

## Free processing package

☐ free

All items, one each, either attached or unattached: 1 bar code label, 1 call number label and MARC records downloaded from BTSB Bookstore. **(Complete required specifications on pages B, C, & F)**

## Build your own processing package

### Bar codes *(specify locations on page B)*

1 bar code **(only one free per book)**

2nd bar code

### MARC records *(specify on page C)*

### Call number labels *(specify location on page C)* **(only one free per book)**

### Laminated jacket *(see page C if you are requesting both laminated jackets and call # labels)*

(Books that have jackets that cannot be laminated for special coating reasons will have a mylar cover applied)

### CoLibri covers

### Kapco covers (paperback only)

### Spine stamping

### Reading program *(specify on page C)*

Print reading program below classification on call # label

Spine stamp reading program below classification

Small reading program information label

Large reading program information label

### Lexile labels *(specify locations on page D)*

Small Lexile label

Large Lexile label

### Fountas and Pinnell/Guided Reading Level label

*(specify locations on page D)*

### RFID Contact Customer Support for pricing at **800-637-6586**.

### Property identification *(specify on page E)*

Property stamping \_\_\_\_\_ # of stamps per book

Property label \_\_\_\_\_ # of labels per book

### Genre or colored dot labels

### Security system *(specify system on page E)*

### Pockets

Blank pocket with date due grid

Custom pocket with date due grid *(customize on page E)*

### Circulation card

### Date due slip *(specify location on page E)*

### Catalog cards *(specify on page E)*

Full set of catalog cards

Shelflist card or Main entry card

#### Attached

☐ free (1 label protector, outside only)

☐ .20 (1 label protector, outside only)

☐ free (download only)

☐ free (1 label protector)

☐ .65

☐ 1.19

☐ 3.25

☐ .45

☐ .10 (only available with call # labels)

☐ .20 (only available with spine stamping)

☐ .20

☐ .20

☐ .20

☐ .20

☐ .20

☐ .10 each

☐ .20 each

☐ .20

☐ .50

☐ .19

☐ .49

☐ .20

#### Unattached

☐ free (1 label protector)

☐ .10 (1 label protector)

☐ 20.00 (CD-ROM)

☐ free (1 label protector)

☐ .55

☐ .10

☐ .10

☐ .10

☐ .10

☐ .10

☐ .10 each

☐ .10

☐ .09

☐ .39

☐ .10

☐ .10

☐ .45

☐ .15

# Processing Specifications

## Bar codes

- ☐ Unattached  
☐ Does not apply

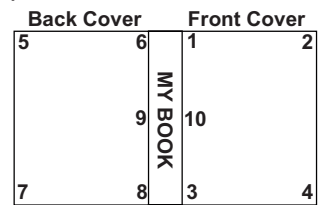
**First bar code** (Select position and direction. Refer to illustration for bar code positions)

\_\_\_\_\_ **Position**

(1 through 10)

**Direction**

- ☐ Horizontal  
☐ Vertical, reading same direction as spine  
☐ Vertical, reading opposite direction from spine



**If the bar code obscures any title or blurb on the outside cover of the book**

- ☐ Send unattached    ☐ Adjust to avoid title or blurb    ☐ Do not adjust

**If unable to adjust to avoid title on the front or blurb on the back of the book**

- ☐ Send label unattached  
☐ Place label in original position

(If nothing indicated, label will be placed as close to desired position as possible without obscuring title on the front or blurb on the back of the book.)

**Second bar code** (Please select a location, direction, and a position)

- ☐ Unattached

**Location**

- ☐ **Inside front cover •**  
☐ Front flyleaf  
☐ Title page  
☐ Back flyleaf  
☐ **Inside back cover •**  
☐ On the pocket

**Direction**

- ☐ Horizontal  
☐ Vertical, reading same direction as spine  
☐ Vertical, reading opposite direction from spine

**Position**

- ☐ Upper left  
☐ Centered at top  
☐ Upper right  
☐ Center  
☐ Center left  
☐ Center right  
☐ Lower left  
☐ Lower right  
☐ Centered at bottom

• **Not available with laminated processing**

**If the bar code obscures any title on the inside of the book**

- ☐ Send unattached    ☐ Adjust to avoid title    ☐ Do not adjust

If unable to adjust to avoid title on the inside of the book

- ☐ Send label unattached  
☐ Place label in original position

(If nothing indicated, label will be placed as close to desired position as possible without obscuring title or blurb.)

