

Library Services Request Form

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

)	□ Catalog card kits (1 main entry, 2 date due card, label set, pe □ Catalog cards only (1 main entry, 1 main entry, 2 main entry cards	2 shelf lists, subject cards, added el and stick book pocket)		☐ 1 per tit☐ 1	le le le
2)	Barcodes and MARC r What software system are you usin What symbology and check digit d Code 3 of 9 / No check digit Code 3 of 9 / Mod 10 check dig Code 3 of 9 / Mod 43 check digit Codabar / No check digit What type of computer?	g? o you use? git git git IBM Compatible	Software version? Codabar / Mod 10 check digit Interleaved 2 of 5 / Follett Classi Interleaved 2 of 5 / No check dig Don't know (Attach sample label the None (generic barcode labels only) Zip Disk diress for notification) USMARC (949 holdings)(include speciat is your sublocation code? (field 852 subfiles)	c it or photocopy ecification for) 949 field)
3)	-	B (standard option) 92 921 None Other constant	☐ 3 Biographee letters (std. option) ☐ 2 Biographee letters ☐ 1 Biographee letter ☐ None ☐ Biographee's last name	Standard Options B Joh	sed.
-	Easy Books (Fiction Grades None (standard option) Jabove call number Juv above call number Juv above call number Other: Fiction Grades 4-8 None (standard option) Jabove call number jabove call number Juv above call number Juv above call number Juv above call number		umber of main entry letters marked for biogra □ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name	Standard Options E Seu Standard Options F Blu	4th, 2nd, 1st Options Juv F Seu 5th, 1st, 2nd Options JUV F BI
-	Other: None (standard option) Other:	Giner	☐ 3 Main entry letters (std. option) ☐ 2 Main entry letters ☐ 1 Main entry letter ☐ None ☐ Author's last name	Standard Options F Fre	3rd, 2nd Options FIC Fr

3)	3) Cataloging Classification Options (continued)			
	CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES
	Nonfiction Grades K-3 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 UV above Dewey JUV in front of Dewey E above Dewey E in front of Dewey above Dewey in front of Dewey	☐ Dewey number (standard option)☐ None	☐ 3 Main entry letters (std. option) ☐ 2 Main entry letters ☐ 1 Main entry letter ☐ None ☐ Author's last name	Standard Options 599 Bur Standard (above), 1st, 1st Options J 599 Bur Bur
	Nonfiction Grades 4-8 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 Dewey above Dewey in front of Dewey	☐ Dewey number (standard option) ☐ None	☐ 3 Main entry letters (std. option) ☐ 2 Main entry letters ☐ 1 Main entry letter ☐ None ☐ Author's last name	Standard 3rd(front), 1st, Options 2nd Options 598 j598 Car Ca
	Nonfiction Grades 9 and abov	/e	☐ 3 Main entry letters (std. option) ☐ 2 Main entry letters ☐ 1 Main entry letter ☐ None ☐ Author's last name	Standard 1st, 3rd Options Options 796.332 796.332 Ros R
	Graphic Fiction None (standard option) Graphic GF Other:	☐ 741.5 (standard option) ☐ Use fiction classifications specified above	Use fiction workmark options (std. option) 3 Main entry letters 2 Main entry letters 1 Main entry letter None Author's last name	Standard 3 rd , 2 nd , 2 nd Options Options 741.5 GF Bat F Bat
	Graphic Nonfiction None (standard option) Graphic GN Other:	☐ Use nonfiction classifications specified above (standard option) ☐ 741.5	☐ Use nonfiction workmark options (std. options) ☐ 3 Main entry letters ☐ 2 Main entry letters ☐ 1 Main entry letter ☐ None ☐ Author's last name	Standard Options 2nd, 1st, 3rd options 973.3 Graphic 973.3 Le
	Collective Biography ☐ Follow nonfiction prefixes previously specified (std. option) ☐ None	920 (standard option) BC 92 None Other: Dewey by subject	☐ 3 Main entry letters (std. option) ☐ 2 Main entry letters ☐ 1 Main entry letter ☐ None ☐ Author's last name	Standard 2nd, 1st, 3rd Options 920 920 Jos J
	Story Collections Follow fiction prefixes previously specified (std. option) None	F (standard option) Fic FIC 808.8 SC None Other:	☐ 3 Main entry letters (std. option) ☐ 2 Main entry letters ☐ 1 Main entry letter ☐ None ☐ Author's last name	Standard 2nd, 4th, 2nd Options F 808.8 Kna Kn
	Foreign Language None (standard option) (Spanish prefixes shown, others also supported) SSPAPA Span SPAN Spanish SPANISH Bilingual (for example English Use English call number options for b	☐ Class all under Dewey for language (std. option) (e.g. all Spanish title classified as 468) ☐ Class like English titles	□ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name Use foreign language call number options for bil	Standard 5th, 2nd, Options 2nd options 468 Spa Mor 613 Mo ingual books
	Reference (Dictionaries and E		1	01-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
	□ None (standard option) □ R above Dewey number □ Ref above Dewey number □ REF above Dewey number □ Other:	Dewey number	☐ 3 Main entry letters (std. option) ☐ 2 Main entry letters ☐ 1 Main entry letter ☐ None ☐ Author's last name	Standard Options 4th, 1st, 3rd Options 423 REF Mer 423 M
	Nonprint Media Prefix General Materials Designation (GMD) (standard option)	Other:(same for all nonprint media on o	order)
	OTHER OPTIONS	d4- b '		
Children	All Main Entry letters for this ord Upper/lower case (standard option) All Dewey numbers for this orde Abridged Dewey number (standard option) End abridged Dewey number nur	capitalized	(Pick one from list below) ☐ Sears (std. option)	Subject Headings for data disk (Pick any or all from list below) Sears (std.option) Library of Congress AC) Library of Congress

