the necessary information below.

Print Library Name and other information

Library Name	_   _																													
Line 1	_   _																													
Line 2	_   _																													
Line 3	_   _																													

- Print Barcode on the Pocket
- Print the Price on the Pocket
- Print Reading Program Information on the label
- Below the Call #/Title
- Above the Call #/Title

### ADDITIONAL USER FIELDS

- Item Price                       Custom Call Number Prefix                       Custom Call Number Suffix
- Custom Call Number                       Preassigned Barcodes

If you prefer to customize, please indicate the extra user field next to each title on your list (e.g. Juv, REF, \$9.99, T4259)

### COLLECTION CODES ★ Indicates standard option

- ★  Do not include Collection Codes in the MARC Data
- Include Collection Codes in the MARC Data (Attach a list of the library's collection codes with the order)

### PROPERTY LABELS — see page one for pricing

BMI can provide up to 4 lines of data on your property label. Each line can have 30 characters, including spaces

Line 1	
Line 2	
Line 3	
Line 4	

### PRODUCT FONTS ★ Indicates standard option

All font selections will provide up to 7 characters per line. If the specific data has more than 7 characters, the additional characters will wrap to the next line.

**Spine Labels**                      ★  12 pt Arial     11 pt Tahoma     12 pt Gothic     14 pt Gothic\*

**Standard or Customized Reading Program Labels**                      ★  12 pt Arial     11 pt Tahoma     12 pt Gothic     14 pt Gothic\*

**Guided Reading Labels**                      ★  12 pt Arial     11 pt Tahoma     12 pt Gothic     14 pt Gothic     16 pt Gothic

\*14 pt Gothic font limits the printing to 4 lines per label. Information on the label will vary based on the cataloging options selected

### PRODUCT PLACEMENT ★ Indicates standard option (Use the diagram below for location number)

<b>1<sup>st</sup> Barcode</b>	<input type="checkbox"/> Unattached    ★ <input type="checkbox"/> Attached:	Location #: _____	<b>Orientation:</b> <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical (Top to Bottom) <input type="checkbox"/> Vertical (Bottom to Top)
<b>2<sup>nd</sup> Barcode</b>	★ <input type="checkbox"/> Unattached <input type="checkbox"/> Attached:	Location #: _____	<b>Orientation:</b> <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical (Top to Bottom) <input type="checkbox"/> Vertical (Bottom to Top)
<b>Reading Program Label</b>	<input type="checkbox"/> Unattached    ★ <input type="checkbox"/> Attached:	★ <input type="checkbox"/> Standard Placement (Location 58, above the spine label)* <input type="checkbox"/> Other Location - #: _____	*Enhanced labels with Title/Author information prints on a larger stock. For this label, Inside Front Flyleaf 30 is the standard location
<b>Guided Reading Label</b>	<input type="checkbox"/> Unattached    ★ <input type="checkbox"/> Attached:	★ <input type="checkbox"/> Standard Placement (Location #58, above the spine label) <input type="checkbox"/> Other Location - #: _____	
<b>Spine Label</b>	<input type="checkbox"/> Unattached    ★ <input type="checkbox"/> Attached:	★ <input type="checkbox"/> Standard Placement – 1 ¼” from the bottom of the spine <input type="checkbox"/> Other: _____	
<b>Book Pocket or Date Due Slip</b>	<input type="checkbox"/> Unattached    ★ <input type="checkbox"/> Attached:	★ <input type="checkbox"/> Back Flyleaf <input type="checkbox"/> Front Flyleaf <input type="checkbox"/> Inside Back Cover <input type="checkbox"/> Inside Front Cover	