Attach a sample bar code here

**Exclusive BTSB bar code range for all orders**

\_\_\_\_\_ to \_\_\_\_\_ (Unless specified with each order)

**Length of bar code number** \_\_\_\_\_ positions. Including check digit if applicable.

**Check digit**

- ☐ None    ☐ Mod 10    ☐ Mod 43

**School code** (Necessary if using a 14 digit number): \_\_\_\_\_

**Bar code symbology**

- ☐ Code 39    ☐ Codabar    ☐ Follett Interleaved 2 of 5    ☐ Interleaved 2 of 5

**Library name as it should appear on the bar code label** (30 positions maximum, case sensitive)



Bound to Stay Bound Books

**MARC records**

☐ Does not apply      **Automated system (Company & Product)** \_\_\_\_\_

**Type of MARC record**

☐ MARC21 (852 holdings)      ☐ MARC21 (949 holdings)

☐ RDA-based MARC21 (852 holdings)      ☐ RDA-based MARC21 (949 holdings)

**Include reading program information in MARC record (526 field)**

☐ Accelerated Reader®      ☐ No reading program information

**Include Lexile level in MARC record (521 field)**      **Include 13 digit ISBN in MARC record (020 field)**

☐ Yes      ☐ No      ☐ Yes      ☐ No

**Location code** (Optional)      Primary \_\_\_\_\_

Secondary \_\_\_\_\_

**Media type**

☐ Download from BTSB Bookstore      ☐ CD-ROM IBM/Mac hybrid

**Call number labels**

Attached call number label position (from bottom of book to bottom of label)

☐ Unattached      ☐ ¼"    ☐ ½"    ☐ ¾"    ☐ 1"    ☐ 1¼"    ☐ 1½"    ☐ 1¾"    ☐ 2"

☐ Does not apply      **Call number label direction**

☐ Horizontal (vertical if call # length exceeds thickness of spine)    ☐ Horizontal (never vertical)

**Laminated jacket orders**

(This information is only needed if both laminated jackets and call number labels requested)

☐ Does not apply      ☐ Attach call number label to jacket

☐ If no jacket available, attach call number label to book    ☐ If no jacket available, spine stamp book

**Reading program**

☐ Small      ☐ Accelerated Reader®

☐ Unattached      ☐ Large      ☐ Include Lexile level (LX 590) on AR Information label

☐ Does not apply      ☐ Include Fountas and Pinnell on AR Information label

**Small Information Label**

AR
RL 3.6
PT 1.0
LX 520

**Locations available:**

- ☐ Outside front cover
- ☐ **Inside front cover** •
- ☐ Inside front flyleaf
- ☐ Outside back cover
- ☐ **Inside back cover** •
- ☐ Inside back flyleaf
- ☐ Spine of book

**Placement available:**

- ☐ Upper Left
- ☐ Upper Right
- ☐ Centered at top
- ☐ Lower Left
- ☐ Lower Right
- ☐ Centered at bottom
- ☐ Above Classification
- ☐ Below Classification

**Direction:**

- ☐ Horizontal
- ☐ Vertical, reading same direction as spine
- ☐ Vertical, reading opposite direction from spine

**• Not available with laminated processing****Large Information Label**

Art Of Miss Chew			
Polacco, P			
Reading Level:	3.6	Point Value:	0.5
Interest Level:	LG	AR Quiz:	150083

If **Information label** obscures any title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
- ☐ Adjust to avoid title or blurb

If unable to adjust to avoid title on the front or blurb on the back cover of the book:

- ☐ Send label unattached
- ☐ Place label in original position

- ☐ Do not adjust label

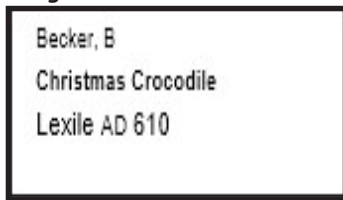
(If nothing indicated, label(s) will be placed as close to desired position as possible without obscuring title on the front or blurb on the back cover of the book.)

