

Library Processing

We are proud to offer our customers the following services: catalog card kits, mylar jackets, theft detection, and the latest in barcoding technology. All information must be completed to fulfill your order. **We request that specifications are sent with all orders to ensure accuracy of your order and that no changes have occurred with your specifications.** Our books are cataloged according to the Library of Congress using AACR2 prior to May 2013. As of May 2013, our books are cataloged according to the Library of Congress using RDA.

SCHOOL LIBRARY: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____ PHONE: _____

Please keep these specifications on file at:

District Level Building Level These are updated specifications

If you wish your specifications to remain on file, we suggest you provide a bar code range that can be kept on file. Please note this range in the Bar Code Information section on the following pages.

LIBRARY PROCESSING SHELF-READY OPTIONS

Complete Circulation Kit Attached:

(includes, pockets, spine label, and circulation card) \$.70 per book

Step 1: **MUST** specify pocket location.

back flyleaf back inside cover
 front flyleaf front inside cover

Step 2: **MUST** specify spine label attachment.

Attached horizontal Attached vertical if Dewey wraps

Complete Circulation Kit Unattached:

(includes, pockets, spine label, and circulation card) \$.45 per book

Automation Package Attached:

(includes spine label, and one bar code label) \$.85 per book. See Automation Options below. To purchase additional bar code labels, see Bar Code information on next page.

Step 1: **MUST** specify spine label attachment.

Attached horizontal Attached vertical if Dewey wrap

Step 2: **MUST** complete all automation options. (See below.)

Automation Package Unattached:

(includes spine label, and one bar code label) \$.40 per book
See Automation Options below.

Step 1: **MUST** complete all automation options. (See below.)

**See optional individual items—last page.*

AUTOMATION OPTIONS

MARC RECORD: FREE One option in each box is required (boxes 1, 2, 3, 4, and 5). Complete Bar Code Information on next page, if applicable.

BOX 1

Software:

- Accent
- Alexandria
- Athena
- Dynix
- Follett
- Horizon
- InfoCentre
- KOHA
- Library Solutions
- Mandarin/SIRS
- Sirsi
- TLC
- Winnebago/Spectrum
- Other: _____

BOX 2

Symbology:

- Code 39*
- Code 39 MOD 10
- Code 39 MOD 43
- Interleaved 2 of 5*
- Follett 2 of 5 (T)*
- 14-digit Codabar
- Codabar w/o check digit*
*non-check-digit symbology

If you are unsure about your symbology, contact your software provider.

Never go by appearances

BOX 3

Format:

- MARC record in 1987 MicroLIF format (File name is IBM.FIL)
- MARC21/91 MicroLIF (File name is MICROLIF.001)
- USMARC Communications (File name is MARC.001)
 - 852
 - 949

If you are unsure of your format, contact your software provider or check the file name on a previous MARC Record.

BOX 4

Media type: (select only one)

- CD-ROM
- Deliver my MARC Records via Web* (e-mail address required)

*When your MARC Records are ready, you will receive an e-mail from our Library Processing vendor with a hyperlink and instructions on retrieving your MARC Records via the Web.

BOX 5

Computer Type:

- PC
- Macintosh
- Other (specify): _____

UNION CATALOG INFORMATION

Access PA

Must specify School Code:

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CATALOGING OPTIONS

Standard Cataloging has three main Entry Letters, all capitalized.

Standard options appear in bold. (If you require standard options, you do not need to select.)

COLLECTION CODES

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 (OR STAMPS IF PROVIDED)

Unattached \$.30 per book Attached \$.60 per book _____ Qty of property labels per book (up to 3)

We 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 _____

Please indicate placement of property label:

Label 1 _____

Label 2 _____

Label 3 _____

PRODUCT FONTS

Spine Labels: **12 pt Arial** 11 pt Tahoma 12 pt Gothic 14 pt Gothic*

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**

**Provided data will fit on label. Should data not fit, 12 pt will be used*

GLOBAL TAG/LOCAL HOLDINGS CODE(S) (Optional)

Type 1 (specify): _____ Type 2 (specify): _____

Tag: _____ Subfield: _____ Tag: _____ Subfield: _____

Text: _____ Text: _____

POCKET LABEL PRINTING OPTIONS

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 address or other information on the lower portion of the pocket label, please indicate your preference and provide the necessary information below.

Print Library Name and Address

Library Name _____

Line 2 _____

Line 3 _____

Line 4 _____

Print Bar Code on the Pocket

Print the Price on the Pocket

Print the Subtitle on the Pocket

Below the Call #/Title

Above the Call #/Title

CALL NUMBER CLASSIFICATION OPTIONS

Standard Cataloging has three main Entry Letters, all capitalized.

Standard options appear in bold. (If you require standard options, you do not need to select.)

