

LIBRARY NAME for barcode labels and/or book pocket labels (to 30 letters and spaces):  
 \_\_\_\_\_

## 1) Catalog Cards, Book Pockets, Date Due Cards, and Spine Labels

- Catalog card kits** (1 main entry, 2 shelf lists, subject cards, added entries, date due card, label set, peel and stick book pocket) .....  1 per book (standard option)  1 per title
- Catalog cards only** (1 main entry, 2 shelf lists, subject cards, added entries) .....  1 per book (standard option)  1 per title
- Main entry cards** .....  1 per book (standard option)  1 per title
- Shelf list cards** .....  1 per book (standard option)  1 per title
- Date due cards** (imprinted with call number, author, title - lines on both sides)
- Date due slips** (four column, 3" x 5", peel and stick strip)
- Blank peel & stick book pockets** (with date due grid)
- Label sets** (includes 1 printed label for book pocket & 1 printed spine label)
- Spine labels only** (imprinted with call number & author letters)
- Transparent spine label protectors**
- Accelerated Reader (AR) spine labels**                       **Accelerated Reader Information Label Sets**
- Reading Counts (RC) spine labels**                               **Reading Counts Information Label Set**
- Theft protectors 3M:**  Tattle-Tape     RFID    **Checkpoint:**  9.5 MHz plain     9.5 MHz DATE DUE     EM     ILS RFID    **ITG:**  RFID

## 2) Barcodes and MARC records

- What software system are you using? \_\_\_\_\_                      Software version? \_\_\_\_\_
- What symbology and check digit do you use?
- Code 3 of 9 / No check digit
  - Code 3 of 9 / Mod 10 check digit
  - Code 3 of 9 / Mod 43 check digit
  - Codabar / No check digit
  - Codabar / Mod 10 check digit
  - Interleaved 2 of 5 / Follett Classic
  - Interleaved 2 of 5 / No check digit
  - Don't know (Attach sample label or photocopy)
- What type of computer?     IBM or IBM Compatible     Macintosh
- What type of media?     5 1/4" diskette     3 1/2" diskette     None (generic barcode labels only)     Zip Disk
- CD-ROM                       Web download (email address for notification \_\_\_\_\_)
- What data format?     1987 MicroLIF     USMARC (852 holdings)     USMARC (949 holdings)(include specification for 949 field)
- What is your location code? (field 852 subfield A) \_\_\_\_\_                      What is your sublocation code? (field 882 subfield B) \_\_\_\_\_
- Starting barcode number? \_\_\_\_\_
- How many barcode labels per book?     0     1     2     3
- Do you want transparent barcode protectors included for each barcode label?     Yes

## 3) Cataloging Classification Options for Catalog Cards and Barcodes/Diskettes

Place an X in front of the desired option in each column. If no option is marked, the standard option, listed first in each column, will be used.