4) Attachment Instructions BARCODE LABEL LOCATION Barcode labels to be

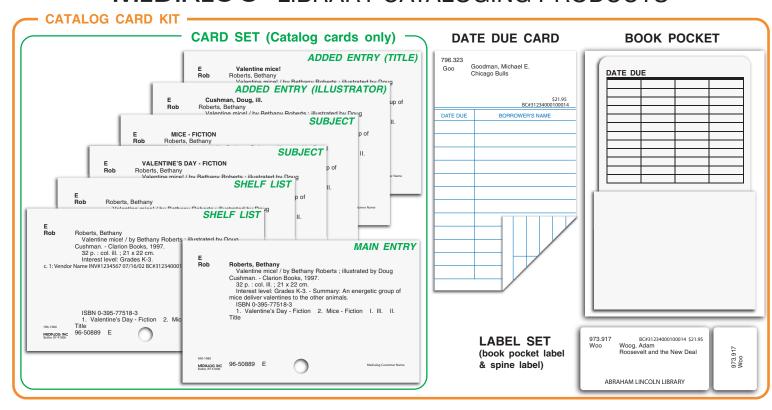
Dai code labels to be				
☐ Attached **				
☐ Not attached				
** If barcode labels are to be at	** If barcode labels are to be attached, indicate desired position(s) of barcode label(s) below.			
I □E □F I □A	□в	J □ĸ	□n □o	
1 1 1				
back □I Spine of book	ront			
ÖĞ				
□G □H □C		_L □M	□P □Q	
Outside Back Cover Outside	Front Cover In	nside Front Cover	Inside Back Cover	
☐R On book pocket ☐S	½ inch above book pocke	et		
☐T Inside book-page ☐U	Front fly leaf			
_	,	H	H uff	
Barcode labels to be oriented		D	TEXT Huff, Richard The composite 5	
☐ Horizontal (perpendicular to sp	nine of book)		TEXT F	
☐ Vertical (parallel to spine of bo	,	TEXT READING MUHLENBERG T30093 T30093 site guide to gymnastics	MUHLENBERG MUHLENBERG T30093 guide to gymnastics	
	ok), please plok direction be	RE/	DING WHER 10093	
☐Text reading up ☐		X N N N N N N N N N N N N N N N N N N N	stics DC	
☐Text reading down		Richard	DOWN	
		Huff, R	44 — — — — — — — — —	
			-11	
Clear barcode label protectors to be ap	unlied to all attached harcods	e labels? Yes I	No	
Clear barcode laber protectors to be ap	plied to all attached barcode	e labels: L les L l	10	
SPINE LABEL LOCATION		AR/RC SPINE LA	BEL LOCATION	
☐1 ½ inches from bottom of spine		☐ Above spine label		
Other		☐Below spine label		
\square Clear spine label protector attached		☐Other (please specify)	
☐Spine label not attached				
			TION LABEL LOCATION	
BOOK POCKET LOCATION		☐ Inside front cover		
☐Inside front cover		☐Front fly leaf		
Inside back cover		☐Title page		
☐Front fly leaf		☐Other(please specify)	
☐Back fly leaf				
☐Book pockets not attached		THEFT PROTECT	ORS	
10/1 10 DOOK 14 OKETO		Туре		
MYLAR BOOK JACKETS		☐3M	fraguancy	
Attached to all books with and without	•		frequency	
Attached to books with dust jackets	•	Attachment	and the death of	
Attached to books without dust jackets only		☐Theft protect		
☐No book jackets attached			ors not attached	

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		
Address City	State	Zip Code
	State	Zip Code
City	State	Zip Code

5) Additional Instructions



MEDIALOG LIBRARY CATALOGING PRODUCTS







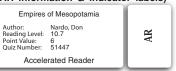
ACCELERATED READER (AR) SPINE LABEL



READING COUNTS (RC) SPINE LABEL



AR INFORMATION LABEL SET (AR information & indicator labels)



SPINE LABEL





RC INFORMATION LABEL SET (RC information & indicator labels)



BARCODE LABEL & SHELF LIST LABEL

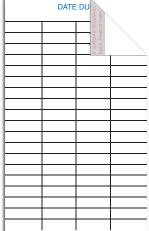


LABEL PROTECTOR

(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





THEFT PROTECTORS

Checkpoint

Checkpoint with date due





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

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

MARC RECORDS

