Cataloging Order Form

SHIP TO:

School or Library Name: _____

Address (No PO Boxes): _____ Telephone: (_____) _____

City: _____ Purchase Order #: _____

State: _____ Zip: _____ Fax: (_____) _____

Attn: _____

PRODUCT KITS

(CHECK ONE)

☐ **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)

☐ **MARC RECORD ONLY**

MARC RECORDS

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 use will receive an email notification when their MARC file is available for downloading

BARCODES

A. LIBRARY NAME FOR BARCODE LABELS (30 character maximum including spaces)

|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|

B. BARCODE SYMBOLOGY

☐ Follett 2 of 5 (T) ☐ Code 3 of 9 (Code 39) ☐ Code 3 of 9–Mod 10 (13 plus check digit)

☐ Interleave 2 of 5 ☐ Codabar (13 plus check digit) ☐ Code 3 of 9–Mod 43 (13 plus check digit)

☐ Codabar without check digit

C. STARTING BARCODE NUMBER FOR THIS ORDER (Do not include check digit)

|__|__|__|__|__|__|__|__|__|__|__|__|__|

PLEASE ADD $5.00 SHIPPING CHARGE FOR MARC RECORD ORDER.