Perfection LEARNING® Library Services Request Form

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

_____

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 Counts Information Label Set**

Theft protectors **3M:** ☐ **Tattle-Tape** ☐ **RFID**   **Checkpoint:** ☐ **9.5 MHz plain** ☐ **9.5 MHz DATE DUE** ☐ **EM** ☐ **ILS RFID**   **ITG:** ☐ **RFID**

2) Barcodes and MARC records

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   ☐ Web download (email address for notification _____)

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	WORKMARK OPTION	EXAMPLES	
Individual Biography			*Standard Options*	*2nd, 3rd, 5th Options*
☐ Follow nonfiction prefixes specified page 2 (std. option)	☐ B (standard option)	☐ 3 Biographee letters (std. option)	B	921
☐ None	☐ 92	☐ 2 Biographee letters	Joh	Johnson
	☐ 921	☐ 1 Biographee letter		
	☐ None	☐ None		
	☐ Other constant _____	☐ Biographee's last name		
	☐ Dewey by subject with number of main entry letters marked for biographee above			
Easy Books (Fiction Grades K-3)			*Standard Options*	*4th, 2nd, 1st Options*
☐ None (standard option)	☐ E (standard option)	☐ 3 Main entry letters (std. option)	E	Juv
☐ J above call number	☐ F	☐ 2 Main entry letters	Seu	F
☐ j above call number	☐ Fic	☐ 1 Main entry letter		Seu
☐ Juv above call number	☐ FIC	☐ None		
☐ JUV above call number	☐ None	☐ Author's last name		
☐ Other: _____	☐ Other: _____			
Fiction Grades 4-8			*Standard Options*	*5th, 1st, 2nd Options*
☐ None (standard option)	☐ F (standard option)	☐ 3 Main entry letters (std. option)	F	JUV
☐ J above call number	☐ Fic	☐ 2 Main entry letters	Blu	F
☐ j above call number	☐ FIC	☐ 1 Main entry letter		Bl
☐ Juv above call number	☐ None	☐ None		
☐ JUV above call number	☐ Other: _____	☐ Author's last name		
☐ Other: _____				
Fiction Grades 9 and above			*Standard Options*	*3rd, 2nd Options*
☐ None (standard option)	☐ F (standard option)	☐ 3 Main entry letters (std. option)	F	FIC
☐ Other: _____	☐ Fic	☐ 2 Main entry letters	Fre	Fr
	☐ FIC	☐ 1 Main entry letter		
	☐ None	☐ None		
	☐ Other: _____	☐ Author's last name		

3) Cataloging Classification Options (continued)

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES

Nonfiction Grades K-3

Classification Prefix:
- ☐ None (standard option)
- ☐ J above Dewey ☐ J in front of Dewey
- ☐ j above Dewey ☐ j in front of Dewey
- ☐ Juv above Dewey ☐ Juv in front of Dewey
- ☐ JUV above Dewey ☐ JUV in front of Dwy
- ☐ E above Dewey ☐ E in front of Dewey
- ☐ _____ above Dewey ☐ _____ in front of Dewey

Classification Option:
- ☐ Dewey number (standard option)
- ☐ None

Workmark Option:
- ☐ 3 Main entry letters (std. option)
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	2nd (above), 1st, 1st Options
599 Bur	J 599 Bur

Nonfiction Grades 4-8

Classification Prefix:
- ☐ None (standard option)
- ☐ J above Dewey ☐ J in front of Dewey
- ☐ j above Dewey ☐ j in front of Dewey
- ☐ Juv above Dewey ☐ Juv in front of Dewey
- ☐ JUV above Dewey ☐ JUV in front of Dwy
- ☐ _____ above Dewey ☐ _____ in front of Dewey

Classification Option:
- ☐ Dewey number (standard option)
- ☐ None

Workmark Option:
- ☐ 3 Main entry letters (std. option)
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	3rd (front), 1st, 2nd Options
598 Car	j598 Ca

Nonfiction Grades 9 and above

Classification Prefix:
- ☐ None (standard option)
- ☐ Other: _____

Classification Option:
- ☐ Dewey number (standard option)
- ☐ None

Workmark Option:
- ☐ 3 Main entry letters (std. option)
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	1st, 3rd Options
796.332 Ros	796.332 R

Graphic Fiction

Classification Prefix:
- ☐ None (standard option)
- ☐ Graphic
- ☐ GF
- ☐ Other: _____

Classification Option:
- ☐ 741.5 (standard option)
- ☐ Use fiction classifications specified above

Workmark Option:
- ☐ Use fiction workmark options (std. option)
- ☐ 3 Main entry letters
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	3rd, 2nd, 2nd Options
741.5 Bat	GF F Bat

Graphic Nonfiction

Classification Prefix:
- ☐ None (standard option)
- ☐ Graphic
- ☐ GN
- ☐ Other: _____

Classification Option:
- ☐ Use nonfiction classifications specified above (standard option)
- ☐ 741.5

