

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 Count information Label Sets
- \_\_\_ Theft protectors 3M Knogo \_\_\_\_\_ Checkpoint - frequency \_\_\_\_\_

## 2) Barcodes and Data Diskettes

- What software system are you using? \_\_\_\_\_ Software version? \_\_\_\_\_
- What symbology and check digit do you use?
- \_\_\_ Code 3 of 9 / No check digit \_\_\_\_\_ Codabar / Mod 10 check digit
  - \_\_\_ Code 3 of 9 / Mod 10 check digit \_\_\_\_\_ Interleaved 2 of 5 / Follett Classic
  - \_\_\_ Code 3 of 9 / Mod 43 check digit \_\_\_\_\_ Interleaved 2 of 5 / No check digit
  - \_\_\_ Codabar / 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 852 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	Standard Options: B 2nd, 3rd, 5th Options: 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 constant _____	<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 constant _____	<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: E 4th, 2nd, 1st Options: 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 constant _____	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<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: F 5th, 1st, 2nd Options: JUV F BI
<b>Fiction Grades 9 and above</b>			
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<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: F 3rd, 2nd Options: 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"/> In front of Dewey <input type="checkbox"/> J above Dewey <input type="checkbox"/> In front of Dewey <input type="checkbox"/> Juv above Dewey <input type="checkbox"/> In front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> In front of Dewey <input type="checkbox"/> E above Dewey <input type="checkbox"/> In front of Dewey <input type="checkbox"/> Other constant _____	<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	<b>Standard Options</b> 599 Bur	<b>2nd (above), 1st, 1st Options</b> J 599 Bur
<b>Nonfiction Grades 4-8</b> <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey <input type="checkbox"/> In front of Dewey <input type="checkbox"/> j above Dewey <input type="checkbox"/> In front of Dewey <input type="checkbox"/> Juv above Dewey <input type="checkbox"/> In front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> In front of Dewey <input type="checkbox"/> Other constant _____	<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	<b>Standard Options</b> 598 Car	<b>3rd (front), 1st, 2nd Options</b> j598 Ca
<b>Nonfiction Grades 9 and above</b> <input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<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	<b>Standard Options</b> 796.332 Ros	<b>1st, 3rd Options</b> 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 constant _____	<input type="checkbox"/> 741.5 (standard option) <input type="checkbox"/> Use fiction classifications specified above	<input type="checkbox"/> Use fiction workmark options (std. option) J <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	<b>Standard Options</b> 741.5 Bat	<b>3rd, 2nd, 2nd options</b> 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 constant _____	<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	<b>Standard Options</b> 973.3 Lee	<b>2nd, 1st, 3rd options</b> 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 constant _____ <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	<b>Standard Options</b> 920 Jos	<b>2nd, 1st, 3rd Options</b> 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 constant _____	<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	<b>Standard Options</b> F Kna	<b>2nd, 4th, 2nd Options</b> 808.8 Kn
<b>Foreign Language</b> <input type="checkbox"/> None (standard option) (Circle number of letters for next two options) <input type="checkbox"/> 1 2 3 4 letters (3 = Spa, 2 = Sp, etc.) <input type="checkbox"/> 1 2 3 4 letters all caps (4 = SPAN, etc.) <input type="checkbox"/> Whole name (Spanish, German, etc.) <input type="checkbox"/> Whole name capped (SPANISH, etc.)	<input type="checkbox"/> Dewey by language (std. option) <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	<b>Standard Options</b> 468 Mor	<b>2nd-3, 2nd, 2nd options</b> 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 constant _____	<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	<b>Standard Options</b> 423 Mer	<b>4th, 1st, 3rd Options</b> 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 constant _____ (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)

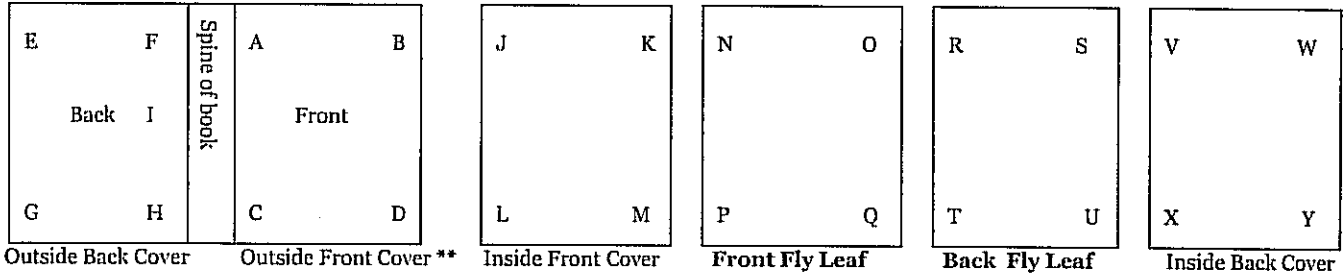
Sears (std. option)  
 Library of Congress  
 Library of Congress Childrens (LCAC)

# Attachment Instructions

## Barcode label location

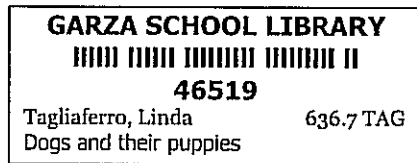
Barcode labels to be  
 attached\*\*\*  
 not attached

\*\*\*If barcode labels are to be attached, indicate desired position(s) of barcode labels(s) by circling appropriate letter(s) below.

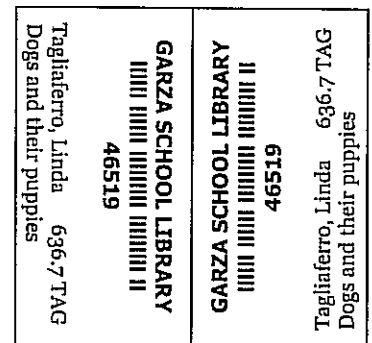


\*\*If barcode is to be placed on **outside front cover** of book it is standard not to cover the title.  
 \_\_\_\_\_ Please indicate here if barcode should **not** be moved from specified location\*\*

Barcode labels to be  
 horizontal



vertical (parallel to spine of book).....**Circle one option** →



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

## Spine label location

1 1/2 inches from bottom of spine  
 Other \_\_\_\_\_  
 Clear spine label protector attached  
 Spine label not attached

## AR or RC spine label location

Above spine label  
 Below spine label  
 Other (please specify) \_\_\_\_\_  
 Clear spine label protector attached  
 AR or RC label not attached

## Book pocket/Date due slip location

Inside front cover  
 Inside back cover  
 Front fly leaf  
 Back fly leaf  
 Book pockets/date due slips not attached

## AR or RC information label

Attached (indicate placement above in barcode section)  
 AR or RC information label not attached

## Checkpoint theft protectors

Behind the book pocket  
 Other (please specify) \_\_\_\_\_  
 Theft protector not attached

## 3M theft protectors

Attached  
 Theft protector not attached