

# CUSTOM CATALOG CARDS & DISKETTES

Price is \$1.00 unattached or \$2.00 attached (minimum order 20 books) show quantity, title, and Medialog or ISBN number.

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

\_\_\_\_\_

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

## 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) ..... 1 per book (standard option) 1 per title
- \_\_\_ Catalog cards only (1 main entry, 2 shelf lists, subject cards, added entries) . 1 per book (standard option) 1 per title
- \_\_\_ Main entry cards ..... 1 per book (standard option) 1 per title
- \_\_\_ Shelf list cards ..... 1 per book (standard option) 1 per title
- \_\_\_ Date due cards (imprinted with call number, author, title - lines on both sides)
- \_\_\_ Date due slips (four column, 3" x 5", peel and stick strip)
- \_\_\_ Blank peel & stick book pockets (with date due grid)
- \_\_\_ Label sets (includes 1 printed label for book pocket & 1 printed spine label)
- \_\_\_ Spine labels only (imprinted with call number & author letters)
- \_\_\_ Transparent spine label protectors
- \_\_\_ Accelerated Reader (AR) spine labels Accelerated Reader Information Label Sets
- \_\_\_ Reading Counts (RC) spine labels Reading Count Information Label Sets
- \_\_\_ Theft protectors 3M Knogo Checkpoint - frequency

## 2) Barcodes and Data Diskettes

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

What symbology and check digit do you use?

- \_\_\_ Code 3 of 9 / No check digit Codabar / Mod 10 check digit
- \_\_\_ Code 3 of 9 / Mod 10 check digit Interleaved 2 of 5 / Follett Classic
- \_\_\_ Code 3 of 9 / Mod 43 check digit Interleaved 2 of 5 / No check digit
- \_\_\_ Codabar / 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

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

## 3) Cataloging Classification Options for Catalog Cards and Barcodes/Diskettes

Place an X in front of 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
<b>Individual Biography</b>			
___ Follow nonfiction prefixes specified page 2 (std. option)	___ B (standard option)	___ 3 Biographee letters (std. option)	<i>Standard Options</i> <i>2nd, 3rd, 5th Options</i>
___ None	___ 92	___ 2 Biographee letters	<u>B</u>
	___ 921	___ 1 Biographee letter	<u>Joh</u>
	___ None	___ None	
	___ Other constant _____	___ Biographee's last name	
	___ Dewey by subject with number of main entry letters marked for biographee above		<u>921</u> <u>Johnson</u>
<b>Easy Books (Fiction Grades K-3)</b>			
___ None (standard option)	___ E (standard option)	___ 3 Main entry letters (std. option)	<i>Standard Options</i> <i>4th, 2nd, 1st Options</i>
___ J above call number	___ F	___ 2 Main entry letters	<u>E</u>
___ j above call number	___ Fic	___ 1 Main entry letter	<u>Seu</u>
___ Juv above call number	___ FIC	___ None	
___ JUV above call number	___ None	___ Author's last name	<u>Juv</u> <u>F</u> <u>Seu</u>
___ Other constant _____	___ Other constant _____		
<b>Fiction Grades 4-8</b>			
___ None (standard option)	___ F (standard option)	___ 3 Main entry letters (std. option)	<i>Standard Options</i> <i>5th, 1st, 2nd Options</i>
___ J above call number	___ Fic	___ 2 Main entry letters	<u>F</u>
___ j above call number	___ FIC	___ 1 Main entry letter	<u>Blu</u>
___ Juv above call number	___ None	___ None	
___ JUV above call number	___ Other constant _____	___ Author's last name	<u>JUV</u> <u>F</u> <u>BI</u>
___ Other constant _____			
<b>Fiction Grades 9 and above</b>			
___ None (standard option)	___ F (standard option)	___ 3 Main entry letters (std. option)	<i>Standard Options</i> <i>3rd, 2nd Options</i>
___ Other constant _____	___ Fic	___ 2 Main entry letters	<u>F</u>
	___ FIC	___ 1 Main entry letter	<u>Fre</u>
	___ None	___ None	
	___ Other constant _____	___ Author's last name	<u>FIC</u> <u>Fr</u>

### 3) Cataloging Classification Options (continued)

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

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES
<b>Non-fiction Grades K-3</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"/> E ___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> 599 Bur  <i>2nd(above), 1st, 1st Options</i> J 599 Bur
<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
<b>Collective Biography</b>			
<input type="checkbox"/> Follow nonfiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> 920 (standard option) <input type="checkbox"/> BC <input type="checkbox"/> 92 <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ <input type="checkbox"/> Dewey by subject	<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> 920 Jos  <i>2nd, 1st, 3rd Options</i> 920 J
<b>Story Collections</b>			
<input type="checkbox"/> Follow fiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> 808.8 <input type="checkbox"/> SC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<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> F Kna  <i>2nd, 4th, 2nd Options</i> 808.8 Kn
<b>Foreign Language</b>			
<input type="checkbox"/> None (standard option) (Circle number of letters for next two options) <input type="checkbox"/> 1 2 3 4 letters (3 = Spa, 2 = Sp, etc.) <input type="checkbox"/> 1 2 3 4 letters all caps (4 = SPAN, etc.) <input type="checkbox"/> Whole name (Spanish, German, etc.) <input type="checkbox"/> Whole name capped (SPANISH, etc.)	<input type="checkbox"/> Dewey by language (std. option) <input type="checkbox"/> Dewey by subject	<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> 468 Mor  <i>2nd-3, 2nd, 2nd options</i> Spa 613 Mo
<b>Reference (Dictionaries and Encyclopedias)</b>			
<input type="checkbox"/> None (standard option) <input type="checkbox"/> R above Dewey number <input type="checkbox"/> Ref above Dewey number <input type="checkbox"/> REF above Dewey number <input type="checkbox"/> Other constant _____	Dewey number	<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> 423 Mer  <i>4th, 1st, 3rd Options</i> REF 423 M
<b>Nonprint Media Prefix</b>			
<input type="checkbox"/> General Materials Designation (GMD) (standard option) <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ (same for all nonprint media on order)			

#### 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)

P.O. # \_\_\_\_\_

Ship to \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Library Materials Enclosed

## 4) Attachment Instructions

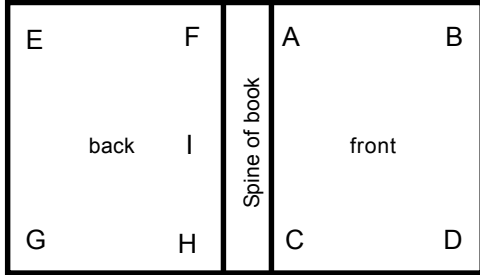
### BARCODE LABEL LOCATION

Barcode labels to be

Attached \*\*

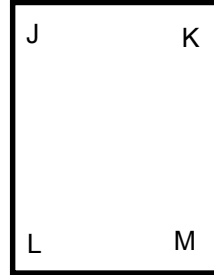
Not attached

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

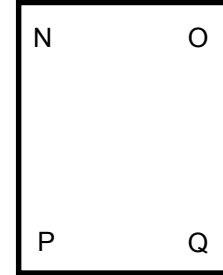


Outside Back Cover

Outside Front Cover



Inside Front Cover



Inside Back Cover

R On book pocket

S ½ 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 ½ 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