

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 two 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)

Cataloging materials are always drop shipped separately from the book shipment unless shelf-ready processing requested.

CUSTOM CATALOG CARDS & DISKETTES

GRS

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

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

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.

QR Code labels 40¢ 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 10¢ ea.

(imprinted with call number & author letters)

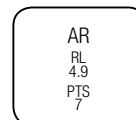
Accelerated Reader Labels

AR spine labels 10¢ AR label set 20¢

Theft protectors

RFID 3M Knogo Checkpoint frequency _____ 40¢ ea.

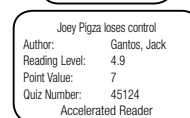
Sort books in Dewey Decimal order



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 OCLC

What type of computer? IBM Macintosh

What type of media? 3 1/2" CD-ROM *Email *Web Download

*Email address _____

What data format? 91 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

What symbology and check digit do you use?

- Code 3 of 9 / No check digit
- Interleaved 2 of 5 / No check digit
- Codabar / Mod 10 check digit
- Code 3 of 9 / Mod 43 check digit
- Codabar / No check digit
- Code 3 of 9 / Mod 10 check digit
- Interleaved 2 of 5 / Follett check digit (Follett Classic)
- Don't know (Attach sample label or photocopy)

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? _____

Assign barcode #s to eBooks? _____

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

Check 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 Follow nonfiction prefixes specified page 2 (standard option) None	B (standard option) 92 921 None Other constant _____ Dewey by subject	3 Biographee letters (standard option) 2 Biographee letters 1 Biographee letter None Biographee's last name	Standard Options 2nd, 3rd, 5th Options
Easy Books (Fiction Grades K-3) None (standard option) J above call number j above call number Juv above call number JUV above call number Other constant _____	E (standard option) F Fic FIC None Other constant _____	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 4th, 2nd, 1st Options
Fiction Grades 4-8 None (standard option) J above call number j above call number Juv above call number JUV above call number Other constant _____	F (standard option) Fic FIC None Other constant _____	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 5th, 1st, 2nd Options

3) CATALOGING CLASSIFICATION OPTIONS (continued)

[OFFICE USE CUST _____ ORD _____]

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES
Fiction Grades 9 & above None (standard option) Other constant _____	F (standard option) Fic FIC None Other constant _____	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 3rd, 2nd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">F Fre</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">FIC Fr</div> </div>
Nonfiction Grades K-3 None (standard option) J above Dewey in front of Dewey j above Dewey in front of Dewey Juv above Dewey in front of Dewey JUV above Dewey in front of Dewey E above Dewey in front of Dewey Other constant _____	Dewey number (standard option) None	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 2nd (above), 1st, 1st Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">599 Bur</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">J 599 Bur</div> </div>
Nonfiction Grades 4-8 None (standard option) J above Dewey in front of Dewey j above Dewey in front of Dewey Juv above Dewey in front of Dewey JUV above Dewey in front of Dewey E above Dewey in front of Dewey Other constant _____	Dewey number (standard option) None	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 3rd (front), 1st, 2nd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">598 Car</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">j598 Ca</div> </div>
Nonfiction Grades 9 & above None (standard option) Other constant _____	Dewey number (standard option) None	Use fiction workman lengths specified above (standard option) 4 Main entry letters 3 Main entry letters 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 1st, 3rd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">796.332 Ros</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">796.332 R</div> </div>
Graphic Fiction None (standard option) Graphic GN Other constant _____	741.5 (standard option) Use fiction classifications specified above	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 2nd, 1st, 3rd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">741.5 Jos</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">Fic J</div> </div>
Graphic Nonfiction None (standard option) Graphic GN Other constant _____	Use fiction classifications specified above (standard option) 741.5	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 2nd, 1st, 3rd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">973.3 Jos</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">741.5 J</div> </div>
Collective Biography Follow nonfiction prefixes previously specified (standard option) None	920 (standard option) BC 92 None Other constant _____	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 2nd, 1st, 3rd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">920 Jos</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">920 J</div> </div>
Story Collections Follow fiction prefixes previously specified (standard option) None	F (standard option) Fic FIC 808.8 SC None Other constant _____	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 2nd, 4th, 2nd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">F Kna</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">808.8 Kn</div> </div>
Foreign Language None (standard option) <i>(circle # of letter for next two options)</i> 1 2 3 4 letters (3=Spa, 2=Sp, etc.) 1 2 3 4 letters all caps (4=SPAN, etc.) Whole name (Spanish, German, etc.) Whole name capped (SPANISH, etc.)	Dewey by language (standard option) Dewey by subject	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 2nd, 2nd, 2nd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">468 Mor</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">Spa 613 Mo</div> </div>
Foreign Language Bilingual (English/Spanish): Use English call number options on bilingual books Use Spanish call number options on bilingual books	Dewey by language (standard option) Dewey by subject	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 2nd, 2nd, 2nd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">468 Mor</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">Spa 613 Mo</div> </div>
Reference (Dictionaries and Encyclopedias) None (standard option) R above Dewey number Ref above Dewey number REF above Dewey number Other constant _____	Dewey number	3 Main entry letters (standard option) 2 Main entry letters 1 Main entry letter None Author's last name	Standard Options 4th, 1st, 3rd Options <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;">423 Mer</div> <div style="border: 1px solid black; padding: 5px; margin: 5px;">REF 423 M</div> </div>

