

Processing Form

Follow the colors! **Blue boxes** for card kits and **red circles** for automation kits.

PROCESSING INFORMATION:

School/Library Name _____

Contact _____ Ph _____

School District Name _____

E-Mail _____

P.O.# _____

USE MY SPECS ON FILE UPDATE MY SPECS ON FILE

CHOOSE EITHER

1 FREE CATALOG CARD KITS

— OR —

1 FREE AUTOMATION KITS

FREE 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 45¢ ea.

Attached Card Kit (orders over \$350) **FREE!**

Price for orders under \$350 80¢ ea.

Pocket will be placed in location marked below:

Inside Back Cover (standard) Front Flyleaf

Inside Front Cover Back Flyleaf

For catalog card kits, complete section **2** Only

* Spine labels 2" from bottom of label to bottom of book (standard)

Specify otherwise _____

FREE AUTOMATION KITS

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

Unattached Automation Kit (orders over \$350) **FREE!**

Under \$350 \$15.00 per order, plus 30¢ per book

Attached Automation Kit (orders over \$350) **FREE!**

Under \$350 \$15.00 per order, plus 69¢ per book

Barcode will be applied in the location(s) specified in section 4.

Additional Unattached Barcode 5¢ 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

For automation kits, complete sections **2** **3** **4**

2 CATALOGING PROFILE

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

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:

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

E+Dewey E Other _____

Foreign Language:

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

SP SPA 468 Other _____

Story Collections:

SC + first 3 letters of author's last name

F FIC Fic 808.8 Other _____

End Abridged Dewey _____ places after decimal point.

3 AUTOMATION SPECIFICATIONS

Software (please check or write in system)

Alexandria Athena Dynix Circulation Plus Unison

Horizon Mandarin Sirsi Spectrum Winnebago

Other: _____

MARC Protocol† (all records contain complete data)

MicroLif 1987 Format (IBM.FIL) or (MAC.FIL)

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.

Computer System

Macintosh

Windows (IBM/IBM Compatible)

Media Type (select one)

CD-ROM

3.5" High Density disk

Receive Records via E-mail

Email: _____

Free shipping & shelf-ready processing for orders over \$350.

Processing Form (cont.)

4 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: _____

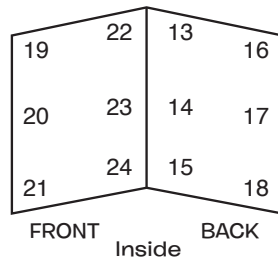
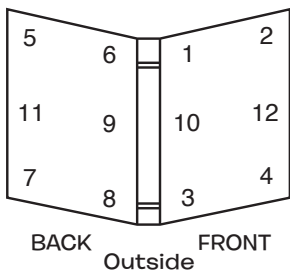
(If 14 digit, please include prefix and school code, and actual barcode number. EX: 3164300140084 ✓)

Library or School Name Inscription: or Do not include name on label.

(Max: 30 characters printed on barcode label)

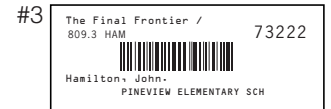
Barcode(s)/Label Location(s)

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



2. Direction of barcode application:

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



- Reading bottom to top Reading top to bottom

Number of barcode labels per book _____

- Direction of second barcode _____

OTHER OPTIONS

To order extras, customer must make a selection in section 1.

- Unattached card kit 45¢
 Attached card kit 80¢
 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 (Complete Sections 2 & 3) \$15.00
 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 2" from bottom of label to bottom of book (standard) 50¢
 Specify Otherwise _____
 Borrower's card only 15¢
 Theft Detection Systems (unattached) 30¢
 Attached 60¢
 Checkpoint Frequency: 9.5 (located under book pocket)
 Tattle Tape

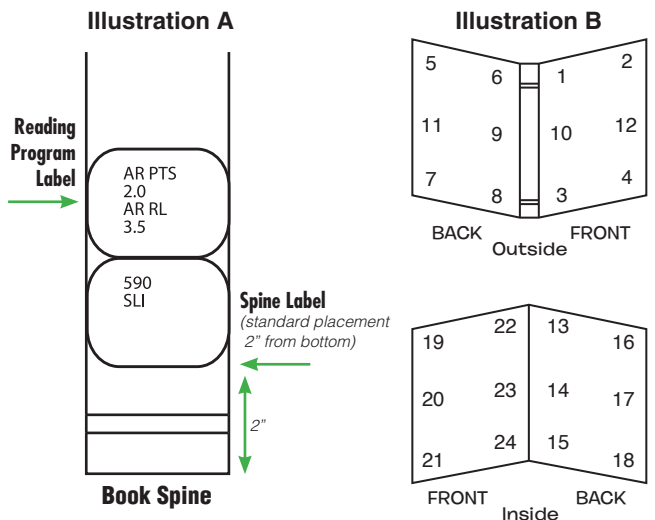
READING PROGRAM BOOK LABELS

To order reading program labels, customer must make a selection in section 1.

Reading Program

- Unattached Accelerated Reader™ Labels 15¢
 Attached Accelerated Reader™ Labels 50¢

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.



UNION CATALOGING: Access PA Sunlink

6-digit Brodart code: _____