A. Call Number

Include call numbers Don't include call numbers

B. Capitalization for all classifications

(if customization is needed, select by classification)

Capitalize first main entry letter only

Capitalize all main entry levels

Customized (indicate with each classification)

C. Dewey Classifications

Abridged Dewey

Unabridged Dewey to the 2nd Prime (when available)

Unabridged Dewey (when available)

Unabridged Dewey with number of digits past the decimal: ____ (0–5 digits)

D. Split Dewey*

Do not split Dewey

Split into 2 lines. Split before decimal

Split into 2 lines. Split after decimal

*Dewey will automatically wrap after 9 digits

E. Nonfiction (K–3)

Prefix:

None E Other: _____

Classification:

Dewey Classification

J

E

Leave Classification Blank

Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letters**

F. Nonfiction (4–8)

Prefix:

None J Other: _____

Classification:

Dewey Classification

J

E

Leave Classification Blank

Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letters**

G. Nonfiction (9 or Higher)

Prefix:

None Other: _____

Classification:

Dewey Classification

Leave Classification Blank

Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letters**

H. Individual Biography

Prefix:

None Other: _____

Classification:

92

921

B

BIO

Bio

Dewey Classification

Leave Classification Blank

Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letter**

I. Collective Biography

Prefix:

None Other: _____

Classification:

920

92

B

BIO

Bio

Dewey Classification

Leave Classification Blank

Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letters**

J. Easy Fiction (K–3)

Prefix:

None J Other: _____

Classification:

E

EASY

Easy

Leave Classification Blank

Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letters**

K. Fiction (4–8)

Prefix:

None J JUV Other: _____

Classification:

F

FIC

Fic

Leave Classification Blank

Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letters**

L. Fiction (9 or Higher)

Prefix:

None J JUV Other: _____

Classification:

F

FIC

Fic

Leave Classification Blank

Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letters**

M. 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: ____ (0–9) Complete Surname

CAPITALIZATION: First Letter **All Letters**

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CALL NUMBER CLASSIFICATION OPTIONS

N. Spanish

- Prefix:
 None SP SPA Other: _____
- Classification:
 Dewey Classification by Subject
 Dewey Classification by Language
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0-9) Complete Surname
- CAPITALIZATION: First Letter All Letters

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

- None
 Copyright Year
 Acquisition Date
 Spanish Suffix: _____
 (1-13 Letters—Applicable to Spanish Titles Only)
 Author Letters for Individual Biography _____
 (1-13 Letters—Applicable to Spanish Titles Only)

P. Reference Prefix (Grolier Titles Only—specify by set)

- R REF
- Cataloging Volumes (Grolier Reference Only)
 Set Individual Volumes (Does not apply to print encyclopedias)

READING PROGRAM LABEL OPTIONS

Reading Program Label

- # of Label(s) per book 1 2
 Unattached (\$.25 per book)
 Attached (\$.50 per book)
 Standard Placement (above the spine label)
 Other Location _____
 Other Location Label 2 _____

Guided Reading Label

- # of Label(s) per book 1 2
 Unattached (\$.25 per book)
 Attached (\$.50 per book)
 Standard Placement (above the spine label)
 Other Location _____
 Other Location Label 2 _____

Standard Accelerated Reader® Label Includes:

- Reading Program Name
- Points
- Reading Level

Standard Scholastic Reading Counts!™ Label Includes:

- Reading Program Name
- Points
- Reading Level
- Lexile Level

Customized/Enhanced Accelerated Reader® Label

Select up to five options below and circle the line number where it should appear on the reading program label. Enhanced Labels MUST include the Title and the Author.

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

Customized/Enhanced Scholastic Reading Counts!™ Label

Data Field:	Line #:
Points	1 2 3 4 5 Do Not Include
Lexile Level	1 2 3 4 5 Do Not Include
Author	1 2 3 4 5 Do Not Include
Title	1 2 3 4 5 Do Not Include

*Note: AR and SRC data is automatically included in 526 tag, even if Reading Program option is not selected.

OPTIONAL INDIVIDUAL ITEMS

- Date Due Slip—FREE (specify attachment)
 Front flyleaf Back flyleaf
 Front inside cover Back inside cover
 Unattached
 Other _____

Pocket:

- Attached.....\$.35 per book
 Unattached\$.30 per book
- Options:
 Front flyleaf Back flyleaf
 Front inside cover Back inside cover
 Unattached
 Other _____

Spine Label:

- Attached horizontal.....\$.35 per book
 Attached vertical if Dewey wraps.....\$.35 per book
 Unattached\$.15 per book

Label/Volume Conflict:

- Cover if Necessary Send Unattached
 Special Packing Requirements for Shipping:
 Dewey Classification Alphabetical by title
 Alphabetical by author
 Include price on circulation card

Mylar:

- Select only one: (not applicable to Grolier Reference or paperback titles)
 On dust jackets only\$.40 per book
 On all books.....\$.50 per book

Subject Headings:

- Sears
 Include Exclude
 Library of Congress
 Include Exclude
 Library of Congress Children's
 (when available with a default to Library of Congress)
 Include Exclude

Theft Detection:

- Select one from each column:
 Unattached \$.40 per book Attached \$.50 per book
 Date Due Check Point 3M
 (9.5 frequency)
 Date Due Check Point (8.2 frequency)
 Check Point (9.5/10.0 frequency)
 Check Point (8.2 frequency)