3) CATALOGING CLASSIFICATION OPTIONS *(continued)*

eBook Media Prefix

General Materials Designation (GMD) (standard option) None Other _____

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 Children's (LCAC)

Subject Headings for data disk

(pick any or all from list below)
Sears (standard option)
Library of Congress
Library of Congress Children's (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 email address _____

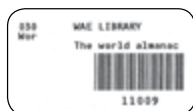
If you purchased your cataloging attached, clear label protectors will be applied to all barcode and spine labels on books.



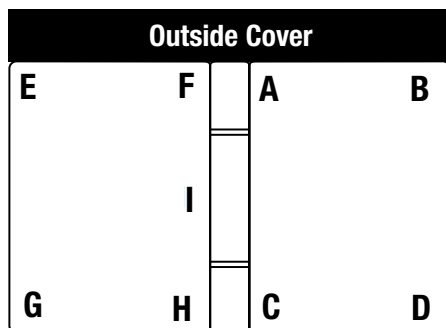
Sample 1
Reading bottom to top



Sample 2
Reading top to bottom

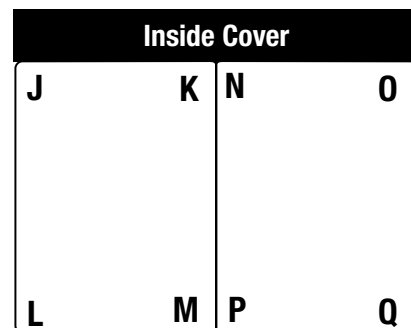


Sample 3
Horizontal



back

front



front

back

BARCODE 1 ATTACHMENT

A-Q _____
Book Pocket
Above Book Pocket

Direction

Horizontal (**SAMPLE 3**)
Vertical Top to Bottom (**SAMPLE 2**)
Vertical Bottom to Top (**SAMPLE 1**)

BARCODE 2 ATTACHMENT

A-Q _____
Book Pocket
Above Book Pocket

Direction

Horizontal (**SAMPLE 3**)
Vertical Top to Bottom (**SAMPLE 2**)
Vertical Bottom to Top (**SAMPLE 1**)

ACCELERATED READER LABEL ATTACHMENT

Reading Program Label (small)

Above Spine Label
A-Q: _____

Reading Program Label (large)

Above Spine Label
A-Q: _____

QR CODE ATTACHMENT

QR Code 1

A-Q _____
Back flyleaf
Front flyleaf

DATE DUE SLIP ATTACHMENT

Back flyleaf
Front flyleaf
Inside front cover
Inside back cover

SPINE LABEL ATTACHMENT

(1.5" from bottom)
(2" from bottom)
(.25" from bottom)
Other

POCKET ATTACHMENT

Back flyleaf
Front flyleaf
Inside front cover
Inside back cover

SPECIAL INSTRUCTIONS