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES				
<b>Individual Biography</b>							
<input type="checkbox"/> Follow nonfiction prefixes specified page 2 (std. option) <input type="checkbox"/> None	<input type="checkbox"/> B (standard option) <input type="checkbox"/> 92 <input type="checkbox"/> 921 <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ <input type="checkbox"/> Dewey by subject with number of main entry letters marked for biographee above	<input type="checkbox"/> 3 Biographee letters (std. option) <input type="checkbox"/> 2 Biographee letters <input type="checkbox"/> 1 Biographee letter <input type="checkbox"/> None <input type="checkbox"/> Biographee's last name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-right: 1px solid black;">Standard Options</td> <td style="text-align: center;">2nd, 3rd, 5th Options</td> </tr> <tr> <td style="text-align: center; border-right: 1px solid black; border: 1px solid black;">B Joh</td> <td style="text-align: center; border: 1px solid black;">921 Johnson</td> </tr> </table>	Standard Options	2nd, 3rd, 5th Options	B Joh	921 Johnson
Standard Options	2nd, 3rd, 5th Options						
B Joh	921 Johnson						
<b>Easy Books (Fiction Grades K-3)</b>							
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J above call number <input type="checkbox"/> j above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other: _____	<input type="checkbox"/> E (standard option) <input type="checkbox"/> F <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-right: 1px solid black;">Standard Options</td> <td style="text-align: center;">4th, 2nd, 1st Options</td> </tr> <tr> <td style="text-align: center; border-right: 1px solid black; border: 1px solid black;">E Seu</td> <td style="text-align: center; border: 1px solid black;">Juv F Seu</td> </tr> </table>	Standard Options	4th, 2nd, 1st Options	E Seu	Juv F Seu
Standard Options	4th, 2nd, 1st Options						
E Seu	Juv F Seu						
<b>Fiction Grades 4-8</b>							
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J above call number <input type="checkbox"/> j above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other: _____	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-right: 1px solid black;">Standard Options</td> <td style="text-align: center;">5th, 1st, 2nd Options</td> </tr> <tr> <td style="text-align: center; border-right: 1px solid black; border: 1px solid black;">F Blu</td> <td style="text-align: center; border: 1px solid black;">JUV F BI</td> </tr> </table>	Standard Options	5th, 1st, 2nd Options	F Blu	JUV F BI
Standard Options	5th, 1st, 2nd Options						
F Blu	JUV F BI						
<b>Fiction Grades 9 and above</b>							
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Other: _____	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-right: 1px solid black;">Standard Options</td> <td style="text-align: center;">3rd, 2nd Options</td> </tr> <tr> <td style="text-align: center; border-right: 1px solid black; border: 1px solid black;">F Fre</td> <td style="text-align: center; border: 1px solid black;">FIC Fr</td> </tr> </table>	Standard Options	3rd, 2nd Options	F Fre	FIC Fr
Standard Options	3rd, 2nd Options						
F Fre	FIC Fr						

### 3) Cataloging Classification Options (continued)

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES	
<b>Nonfiction Grades K-3</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey <input type="checkbox"/> J in front of Dewey <input type="checkbox"/> j above Dewey <input type="checkbox"/> j in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dwy <input type="checkbox"/> E above Dewey <input type="checkbox"/> E in front of Dewey <input type="checkbox"/> _____ above Dewey <input type="checkbox"/> _____ in front of Dewey	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	2nd (above), 1st, 1st Options
			599 Bur	J 599 Bur
<b>Nonfiction Grades 4-8</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey <input type="checkbox"/> J in front of Dewey <input type="checkbox"/> j above Dewey <input type="checkbox"/> j in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dwy <input type="checkbox"/> _____ above Dewey <input type="checkbox"/> _____ in front of Dewey	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	3rd(front), 1st, 2nd Options
			598 Car	j598 Ca
<b>Nonfiction Grades 9 and above</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	1st, 3rd Options
			796.332 Ros	796.332 R
<b>Graphic Fiction</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GF <input type="checkbox"/> Other: _____	<input type="checkbox"/> 741.5 (standard option) <input type="checkbox"/> Use fiction classifications specified above	<input type="checkbox"/> Use fiction workmark options (std. option) <input type="checkbox"/> 3 Main entry letters <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	3 <sup>rd</sup> , 2 <sup>nd</sup> , 2 <sup>nd</sup> Options
			741.5 Bat	GF F Bat
<b>Graphic Nonfiction</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GN <input type="checkbox"/> Other: _____	<input type="checkbox"/> Use nonfiction classifications specified above (standard option) <input type="checkbox"/> 741.5	<input type="checkbox"/> Use nonfiction workmark options (std. option) <input type="checkbox"/> 3 Main entry letters <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	2nd, 1st, 3rd options
			973.3 Lee	Graphic 973.3 Le
<b>Collective Biography</b>				
<input type="checkbox"/> Follow nonfiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> 920 (standard option) <input type="checkbox"/> BC <input type="checkbox"/> 92 <input type="checkbox"/> None <input type="checkbox"/> Other: _____ <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	2nd, 1st, 3rd Options
			920 Jos	920 J
<b>Story Collections</b>				
<input type="checkbox"/> Follow fiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> 808.8 <input type="checkbox"/> SC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	2nd, 4th, 2nd Options
			F Kna	808.8 Kn
<b>Foreign Language</b>				
<input type="checkbox"/> None (standard option) (Spanish prefixes shown, others also supported) <input type="checkbox"/> S <input type="checkbox"/> Sp <input type="checkbox"/> SP <input type="checkbox"/> Spa <input type="checkbox"/> SPA <input type="checkbox"/> Span <input type="checkbox"/> SPAN <input type="checkbox"/> Spanish <input type="checkbox"/> SPANISH	<input type="checkbox"/> Class all under Dewey for language (std. option) (e.g. all Spanish titles classified as 468) <input type="checkbox"/> Class like English titles	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	5th, 2nd, 2nd options
			468 Mor	Spa 613 Mo
<b>Bilingual (for example English/Spanish) books</b>				
<input type="checkbox"/> Use English call number options for bilingual books (standard option) <input type="checkbox"/> Use foreign language call number options for bilingual books				
<b>Reference (Dictionaries and Encyclopedias)</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> R above Dewey number <input type="checkbox"/> Ref above Dewey number <input type="checkbox"/> REF above Dewey number <input type="checkbox"/> Other: _____	<input type="checkbox"/> Dewey number	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	4th, 1st, 3rd Options
			423 Mer	REF 423 M
<b>Nonprint Media Prefix</b>				
<input type="checkbox"/> General Materials Designation (GMD) (standard option) <input type="checkbox"/> None <input type="checkbox"/> Other: _____ (same for all nonprint media on order)				

