

PO #: _____

BILL TO:

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email address: _____

SHIP TO:

School or Library Name: _____
Address (No PO Boxes): _____
City/State/Zip: _____
Attn (Name or Library PO): _____

PRODUCT OPTIONS ★ Indicates standard option

Processing – check one: ★ Unattached Attached

Pricing: Marc Records = \$15 per order (free Marc records and barcodes on orders over \$1500).
\$0.40 per item per book for each unattached item
\$0.60 per item per book for each attached item

Product Kits

- Automation Kit** (MARC Data, Barcode Label, Spine Label)
- Premium Automation Kit** (MARC Data, Barcode Label, Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card)
- Premium Automation Kit with Shelflist Card** (MARC Data, Barcode Label, Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card, Shelflist Card)
- Premium Non-Automation Kit** (Card Set, which includes shelflist, main entry, subject, & added-entry cards, Pocket Label, Circulation Card Label, Spine Label, Adhesive Pocket, Circulation Card)
- Circulation Kit** (Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card)
- Reading Program Circulation Kit** (Spine Label, Reading Program Label, Reading Program Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card)

Individual Products

- MARC Record
- Smart Barcode Label: **Qty per Book:** 1 2 3
- Generic Barcode Label: **Qty per Book:** 1 2 3 (Cannot be ordered in combination with other products or kits)
- Spine Label
- Reading Program Label
- Enhanced Reading Program Label (includes Title and/or Author)
- Reading Program Pocket Label
- Date Due Slip
- Card Set (includes shelflist, main entry, subject, & added-entry cards)
- Main Entry Card
- Shelflist Card
- Guided Reading Label
- Property Label
- Mylar + Attachment
- Theft Detection (Select One): Tattle Tape Checkpoint (8.2 Frequency) Checkpoint (9.5 Frequency) Checkpoint Date Due
- Union Catalog (\$6.50) : _____ School Code: _____

MARC RECORDS ★ Indicates standard option

A. Software (Please check or write in system)

- Accent Expert (Provide an 852_b in the Global Tag section) Accent Express Athena Alexandria Caspr Dynix
- Follett Gateway Horizon InfoCentre Mandarin Sirsi Spectrum TLC Other _____

B. Format

- '91 MicroLIF/MARC21 Protocol (File Name: Microlif.001)
- '87 MicroLIF Protocol (File Name: IBM.FIL)
- USMARC Communications (File Name: MARC.001)

C. Computer System

- IBM or compatible Macintosh

D. Data Format Desired

★ CD FTP* – Email Address (Required): _____

* Please note – end user will receive an email notification when their MARC file is available for downloading

For pricing see box on page 1

BARCODES

A. Library Name for Barcode Labels (30 characters maximum including spaces)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

B. Barcode Symbology

- | | | |
|--|--|---|
| <input type="checkbox"/> Follett 2 of 5 (T) | <input type="checkbox"/> Code 3 of 9 (Code 39) | <input type="checkbox"/> Code 3 of 9 Mod 10 (13 plus check digit) |
| <input type="checkbox"/> Interleave 2 of 5 | <input type="checkbox"/> Codabar (13 plus check digit) | <input type="checkbox"/> Code 3 of 9 Mod 43 (13 plus check digit) |
| <input type="checkbox"/> Codabar without check digit | | |

C. Starting Barcode Number for this Order (Do not include check digit) |

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

D. Ending Barcode Number (Do not include check digit) |

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 if the range is beyond what's needed for this order we will maintain it and use the remaining numbers on future orders.

CALL NUMBER CLASSIFICATION OPTIONS

★Indicates standard option (3 letters is the standard option for author/main entry letters)

A. Call Number ★ Include call numbers Don't include call numbers

B. Reference Prefix

- ★ None REF R Other: _____
 All titles or Specific Titles **Note: if you choose 'Specific Titles' you must attach a list or designate titles needing the prefix on your PO. You will also be contacted for specific titles on future orders.**

C. Capitalization

- ★ Capitalize first main entry letter only Capitalize all main entry letters Customized (Indicate with each classification)

D. Dewey Classification

- ★ Abridged Dewey
 Unabridged Dewey to the 2nd Prime (When available)
 Unabridged Dewey (When available)
 Unabridged Dewey with number of digits past the decimal: _____ (0-7 digits)

E. Nonfiction (K-3)

- PREFIX:
 ★ None E Other: _____

- CLASSIFICATION:
 ★ Dewey Classification
 J
 E
 Leave Classification Blank
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) 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: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

F. Nonfiction (4-8)

- PREFIX:
 ★ None J Other: _____

- CLASSIFICATION:
 ★ Dewey Classification
 Leave Classification Blank
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) 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: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

[For pricing see box on page 1](#)

