

CATALOGING & PROCESSING OPTIONS

We provide catalog cards and barcode/data diskettes for a variety of formats. Please use the processing form below and on the next 2 pages to indicate the materials and formats you require. Enclose this form with your purchase order, or advise your sales representative of your requirements at the time your order is placed.

FREE cataloging materials on all orders over \$750 (*does not include shelf-ready processing*)

NOTE: If your purchase order specifies card kits but does not include the custom catalog card kit order form, we will ship our standard kits.

Cataloging materials are always drop shipped separately from the book shipment unless otherwise requested.

Backordered titles are included on your original disk (and barcode labels are included in this shipment) to avoid charges for additional diskettes as backorders are released.

CUSTOM CATALOG CARDS & DISKETTES

GRS

Include this completed form with an order list showing quantity, title, and Medialog or ISBN number.

SCHOOL NAME for barcode labels and/or book pocket labels (to 30 letters and spaces)

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1) CATALOG CARDS, BOOK POCKETS, DATE DUE CARDS, AND SPINE LABELS

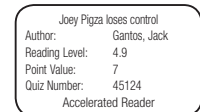
- Catalog card kits 99¢ ea.** (1 main entry, 2 shelf lists, subject cards, added entries, date due card, label set, peel-and-stick book pocket)
- Catalog cards only 69¢ ea.** (1 main entry, 2 shelf lists, subject cards, added entries)
- Main entry cards 15¢ ea.**
- Shelf list cards 15¢ ea.**
- Date due cards 15¢ ea.** (imprinted with call number, author, title—lines on both sides)
- Date due slips 15¢ ea.**
- Blank peel-and-stick book pockets 15¢ ea.**
- Label sets 20¢ ea.** (includes 1 printed label for book pocket & 1 printed spine label)
- Spine labels only 10¢ ea.** (imprinted with call number & author letters)
- Accelerated Reader Labels** **AR spine labels 10¢** **AR label set 20¢**
- Theft protectors** **3M** **Knogo** **Checkpoint • frequency** **40¢ ea.**
- Sort books in Dewey Decimal order**



AR
Spine
Label



AR
Label
Set



2) BARCODES AND DATA DISKETTES \$25.00

What software system are you using? _____ Software version? _____

Also send a copy of disk to: AccessPA SUNLINK Heartland AEA Com Cat OCLC

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 check digit (Follett Classic)
- Interleaved 2 of 5 / No check digit
- Don't know (Attach sample label or photocopy)

What type of computer? IBM Macintosh

What type of media? 3 1/2" CD-ROM *E-mail *Web Download *E-mail address _____

What data format? 1987 MicroLIF USMARC (852 holdings) USMARC (949 holdings)

What is your location code? (field 852 subfield A) _____

What is your sublocation code? (field 852 subfield B) _____

Use next sequential barcode number from last order

Starting barcode number for this order only _____

Barcode range to keep on file: _____ to _____ (please provide a range of 1,000 numbers)

How many barcode labels per book? _____

All materials are sent unattached unless otherwise indicated. Charges for shelf-ready processing are \$1.00 per book, in addition to the material fees. Books processed as instructed are not returnable.

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	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES		
Individual Biography <input type="checkbox"/> Follow nonfiction prefixes specified page 2 (standard option) <input type="checkbox"/> None	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	<input type="checkbox"/> 3 Biographee letters (standard 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 2nd, 3rd, 5th Options <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 5px;">B Joh</td> <td style="border: 1px solid black; padding: 5px;">921 Johnson</td> </tr> </table>	B Joh	921 Johnson
B Joh	921 Johnson				
Easy Books (Fiction Grades K-3) <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 (standard 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, 2nd, 1st Options <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; padding: 5px;">E Seu</td> <td style="border: 1px solid black; padding: 5px;">Juv F Seu</td> </tr> </table>	E Seu	Juv F Seu
E Seu	Juv F Seu				

3) CATALOGING CLASSIFICATION OPTIONS (continued)

[OFFICE USE CUST _____ ORD _____]

