

# SALEM PRESS Processing & Cataloging Form

Two University Plaza, Suite 121, Hackensack, NJ 07601, 201 968 9899, 800 221 1592, Fax: 201 968 1411

Date: \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

Library: \_\_\_\_\_

## PROCESSING AND CATALOGING INFORMATION:

For attached processing, please allow 5-7 extra days. We will charge 8% for shipping and handling for attached processing. A charge of \$0.25 will be added for each subfield. Prices are per book or disk. Please contact Customer Service for charges not included on this sheet.

<u>Service</u>	<u>No. of Books</u>	<u>Attached</u>	<u>Unattached</u>	
<b>Extension</b>				
<b>Catalog Cards, unattached</b>				
<b>NOT FORMATTED, REFERENCE-STYLE</b>	_____	N/A	FREE	\$
<b>FREE</b>				
<b>Catalog Card Kits* (formatted)</b>	_____	N/A	\$0.85	
_____ *contains pocket, borrowers card, spine label, main entry, shelf list, subject and series cards				
<b>Main entry card only</b>	_____	N/A	\$0.35	
<b>Shelf list card only</b>	_____	N/A	\$0.35	
_____				
<b>Shelf ready processing:</b>	_____	\$1.30	N/A	
_____ Mylar jacket, pocket, spine label and card kit				
<b>Shelf ready processing without mylar:</b>	_____	\$1.10	N/A	
_____ Includes spine label protector				
<b>Pocket location:</b> Back Flyleaf___ Back Inside Cover___ Front Flyleaf___ Front Inside Cover___ Loose___				
<b>Mylar Jackets ONLY, Glued___ Taped___</b>	_____	\$0.85	N/A	
_____				
<b>Security Strips</b>	_____	\$0.70	\$0.60	
_____ <b>3M ___ Check point (Frequency_____)</b> <b>Knogo Strips</b>				
<b>Spine labels with protectors</b>	_____	\$0.40	\$0.35	
(standard is 2" from bottom)				
<b>Barcode labels with protectors</b>	_____	\$0.60	\$0.35	
_____				
<b>DATA DISK (per order or per shipment)</b>	_____	N/A	\$15.00	
_____				
			<b>TOTAL</b>	
\$ _____				

## Standard Card Set Cataloging:

<b>Non Fiction</b>	<b>Dewey + 3 Letters of Author's Surname</b>	<b>Other</b> _____
<b>Individual Bio</b>	<b>92 + 3 Letters of Biographee's Surname</b>	<b>Other</b> _____
<b>Collective Bio</b>	<b>920 + 3 Letters of Author's Surname</b>	<b>Other</b> _____

\*Multi-volume sets include individual Pocket, Borrowers card and Spine labels

## **\*\*\*Barcode Orders CANNOT be completed without the following information\*\*\***

**Software System:** Circulation Plus/Catalog Plus\_\_\_ Winnebago\_\_\_ Columbia\_\_\_ Mandarin\_\_\_ Athena\_\_\_ Other\_\_\_\_\_

**Computer Type:** IBM (or compatible)\_\_\_ Apple Dos\_\_\_ Apple Pro Dos\_\_\_ Macintosh\_\_\_

## **DATA DISK INFORMATION:**

Disk Format: USMARC/852 holdings data\_\_\_ 1987 MicroLIF\_\_\_ USMARC/Other holdings\_\_\_ Other\_\_\_\_\_

Disk Size: 3.5"\_\_\_ 5.25"\_\_\_ **Also send disk (extra disk charge)** to: Autographics\_\_\_ Access Pa\_\_\_

Sunlink\_\_\_\_\_

Other\_\_\_\_\_

## **BARCODE LABEL INFORMATION:**

Barcode label symbology: Code 39\_\_\_ Follett 2 of 5\_\_\_ Codabar\_\_\_

Other\_\_\_\_\_

Starting barcode number: \_\_\_\_\_ Number of labels/  
 book: \_\_\_\_\_

\*\*If assigning a 14-digit barcode, such as Codabar, please indicate the 4-Digit School/Library  
 code: \_\_\_\_\_

In 30 characters or less, enter your School or Library's name as you wish it to appear on your barcode label. There is an  
 extra charge of \$0.25 each to add school or library's name to the pocket.

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If your Barcode Label is being applied indicate position below:

	OUTSIDE					INSIDE		INSIDE	
	E	F	A	B		B	A	F	E
		I	J				J	I	
	G	H	C	D		D	C	H	G
	Back Cover	Front Cover				Front Cover	Back Cover		
	Horizontal _____	Vertical (Reading Top-Bottom) _____				Vertical (Reading Bottom-Top) _____			