

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**
- Follett 2 of 5 (T)
 - Code 3 of 9 (Code 39)
 - Code 3 of 9 Mod 10 (13 plus check digit)
 - Interleave 2 of 5
 - Codabar (13 plus check digit)
 - Code 3 of 9 Mod 43 (13 plus check digit)
 - Codabar without check digit

C. Starting Barcode No 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](#)

READING PROGRAM LABEL OPTIONS:

<input type="checkbox"/> Standard AR Label includes: Reading Program Name Points Reading Level	<input type="checkbox"/> Standard RC Label includes: Reading Program Name Points Reading Level Lexile Level	<input type="checkbox"/> Customized/Enhanced AR Label <input type="checkbox"/> Customized/Enhanced RC Label Select up to five options below and circle the line number where it should appear on reading program label. Enhanced Labels MUST include the Title or the Author. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: center;">Data Field:</th> <th style="text-align: center;">Line #:</th> </tr> </thead> <tbody> <tr> <td>Reading Program Name</td> <td>1 2 3 4 5 Do Not Include</td> </tr> <tr> <td>Interest Level</td> <td>1 2 3 4 5 Do Not Include</td> </tr> <tr> <td>Reading Level</td> <td>1 2 3 4 5 Do Not Include</td> </tr> <tr> <td>Quiz/Test Number</td> <td>1 2 3 4 5 Do Not Include</td> </tr> <tr> <td>Points</td> <td>1 2 3 4 5 Do Not Include</td> </tr> <tr> <td>Lexile Level</td> <td>1 2 3 4 5 Do Not Include</td> </tr> <tr> <td>Title (Enhanced Label Only)</td> <td>1 2 3 4 5 Do Not Include</td> </tr> <tr> <td>Author (Enhanced Label Only)</td> <td>1 2 3 4 5 Do Not Include</td> </tr> </tbody> </table>	Data Field:	Line #:	Reading Program Name	1 2 3 4 5 Do Not Include	Interest Level	1 2 3 4 5 Do Not Include	Reading Level	1 2 3 4 5 Do Not Include	Quiz/Test Number	1 2 3 4 5 Do Not Include	Points	1 2 3 4 5 Do Not Include	Lexile Level	1 2 3 4 5 Do Not Include	Title (Enhanced Label Only)	1 2 3 4 5 Do Not Include	Author (Enhanced Label Only)	1 2 3 4 5 Do Not Include
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SHELFLIST CARD OPTIONS ★ Indicates standard option

- A. **Price** Include on card ★ Not Included (Price needs to be included on title list, per line item)
- B. **Barcode Number** Include on card ★ Not Included
- C. **Acquisition Dates** Include on card ★ Not Included
- D. **Tracings** ★ Include on card Not Included
- E. **Interest and Reading Level** Include on card ★ Not Included
- F. **Review Codes** Include on card ★ Not Included

SUBJECT HEADINGS:

- ★ Sears Library of Congress Library of Congress Children's (when available with a default to Library of Congress)

GLOBAL TAG/LOCAL HOLDING CODE(S) (Optional)

Funding
 Tag: _____ Subfield: _____ Text: _____

School Code
 Tag: _____ Subfield: _____ Text: _____

Location Code
 Tag: _____ Subfield: _____ Text: _____

Other
 Tag: _____ Subfield: _____ Text: _____

Other
 Tag: _____ Subfield: _____ Text: _____

POCKET LABEL PRINTING OPTIONS

Call Number and Author/Title information are printed on the upper portion of the pocket label. If you also want your Library Name and up to three additional (30 characters) lines of information printed on the *lower* portion of the pocket label, please indicate your preference and provide the necessary information below.

Print Library Name and other information

Library Name	
Line 1	
Line 2	
Line 3	

Print Barcode on the Pocket Print the Price on the Pocket Print Reading Program Information on the label

Below the Call #/Title
 Above the Call #/Title

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

