

PROCESSING & CATALOG INFORMATION

SHIP TO: _____

DATE _____ PO# _____

SCHOOL OR LIBRARY _____ CONTACT PERSON* _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SCHOOL DISTRICT _____

PHONE* _____ FAX* _____ E-MAIL* _____

*Please provide contact number should we have a question about your processing needs.

BOOKS PROCESSED TO SPECIFICATIONS ARE NON-RETURNABLE

LIBRARY SERVICES AVAILABLE

Shelf-Ready Processing • Mylar Jackets • Catalog Card Kits • Security Strip Systems • Latest Bar Coding Technology

CATALOGING SERVICES:

Our cataloging is based upon the latest editions of Dewey/children's division of the Library of Congress.

- Shelf-ready processing with mylar jackets: consists of mylar jacket for books with dust jackets, pocket, spine label and catalog cards. **ATTACHED IS \$1.50**
- Shelf-ready processing without mylar jackets: consists of spine label, spine label protector, pocket and catalog cards. **ATTACHED IS \$1.10**

POCKET LOCATION:

Standard is back flyleaf. Specify other if desired.

- Back Inside Cover
- Front Flyleaf
- Front Inside Cover

INDIVIDUAL COMPONENTS:

Ordered separately from above

- Main Entry Card **\$.35**
- Shelflist Card **\$.35**
- Circulation Card /
Date Due **\$.10**

Accelerated Reader Label

- Unattached **\$.20**
- Attached **\$.30**
 - ___ Above Spine
 - ___ Other _____

POCKETS ONLY:

- Attached **\$.35**
 - Back Flyleaf
 - Front Flyleaf
 - Back Inside Cover
 - Front Inside Cover

SPINE LABELS ONLY:

- Unattached without protectors **\$.20**
- Attached with protectors **\$.35** (Standard is 2" from bottom)

CATALOG KITS (Unattached)

- Consists of catalog cards, pocket, spine label and borrower's card **\$.85**

STANDARD CARD SET:

Includes main entry, shelflist, subject and series cards
Fiction - F + 3 letters of author's last name
other _____

Nonfiction - Dewey + 3 letter of author's last name
other _____

Individual Bio - 92 + 3 letters of biographer surname
other _____

Collective Bio - 920 + 3 letters of author's last name
other _____

Multi-volume sets include individual pocket, borrower's card and spine labels.

THEFT DETECTION:

- Unattached **\$.60**
- Attached **\$.65**
 - 3M
 - Check Point Security
frequency _____
 - Knogo Strips
 - Due Date Check Point Security
frequency _____

QUESTIONS? PLEASE CALL 866.627.2665



AUTOMATED LIBRARY CIRCULATION SYSTEMS/DATA DISKS/BAR CODE LABELS

Bar code orders cannot be completed without the following:

Software Information:

- Alexandria
- Athena
- Columbia
- Dynix Codabar
- Follet-Circ Plus
- Follet-Unison
- Mandarin
- Winnebago
- Other _____

Computer Type:

- IBM or IBM Compatible
- Apple DOS
- Apple DOS Pro
- Macintosh

DATA DISK INFORMATION:

Cost is \$20.00; One free on orders of 40 or more books

Disk Format:

- USMARC/852 Holdings Data
- 1987 Microlif
- USMARC/949 Holdings
- Other _____

Disk Size:

- 3.5" HD
- CD ROM
- Email _____

Also Send a Disk To: (no charge)

- Autographics
- Access PA
- Sunlink
- Union Catalog
- Name _____

SPECIAL AUTOMATED PROCESSING:

- Bar code with protector attached plus spine label with protector attached. \$.80 each (standard placement of spine label is 2" from bottom of book)
- Mylar jacket on all books with dust jackets attached \$.60

BAR CODE LABEL INFORMATION:

Bar code labels with protectors attached \$.50

- Bar code labels with protectors unattached \$.30
- Number of bar code labels per book _____

Bar Code Symbology:

- Interleaved 2 of 5
- Follet 2 of 5
- Code 4 – Winnebago (Apple II only)
- Code 39
- Code 39 mod 10
- Code 39 mod 43
- 14 digit codabar
- If using code 39 mod 10/43 or 14 digit codabar, provide 4 digit school code _____
- Please keep this bar code range of numbers (minimum 100) on file for this order and future orders
Bar Code Range _____ to _____
- My bar code range is currently on file with Mason Crest.
Please use these bar code numbers.
- Use the following bar code numbers for this order only
Bar Code Range _____ to _____

In 30 characters or less (including spaces and punctuation), please enter **Your School or Library Name** as you wish it to appear on your **Bar Code Label**.

BAR CODE PLACEMENT:

Attach Bar Code Labels

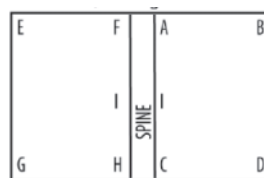
- Yes
- No

1st Bar Code Label Orientation:

- Horizontal
- Vertical (reading top to bottom)
- Vertical (reading bottom to top)

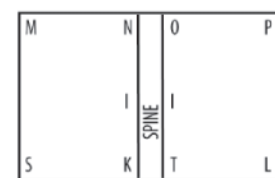
2nd Bar Code Label Orientation: (if needed)

- Horizontal
- Vertical (reading top to bottom)
- Vertical (reading bottom to top)



BACK COVER

FRONT COVER



FRONT INSIDE COVER

BACK INSIDE COVER

- Other location if not specified _____