

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

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](#)

