

**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](#)