#### OTHER OPTIONS

#### All Main Entry letters for this order to be

Upper/lower case (standard option)  All capitalized

#### All Dewey numbers for this order

Abridged Dewey number (standard option)  
 End abridged Dewey number \_\_\_\_\_ number places after decimal point

#### Subject Headings for cards

(Pick one from list below)

Sears (std. option)  
 Library of Congress  
 Library of Congress Childrens (LCAC)

#### Subject Headings for data disk

(Pick any or all from list below)

Sears (std. option)  
 Library of Congress  
 Library of Congress Childrens (LCAC)

## 4) Attachment Instructions

### BARCODE LABEL LOCATION

Barcode labels to be

- Attached \*\*
- Not attached

\*\* If barcode labels are to be attached, indicate desired position(s) of barcode label(s) below.

<input type="checkbox"/> E	<input type="checkbox"/> F	Spine of book	<input type="checkbox"/> A	<input type="checkbox"/> B
back	<input type="checkbox"/> I		<input type="checkbox"/> Z	front
<input type="checkbox"/> G	<input type="checkbox"/> H		<input type="checkbox"/> C	<input type="checkbox"/> D
Outside Back Cover			Outside Front Cover	

<input type="checkbox"/> J	<input type="checkbox"/> K
<input type="checkbox"/> L	<input type="checkbox"/> M
Inside Front Cover	

<input type="checkbox"/> N	<input type="checkbox"/> O
<input type="checkbox"/> P	<input type="checkbox"/> Q
Inside Back Cover	

- R On book pocket
- S ½ inch above book pocket
- T Inside book-page \_\_\_\_\_
- U Front fly leaf

Barcode labels to be oriented

- Horizontal (perpendicular to spine of book)
- Vertical (parallel to spine of book), please pick direction below
  - Text reading up
  - Text reading down



Clear barcode label protectors to be applied to all attached barcode labels?  Yes  No

### SPINE LABEL LOCATION

- 1 ½ inches from bottom of spine
- Other \_\_\_\_\_
- Clear spine label protector attached
- Spine label not attached

### BOOK POCKET LOCATION

- Inside front cover
- Inside back cover
- Front fly leaf
- Back fly leaf
- Book pockets not attached

### MYLAR BOOK JACKETS

- Attached to all books with and without dust jackets
- Attached to books with dust jackets only
- Attached to books without dust jackets only
- No book jackets attached

### AR/RC SPINE LABEL LOCATION

- Above spine label
- Below spine label
- Other (please specify) \_\_\_\_\_

### AR/RC INFORMATION LABEL LOCATION

- Inside front cover
- Front fly leaf
- Title page
- Other (please specify) \_\_\_\_\_

### THEFT PROTECTORS

Type

- 3M
- Checkpoint - frequency \_\_\_\_\_

Attachment

- Theft protectors attached
- Theft protectors not attached

## 5) Additional Instructions

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