Workmark Option:
- ☐ Use nonfiction workmark options (std. option)
- ☐ 3 Main entry letters
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	2nd, 1st, 3rd options
973.3 Lee	Graphic 973.3 Le

Collective Biography

Classification Prefix:
- ☐ Follow nonfiction prefixes previously specified (std. option)
- ☐ None

Classification Option:
- ☐ 920 (standard option)
- ☐ BC
- ☐ 92
- ☐ None
- ☐ Other: _____
- ☐ Dewey by subject

Workmark Option:
- ☐ 3 Main entry letters (std. option)
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	2nd, 1st, 3rd Options
920 Jos	920 J

Story Collections

Classification Prefix:
- ☐ Follow fiction prefixes previously specified (std. option)
- ☐ None

Classification Option:
- ☐ F (standard option)
- ☐ Fic
- ☐ FIC
- ☐ 808.8
- ☐ SC
- ☐ None
- ☐ Other: _____

Workmark Option:
- ☐ 3 Main entry letters (std. option)
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	2nd, 4th, 2nd Options
F Kna	808.8 Kn

Foreign Language

Classification Prefix:
- ☐ None (standard option)
- (Spanish prefixes shown, others also supported)
- ☐ S ☐ Sp ☐ SP ☐ Spa ☐ SPA
- ☐ Span ☐ SPAN ☐ Spanish
- ☐ SPANISH

Classification Option:
- ☐ Class all under Dewey for language (std. option) (e.g. all Spanish titles classified as 468)
- ☐ Class like English titles

Workmark Option:
- ☐ 3 Main entry letters (std. option)
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	5th, 2nd, 2nd options
468 Mor	Spa 613 Mo

Bilingual (for example English/Spanish) books

- ☐ Use English call number options for bilingual books (standard option)
- ☐ Use foreign language call number options for bilingual books

Reference (Dictionaries and Encyclopedias)

Classification Prefix:
- ☐ None (standard option)
- ☐ R above Dewey number
- ☐ Ref above Dewey number
- ☐ REF above Dewey number
- ☐ Other: _____

Classification Option:
- ☐ Dewey number

Workmark Option:
- ☐ 3 Main entry letters (std. option)
- ☐ 2 Main entry letters
- ☐ 1 Main entry letter
- ☐ None
- ☐ Author's last name

Examples:
Standard Options	4th, 1st, 3rd Options
423 Mer	REF 423 M

Nonprint Media Prefix

- ☐ General Materials Designation (GMD) (standard option) ☐ None ☐ Other: _____ (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)

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) below.

☐E ☐F ☐A ☐B	☐J ☐K	☐N ☐O
back ☐I ☐Z front		
☐G ☐H ☐C ☐D	☐L ☐M	☐P ☐Q
Outside Back Cover / Outside Front Cover	Inside Front Cover	Inside Back Cover

(Spine of book)

☐R   On book pocket   ☐S   ½ inch above book pocket

☐T   Inside book-page _____   ☐U   Front fly leaf

Barcode labels to be oriented

☐ Horizontal (perpendicular to spine of book)

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

☐ Text reading up

☐ Text reading down

TEXT READING UP

MUHLENBERG T30093 796.44 Huf Huff, Richard The composite guide to gymnastics

TEXT READING DOWN

Huff, Richard The composite guide to gymnastics MUHLENBERG T30093 796.44 Huf

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

☐ Checkpoint - frequency _____

Attachment

☐ Theft protectors attached

☐ Theft protectors not attached

5) Additional Instructions

BILL TO

School

P.O. Number

AEA Name

Attention

Address

City

State

Zip Code

Daytime Phone (   )

Email

May we email you important product information?   ☐ Yes   ☐ No

Signature

SHIP TO

Name

School

Address

City

State

Zip Code

Customer Number (if available)

Email

Perfection LEARNING®

perfectionlearning.com | (800) 831-4190

MEDIALOG LIBRARY CATALOGING PRODUCTS

CATALOG CARD KIT

CARD SET (Catalog cards only)

ADDED ENTRY (TITLE)

E Rob — Valentine mice!
Roberts, Bethany
Valentine mice! / by Bethany Roberts ; illustrated by Doug

ADDED ENTRY (ILLUSTRATOR)

E Rob — Cushman, Doug, ill.
Roberts, Bethany
Valentine mice! / by Bethany Roberts ; illustrated by Doug

SUBJECT

E Rob — MICE - FICTION
Roberts, Bethany

SUBJECT

E Rob — VALENTINE'S DAY - FICTION
Roberts, Bethany
Valentine mice! / by Bethany Roberts ; illustrated by Doug

SHELF LIST

E Rob — Roberts, Bethany
Valentine mice! / by Bethany Roberts ; illustrated by Doug

SHELF LIST

E Rob — Roberts, Bethany
Valentine mice! / by Bethany Roberts ; illustrated by Doug
Cushman. - Clarion Books, 1997.
32 p. : col. ill. ; 21 x 22 cm.
Interest level: Grades K-3.
c. 1: Vendor Name INV#1234567 07/16/02 BC#31234000
ISBN 0-395-77518-3
1. Valentine's Day - Fiction 2. Mice
Title
HM-1980
MEDIALOG INC
Butler, KY 41006
96-50889 E