CALL NUMBER CLASSIFICATION OPTIONS CONTINUED

I. Collective Biography

PREFIX:
 ★ None Other: _____

CLASSIFICATION:
 ★ 920
 92
 B
 BIO
 Bio
 Dewey Classification
 Leave Classification Blank
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) 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: ___(0-12) 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: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

O. Other Prefixes

Audio Cassette:	★ <input type="checkbox"/> None	<input type="checkbox"/> AV	<input type="checkbox"/> AC	<input type="checkbox"/> Other: _____
Compact Disk:	★ <input type="checkbox"/> None	<input type="checkbox"/> AV	<input type="checkbox"/> CD	<input type="checkbox"/> Other: _____
Computer Software:	★ <input type="checkbox"/> None	<input type="checkbox"/> AV	<input type="checkbox"/> CS	<input type="checkbox"/> Other: _____
DVD:	★ <input type="checkbox"/> None	<input type="checkbox"/> AV	<input type="checkbox"/> DVD	<input type="checkbox"/> Other: _____
Video Cassette:	★ <input type="checkbox"/> None	<input type="checkbox"/> AV	<input type="checkbox"/> VC	<input type="checkbox"/> Other: _____
Other AV:	★ <input type="checkbox"/> None	<input type="checkbox"/> AV	<input type="checkbox"/> Nonprint	<input type="checkbox"/> Other: _____

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

★ None
 Copyright Year
 Acquisition Date
 Spanish Suffix: _____ (Specify text, up to 13 characters - Applicable to Spanish Titles Only)
 Author Letters for Individual Biography _____ (Number of letters (1-13) - Applicable to Individual Biography Titles Only)

J. Easy Fiction (K-3)

PREFIX:
 ★ None J E Other: _____

CLASSIFICATION:
 ★ E
 EASY
 Easy
 Leave Classification Blank
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) 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: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

N. Spanish

PREFIX:
 ★ None SP SPA Other: _____

CLASSIFICATION:
 ★ Dewey Classification by Subject
 Dewey Classification by Language
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ___(0-12) Complete Surname
 CAPITALIZATION: ★ First Letter All Letters

[For pricing see box on page 1](#)

ADDITIONAL USER FIELDS

- Item Price Custom Call Number Prefix Custom Call Number Suffix
Custom Call Number Preassigned Barcodes

If you prefer to customize, please indicate the extra user field next to each title on your list (e.g. Juv, REF, \$9.99, T4259)

COLLECTION CODES Indicates standard option

- 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

Up to lines of data can be provided on property labels. Each line can have 30 characters, including spaces.

Line 1 Line 2 Line 3 Line 4

PRODUCT FONTS Indicates standard option

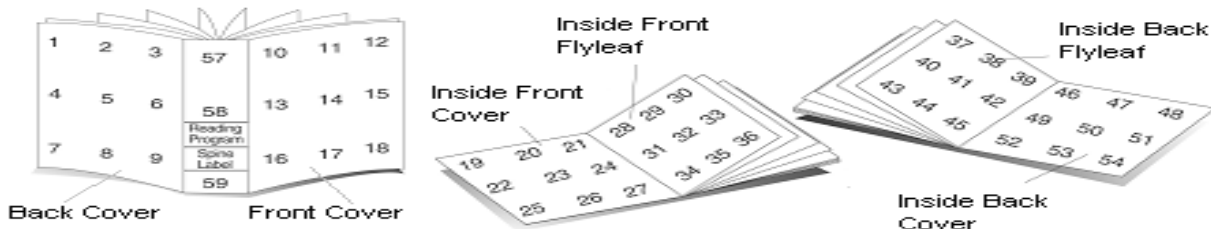
All font selections will provide up to 7 characters per line. If the specific data has more than 7 characters, the additional characters will wrap to the next line.

- Spine Labels: 12 pt Arial, 11 pt Tahoma, 12 pt Gothic, 14 pt Gothic*
Standard or Customized 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

*14 pt Gothic font limits the printing to 4 lines per label. Information on the label will vary based on the cataloging options selected

PRODUCT PLACEMENT Indicates standard option (Use the diagram below for location number)

- 1st Barcode: Unattached/Attached, Location #, Orientation (Horizontal/Vertical)
2nd Barcode: Unattached/Attached, Location #, Orientation
Reading Program Label: Unattached/Attached, Standard Placement (Location 58) or Other Location
Guided Reading Label: Unattached/Attached, Standard Placement (Location #58) or Other Location
Spine Label: Unattached/Attached, Standard Placement (1 1/4 inch from bottom) or Other
Book Pocket or Date Due Slip: Unattached/Attached, Back Flyleaf, Front Flyleaf, Inside Back Cover, Inside Front Cover
Theft Detection: Unattached/Attached



For pricing see box on page 1