

Cataloging and Processing

Books with attached processing are nonreturnable

SHIP TO:

School or Library

Contact Person (for processing questions) _____ Phone _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

We are pleased to offer the following library services:

Complete Catalog Card Kits, including: main entry card, shelflist card, subject card, title card, self-adhering circulation pocket with circulation card, and self-stick spine label—available for every book we publish—\$1.00 each. (Free with orders of \$350 or more. Indicate that you wish to have free cards on your purchase order of \$350 or more. Not to be used in combination with free data disks, spine labels, and bar codes.)

Pockets Attached: \$1.25 each. Inside back cover Inside front cover other (describe) _____

Pockets Only: Unattached \$.30 Attached \$.45 Inside back cover Inside back flyleaf

Inside front cover Inside front flyleaf Print School Name on pocket (name:) _____

Spine Labels Only: Unattached with protector \$.30 each (Free with orders of \$350 or more. Indicate that you wish to have free spine labels on your purchase order of \$350 or more. Not to be used in combination with free card kits.)

Attached \$.45 each (2" from bottom of book) other (describe) _____

Accelerated Reader Labels: Unattached: \$.30 each; attached: \$.45 each on spine on front cover on back cover (Please show location on sample book cover below.)

Bar Codes Only: Unattached with protector \$.30 each (Free with orders of \$350 or more. Indicate that you wish to have free bar codes on your purchase order of \$350 or more. Not to be used in combination with free card kits.)

Attached \$.55 each (Please show location on sample book cover below.)

Theft Detection: \$.65 each Type _____

Data Disks: \$20.00 each (One free for orders of \$350 or more. Indicate free data disk on your purchase order. Attach this page to your purchase order for \$350 or more. Not to be used in combination with free catalog cards, spine labels, or bar codes.)

PROCESSING INFORMATION

YOUR COMPUTER SYSTEM: IBM or Compatible Macintosh

DISK FORMAT: CD 3 1/2" Email (provide address) _____

SOFTWARE SYSTEM: _____ **VERSION:** _____

SOFTWARE HELP PHONE NUMBER: _____

BAR CODE SYMBOLOGY:

3 of 9/Code 39 Interleaved 2 of 5 3 of 9 mod 10 Follett 2 of 5

14 digit codabar 3 of 9 mod 43 Other (please state) _____

don't know (please send 2 samples)

FORMAT:

MicroLif pre-1991 USMARC/949/MARC 21,949 USMARC/852 MicroLif Protocol/MARC 21,852

COMPLETE BARCODE NUMBER: (including school code, if applicable, and all prefixes) _____

Begin with number _____ and proceed consecutively

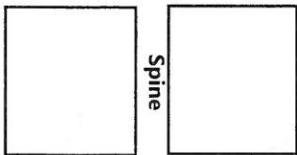
SCHOOL OR LIBRARY NAME: (30 characters/spaces max) _____

Send copy of barcode if any information is unknown.

FOR ATTACHED PROCESSING, PLEASE INDICATE PLACEMENT BELOW:

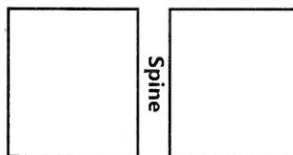
Bar Code Label Placement Horizontal Vertical (reading top to bottom) Vertical (reading bottom to top)

Above Book Pocket (horizontal) On Book Pocket (horizontal)



Back Cover

Front Cover



Front Inside
Cover

Back Inside
Cover

IMPORTANT ACCELERATED READER INFORMATION: Draw location for barcode placement or indicate AR label location.

CATALOGING PROFILE:

Nonfiction Call Number:

Abridged Dewey

No Designation

Individual Biography:

92 B

921 No Designation

Bio Other (Specify) _____

Collective Biography:

92 B

920 No Designation

Subject Headings:

Sears

Library of Congress

Author/Main Entry Capitalization:

First letter capitalized; others in lower case

All letters capitalized