MAIN ENTRY

E Rob — Roberts, Bethany
Valentine mice! / by Bethany Roberts ; illustrated by Doug
Cushman. - Clarion Books, 1997.
32 p. : col. ill. ; 21 x 22 cm.
Interest level: Grades K-3. - Summary: An energetic group of
mice deliver valentines to the other animals.
ISBN 0-395-77518-3
1. Valentine's Day - Fiction 2. Mice - Fiction I. III. II.
Title
HM-1980
MEDIALOG INC
Butler, KY 41006
96-50889 E
Medialog Customer Name

DATE DUE CARD

796.323
Goo   Goodman, Michael E.
       Chicago Bulls

                              $21.95
                    BC#312340001000014

DATE DUE | BORROWER'S NAME

BOOK POCKET

DATE DUE

LABEL SET
(book pocket label & spine label)

973.917   BC#31234000100014 $21.95
Woo   Woog, Adam
        Roosevelt and the New Deal

ABRAHAM LINCOLN LIBRARY

973.917
Woo

SHELF LIST CARD

E Rob — Roberts, Bethany
Valentine mice! / by Bethany Roberts ; illustrated by Doug
Cushman. - Clarion Books, 1997.
32 p. : col. ill. ; 21 x 22 cm.
Interest level: Grades K-3.
c. 1: Vendor Name INV#1234567 07/16/02 BC#31234000100014 $9.99
ISBN 0-395-77518-3
1. Valentine's Day - Fiction 2. Mice - Fiction I. III. II.
Title
HM-1980
MEDIALOG INC
Butler, KY 41006
96-50889 E
Medialog Customer Name

ACCELERATED READER (AR) SPINE LABEL

AR
RL
2.3
PTS
0.5

Shy Charles

AR INFORMATION LABEL SET
(AR information & indicator labels)

Empires of Mesopotamia
Author: Nardo, Don
Reading Level: 10.7
Point Value: 6
Quiz Number: 51447

Accelerated Reader

AR

SPINE LABEL

F
Rin

An acquaintance with darkness

READING COUNTS (RC) SPINE LABEL

RC
RL
5.60
PTS
2
IG830L

Winter carnivals : festivals in white

RC INFORMATION LABEL SET
(RC information & indicator labels)

The history of the Utah Starzz
Author: Braun, Eric
Reading Level: 5.50
Point Value: 3
Quiz Number: 20456
Lexile Value: 1100L

Reading Counts

RC

BARCODE LABEL & SHELF LIST LABEL

MUHLENBERG

T30093

Huff, Richard   796.44 Huff
The composite guide to gymnastics

T30093   The composite guide to gymnastics

LABEL PROTECTOR
(for barcode or spine labels)

NON-GLARE FINISH
PROTECTS BARCODE LABELS
FROM PEELING AND SCRATCHING
WHILE ALLOWING LABELS TO BE
EASILY READ BY SCANNER

DATE DUE SLIP

DATE DUE

MARC RECORDS

00966nam 2200277 a 4500
001:mlg43641980
003:KyBuM
005:20020314125621.0
008:020314s1997 nyua j 000 1 eng d
010: _a 96050889
020: _a0395775183 :_c$13.00
040: _aKyBuM_cKyBuM
082:14_aE _213
100:1 _aRoberts, Bethany.
245:10_aValentine mice! /_cby Bethany Roberts ;
     illustrated by Doug Cushman.
260: _aNew York :_bClarion Books,_c1997.
300: _a32 p. :_bcol. ill. ;_c21 x 22 cm.
520: _aAn energetic group of mice deliver
     valentines to the other animals.
521:2 _aK-3_bMedialog, Inc.
521:8 _aBR_bLexile.
526:8 _aAccelerated Reader AR_bLower Grades_c1.2_d0.5_zquiz:
     44125_zdisk(s): L026
526:8 _aReading Counts RC_bK-2_c2.10_d1_zquiz: 26635
650:00_aValentines_xJuvenile fiction.
650:00_aMice_xJuvenile fiction.
650:01_aValentines_xFiction.
650:01_aMice_xFiction.
650:07_aValentine's Day_xFiction._2sears
650:07_aMice_xFiction._2sears
700:1 _aCushman, Doug,_eill.
852:1 _aloc code_bsubloc code_hE_iRob_p31234100014_9p19.94usd

Data Disk Volume 1
Compiled 04/18/03 by Medialog abc/03040202
VENDOR NAME 1234
ABRAHAM LINCOLN LIBRARY
PO# 1234567
3 1/2 inch disk Macintosh
USMARC (852 holdings)

THEFT PROTECTORS

Checkpoint

Checkpoint with date due

DATE DUE

Checkpoint® EM theft detection strip (adhesive on both sides)

3M™ Tattle-Tape™ security strip (adhesive on both sides)

1 inch (25.4 mm)