

PROCESSING FORM *All Library Processing FREE on orders over \$350!*

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.

SECTION A (choose one)

CATALOG CARD KITS

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

Unattached Card Kit (orders over \$350) **FREE!**
Price for orders under \$350 65¢ ea.

Attached Card Kit (orders over \$350) **FREE!**
Price for orders under \$350 \$1.00 ea.

Pocket will be placed in location marked below:

| | |
|--|---------------|
| Inside Back Cover (<i>standard</i>) | Front Flyleaf |
| Inside Front Cover | Back Flyleaf |



AUTOMATION KITS

Includes: one barcode; spine label*; and MARC record disk or CD-ROM.

Unattached Automation Kit (orders over \$350) **FREE!**
Under \$350 \$12.00 per order, plus 30¢ per book

Attached Automation Kit (orders over \$350) **FREE!**
Under \$350 \$12.00 per order, plus 65¢ per book
Barcode will be applied in the location(s) specified in section D.

Additional Unattached Barcode 15¢ ea.
Number of additional barcodes _____

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

MARC Records Only (orders over \$350) **FREE!**
Under \$350 \$12.00 per order

***PLEASE NOTE:** Attached spine labels are located 2" from bottom (*standard*). Please specify otherwise:

SECTION B

CATALOGING PROFILE

Check here for All **standard** options (standards in **Bold**)

Check here for Custom options—see choices below:

Subject Headings:

Library of Congress
Sears
LC Children's Subject Headings/Default to LC Subject Headings

Author/Main Entry Capitalization:

All letters CAPITALIZED
First letter capitalized and others in lowercase

Fiction:

FIC + First 3 letters of author's last name
F Fic Other

Nonfiction:

Abridged Dewey No. + first 3 letters of author's last name
Other

Individual Biography:

92 + First 3 letters of subject's last name
B 921 BIO Other

Collective Biography:

920 + First 3 letters of author's last name
92 B BC Other

Easy Fiction:

E + First three letters of author's last name
Other

Easy Nonfiction:

Dewey No. + first 3 letters of author's last name
Other

SECTION C

AUTOMATION SPECIFICATIONS

Software (*please check or write in system*)

| | | | | |
|------------|-----------|--------------|------------------|----------|
| Alexandria | Athena | Book Systems | Circulation Plus | |
| Dynix | Horizon | Mandarin | Sirsi | Spectrum |
| Unison | Winnebago | Other: | | |

MARC Protocol** (*all records contain complete data*)

1991 US MARC 852 Holdings
1991 US MARC 949 Holdings

****If in doubt, check the disk label of a previously loaded MARC record data disk or CD-ROM.**

Type of Disk

IBM/PC Compatible 3.5" (High Density)
Macintosh 3.5" (High Density)
CD-ROM
Receive Records via E-mail
Email

SECTION D

BARCODES

Barcode Symbology*

| | | |
|-----------------------|--|-------------------------------|
| Code 3 of 9 | Code 3 of 9 – Mod 10 (13 plus check digit) | Codabar (13 plus check digit) |
| C+ Interleaved 2 of 5 | Code 3 of 9 – Mod 43 (13 plus check digit) | Other |

*If in doubt, please contact your automation software provider.

Starting barcode for this order:

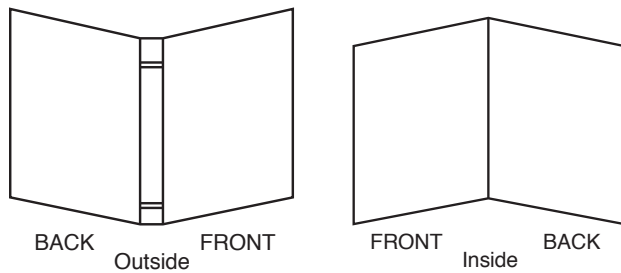
(If 14 digit, please include prefix and school code, and actual barcode number. EX: 3164300140084 ✓)

Library or School Name Inscription:

(Max: 30 characters printed on barcode label)

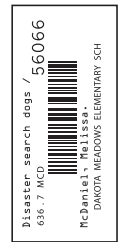
Barcode(s)/Label Location(s)

1. Circle location for each barcode ordered:
(Only fill out if ordering attached processing.)



2. Direction of barcode application:

- Horizontal (perpendicular to spine)
- Vertical (parallel to spine)



Reading top to bottom

Reading bottom to top

Direction of second barcode
Position of second barcode

EXTRAS

| | |
|---|-----------------------|
| Unattached card kit | 65¢ |
| Attached card kit | \$1.00 |
| Pocket will be placed in location marked below: | |
| Inside Back Cover (standard) | Front Flyleaf |
| Inside Front Cover | Back Flyleaf |
| Shelf list card only | 15¢ |
| MARC Records only | \$12.00 |
| <i>(Complete Sections B & C)</i> | |
| Date due slips | 15¢ |
| Pocket unattached | 15¢ |
| Pocket attached | 50¢ |
| Inside Back Cover (standard) | Front Flyleaf |
| Inside Front Cover | Back Flyleaf |
| Spine label unattached..... | 15¢ |
| Spine label attached..... | 50¢ |
| Borrower's card only..... | 15¢ |
| Theft Detection Systems | 30¢ |
| Checkpoint (located under book pocket) | Frequency: 8.2 or 9.5 |
| Tattle Tape | |

READING PROGRAM LABEL PROCESSING

Choose Your Reading Program and Label Options:

ACCELERATED READER LABELS

- CHOOSE ONE:**
- AR Spine Labels
 - AR Info Labels
 - Both AR Spine Labels and Info labels

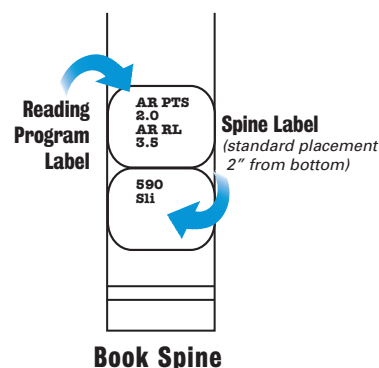
- CHOOSE ONE:**
- Attached (50¢)
 - Unattached (15¢)

SCHOLASTIC READING COUNTS LABELS

- CHOOSE ONE:**
- Attached (50¢)
 - Unattached (15¢)

If ordering reading program labels, default placement is above the spine label (see illustration A below). For alternative placement, circle the appropriate number in illustration B below.

A. STANDARD Label Placement



B. OPTIONAL Label Placement

