

# CUSTOM CATALOG CARDS & DISKETTES

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

Call Toll FREE: 888-479-6436



FOR OFFICE USE

Cust \_\_\_\_\_  
 Ord \_\_\_\_\_  
 Group Opt. Cd \_\_\_\_\_  
 DS  SHELF-READY  
 BLKS  
 SHP  GND  2  1

LIBRARY NAME for barcode labels and/or book pocket labels (to 30 letters and spaces).

\_\_\_\_\_

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ DATE: \_\_\_\_\_

## 1) Catalog Cards, Book Pockets, Date Due Cards, and Spine Labels

- \_\_\_\_\_ **Catalog card kits** (1 main entry, 2 shelf lists, subject cards, added entries, date due card, label set, peel and stick book pocket) ..... unattached 85¢
- \_\_\_\_\_ **Catalog cards only** (1 main entry, 2 shelf lists, subject cards, added entries) 60¢
- \_\_\_\_\_ **Main entry cards** 35¢
- \_\_\_\_\_ **Shelf list cards** 35¢
- \_\_\_\_\_ **Date due cards** (imprinted with call number, author, title - lines on both sides) 30¢
- \_\_\_\_\_ **Date due slips** (four column, 3" x 5", peel and stick strip) 20¢
- \_\_\_\_\_ **Blank peel & stick book pockets** (with date due grid) 20¢
- \_\_\_\_\_ **Label sets** (includes 1 printed label for book pocket & 1 printed spine label) 20¢
- \_\_\_\_\_ **Spine labels only** (imprinted with call number & author letters)  35¢ attached  20¢ unattached
- \_\_\_\_\_ **Transparent spine label protectors** 5¢
- \_\_\_\_\_ **Theft protectors**  3M  Knogo  Checkpoint - frequency  65¢ attached  60¢ unattached

## 2) Barcodes and Data Diskettes (\$20.00)

What software system are you using? \_\_\_\_\_ Software version? \_\_\_\_\_

What symbology and check digit do you use?

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

What type of computer?  IBM or IBM Compatible  Macintosh

What type of media?  5 1/4" diskette  3 1/2" diskette  None (generic barcode labels only)  Zip Disk

CD-ROM  EMAIL (address \_\_\_\_\_)

What data format?  1987 MicroLIF  USMARC (852 holdings)  USMARC (949 holdings) (include specification for 949 field)

What is your location code? (field 852 subfield A) \_\_\_\_\_ What is your sublocation code? (field 852 subfield B) \_\_\_\_\_

Starting barcode number? \_\_\_\_\_

How many barcode labels per book?  0  1  2  3  .50¢ attached  .30¢ unattached

Do you want transparent barcode protectors included for each barcode label?  Yes .05¢

## 3) Cataloging Classification Options

[ OFFICE USE Cust \_\_\_\_\_ Ord \_\_\_\_\_ ]

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES	
<b>Non-fiction Grades 4-8</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J _____ above Dewey _____ in front of Dewey <input type="checkbox"/> j _____ above Dewey _____ in front of Dewey <input type="checkbox"/> Juv _____ above Dewey _____ in front of Dewey <input type="checkbox"/> JUV _____ above Dewey _____ in front of Dewey <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 598 Car	<i>3rd(front), 1st, 2nd Options</i> j598 Ca
<b>Non-fiction Grades 9 and above</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<i>Standard Options</i> 796.332 Ros	<i>1st, 3rd Options</i> 796.332 R

### OTHER OPTIONS

All Main Entry letters for this order to be

- Upper/lower case (standard option)
- All capitalized

All Dewey numbers for this order

- Abridged Dewey number (standard option)
- End abridged Dewey number \_\_\_\_\_ number places after decimal point

Subject Headings for cards (Pick one from list below)

- Sears (std. option)  Library of Congress  Library of Congress Childrens (LCAC)

Subject Headings for data disk (Pick any or all from list below)

- Sears (std. option)  Library of Congress  Library of Congress Childrens (LCAC)

## 4) Cost Worksheet

disk	+	labels/cards	+	barcodes	+	theftstrips	=	total cost
\$ _____		\$ _____		\$ _____		\$ _____		\$ _____

## 5) Attachment Instructions

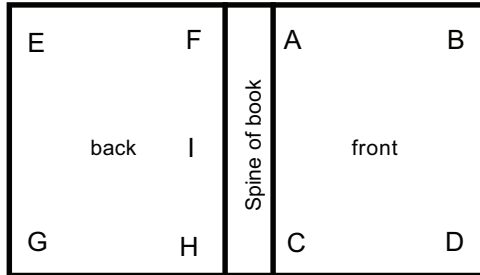
### BARCODE LABEL LOCATION

Barcode labels to be

Attached \*\*

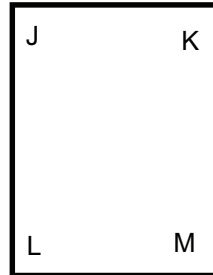
Not attached

\*\* If barcode labels are to be attached, indicate desired position(s) of barcode label(s) by circling appropriate letter(s) below.

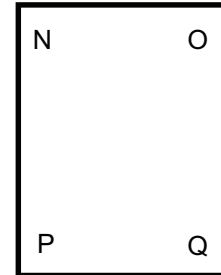


Outside Back Cover

Outside Front Cover



Inside Front Cover



Inside Back Cover

R On book pocket  S  $\Omega$  inch above book pocket

T Inside book-page

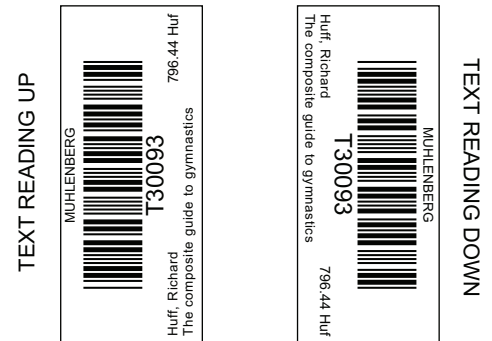
Barcode labels to be

Horizontal (perpendicular to spine of book)

Vertical (parallel to spine of book), please pick direction below

Text reading up

Text reading down



Clear barcode label protectors to be applied to all attached barcode labels  Yes  No

### SPINE LABEL LOCATION

1  $\Omega$  inches from bottom of spine

Other \_\_\_\_\_

Clear spine label protector attached

Spine label not attached

### BOOK POCKET LOCATION

Inside front cover

Inside back cover

Front fly leaf

Back fly leaf

Book pockets not attached

### MYLAR BOOK JACKETS

Attached to all books with and without dust jackets

Attached to books with dust jackets only

Attached to books without dust jackets only

No book jackets attached

### AR/RC SPINE LABEL LOCATION

Above spine label

Below spine label

Other (please specify) \_\_\_\_\_

### AR/RC INFORMATION LABEL LOCATION

Inside front cover

Front fly leaf

Title page

Other (please specify) \_\_\_\_\_

### THEFT PROTECTORS

Type

3M or Knogo

Checkpoint - frequency \_\_\_\_\_

Attachment

Theft protectors attached

Theft protectors not attached