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES
Fiction Grades 4-8 <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 (standard 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, 1st, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">F Blu</div> <div style="border: 1px solid black; padding: 5px;">JUV F Bl</div> </div>
Fiction Grades 9 & above <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 (standard 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, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">F Fre</div> <div style="border: 1px solid black; padding: 5px;">FIC Fr</div> </div>
Nonfiction Grades K-3 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> j <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> Juv <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> JUV <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> E <input type="checkbox"/> 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 (standard 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 <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">599 Bur</div> <div style="border: 1px solid black; padding: 5px;">J 599 Bur</div> </div>
Nonfiction Grades 4-8 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> j <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> Juv <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> JUV <input type="checkbox"/> above Dewey <input type="checkbox"/> in front of Dewey <input type="checkbox"/> E <input type="checkbox"/> 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 (standard 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 <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">598 Car</div> <div style="border: 1px solid black; padding: 5px;">j598 Ca</div> </div>
Nonfiction Grades 9 & above <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 (standard 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 <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">796.332 Ros</div> <div style="border: 1px solid black; padding: 5px;">796.332 R</div> </div>
Collective Biography <input type="checkbox"/> Follow nonfiction prefixes previously specified (standard 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"/> 3 Main entry letters (standard 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 <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">920 Jos</div> <div style="border: 1px solid black; padding: 5px;">920 J</div> </div>
Story Collections <input type="checkbox"/> Follow fiction prefixes previously specified (standard 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 (standard 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 <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">F Kna</div> <div style="border: 1px solid black; padding: 5px;">808.8 Kn</div> </div>
Foreign Language <input type="checkbox"/> None (standard option) <i>(circle # of letter for next two options)</i> <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 (standard option) <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (standard 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, 2nd, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">468 Mor</div> <div style="border: 1px solid black; padding: 5px;">Spa 613 Mo</div> </div>
Foreign Language Bilingual (English/Spanish): <input type="checkbox"/> Use English call number options on bilingual books <input type="checkbox"/> Use Spanish call number options on bilingual books	<input type="checkbox"/> Dewey by language (standard option) <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (standard 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, 2nd, 2nd Options <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">468 Mor</div> <div style="border: 1px solid black; padding: 5px;">Spa 613 Mo</div> </div>
Reference (Dictionaries and Encyclopedias) <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 (standard 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 <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;">423 Mer</div> <div style="border: 1px solid black; padding: 5px;">REF 423 M</div> </div>

3) CATALOGING CLASSIFICATION OPTIONS *(continued)*

Nonprint Media Prefix

General Materials Designation (GMD) (standard option) None 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

Subject Headings for cards

(pick one from list below)

Sears (standard option)
 Library of Congress
 Library of Congress Childrens (LCAC)

Subject Headings for data disk

(pick any or all from list below)

Sears (standard option)
 Library of Congress
 Library of Congress Childrens (LCAC)

All Dewey numbers for this order to be

Abridged Dewey number (standard option) End abridged Dewey number—please provide number of places after decimal point: _____ .

SHELF-READY PROCESSING OPTIONS

School/Library Name _____

Library Phone Number _____

Best time to call _____

Purchase Order Number _____

Library Fax Number _____

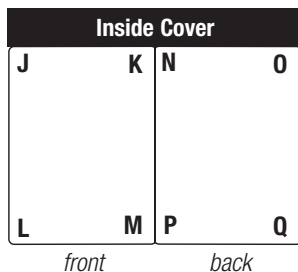
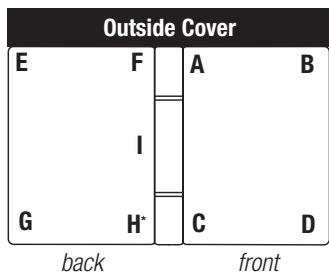
Contact Name _____

Library e-mail address _____

If you purchased your cataloging attached, clear label protectors will be applied to all barcode and spine labels on books.

BARCODE LABEL LOCATION

Please indicate desired position(s) of barcode label(s) by circling the appropriate letter(s) below



Other Location

- On book pocket
- 1/2" above book pocket
- Inside book, page number _____
- Do not cover title
- *If position H: check here if you would like a white label applied over ISBN on the back of the book before affixing barcode label
- 2nd barcode location

Please Specify Where _____

BOOK POCKET / DATE DUE SLIP LOCATION

(select one)

- Inside front cover
- Inside back cover
- Front fly leaf
- Back fly leaf
- Do not cover text or art

ACCELERATED READER LABELS

- Yes No
- Spine Label Location
 - Above the spine label
 - Other _____
- Information Label Location
 - Title page (specify location)
 - Other _____

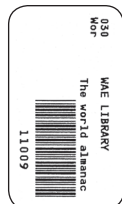
BARCODE LABEL DIRECTION

(select one)

- Horizontal
- Vertical reading bottom to top (see sample 1)
- Vertical reading top to bottom (see sample 2)



Sample 1
Reading bottom to top



Sample 2
Reading top to bottom

SPINE LABEL LOCATION

(select one)

- Standard (1 1/2" from bottom of spine)
- Other _____

Please Specify _____

SPECIAL INSTRUCTIONS