# Processing Specifications

## Lexile Labels ☐ Small ☐ Large

- ☐ Unattached ☐ Include Fountas and Pinnell level  
☐ Does not apply

### Large Lexile Label



### Small Lexile Label



#### Locations available:

- ☐ Outside front cover  
☐ **Inside front cover** •  
☐ Inside front flyleaf  
☐ Outside back cover  
☐ **Inside back cover** •  
☐ Inside back flyleaf  
☐ Spine of book

#### Placement available:

- ☐ Upper Left  
☐ Upper Right  
☐ Centered at top  
☐ Lower Left  
☐ Lower Right  
☐ Centered at bottom  
☐ Above Classification  
☐ Below Classification

#### Direction:

- ☐ Horizontal  
☐ Vertical, reading same direction as spine  
☐ Vertical, reading opposite direction from spine

#### • Not available with laminated processing

If **Information label** obscures any title on the front or blurb on the back cover of the book:

- ☐ Send label unattached  
☐ Adjust to avoid title or blurb

If unable to adjust to avoid title on the front or blurb on the back cover of the book:

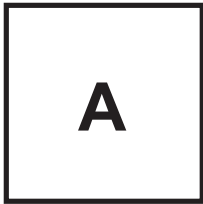
- ☐ Send label unattached  
☐ Place label in original position

- ☐ Do not adjust label

(If nothing indicated, label(s) will be placed as close to desired position as possible without obscuring title on the front or blurb on the back cover of the book.)

## Fountas and Pinnell/Guided Reading Level Label

- ☐ Unattached  
☐ Does not apply



#### Locations available:

- ☐ Outside front cover  
☐ **Inside front cover** •  
☐ Inside front flyleaf  
☐ Outside back cover  
☐ **Inside back cover** •  
☐ Inside back flyleaf  
☐ Spine of book

#### Placement available:

- ☐ Upper Left  
☐ Upper Right  
☐ Centered at top  
☐ Lower Left  
☐ Lower Right  
☐ Centered at bottom  
☐ Above Classification  
☐ Below Classification

#### Direction:

- ☐ Horizontal  
☐ Vertical, reading same direction as spine  
☐ Vertical, reading opposite direction from spine

#### • Not available with laminated processing

If **Information label** obscures any title on the front or blurb on the back cover of the book:

- ☐ Send label unattached  
☐ Adjust to avoid title or blurb

If unable to adjust to avoid title on the front or blurb on the back cover of the book:

- ☐ Send label unattached  
☐ Place label in original position

- ☐ Do not adjust label

(If nothing indicated, label(s) will be placed as close to desired position as possible without obscuring title on the front or blurb on the back cover of the book.)

## Property identification

- ☐ Unattached ☐ Property Label ☐ Property Stamp (stamp provided by customer)  
☐ Does not apply

### Locations available:

- ☐ **Inside front cover •**  
☐ Front fly leaf  
☐ Title page  
☐ Back fly leaf  
☐ **Inside back cover •**  
☐ On pocket

### Placement available:

- ☐ Upper left  
☐ Centered at top  
☐ Upper right  
☐ Center  
☐ Lower left  
☐ Lower right  
☐ Centered at bottom

### If label obscures title/blurb:

- ☐ Send unattached  
☐ Adjust to avoid title or blurb  
 If unable to avoid title/blurb:  
☐ Send label unattached  
☐ Place label in original position  
☐ Do not adjust

### If stamp obscures title/blurb:

- ☐ Adjust to avoid title or blurb  
☐ Do not stamp

**Attach a sample  
property label here**

• **Not available with laminated processing**

## Genre or colored dot labels

Contact Customer Support to set up your Genre Profile at **800-637-6586**.

## RFID

Contact Customer Support to set up your RFID Profile at **800-637-6586**.

## Security system

- ☐ Unattached ☐ 3M Tattletape attached  
☐ Does not apply ☐ CHECKPOINT attached

## Pockets (Circulation card sold separately)

- ☐ Unattached  
☐ Does not apply

### Attachment locations available for custom or blank pocket:

- ☐ Inside front cover (**Not available with laminated processing**)  
☐ Inside back cover (**Not available with laminated processing**)  
☐ Front flyleaf  
☐ Back flyleaf

Custom pocket inscription – always centered

-----  
 -----  
 -----  
 This information will be printed exactly as you indicate on this form so use upper and lower case where needed.

## Circulation card (sold separately from pocket)

- ☐ Include with pocket ☐ Does not apply

## Date due slip

- ☐ Unattached  
☐ Does not apply

### Locations available:

- ☐ **Inside front cover •**  
☐ **Inside back cover •**  
☐ Front flyleaf  
☐ Back flyleaf

### Positions available:

- ☐ Centered on page (standard)  
☐ Upper right  
☐ Lower right  
☐ Centered on bottom of page

• **Not available with laminated processing**

## Catalog cards

- ☐ Does not apply

### Sequence:

- ☐ Catalog cards in sets, arranged in alphabetical order  
☐ Catalog cards with author, title, and subject in one alphabet  
☐ Catalog cards with author and title in one alphabet, subject cards in separate alphabet  
☐ Shelflist card only, sorted by Dewey number  
☐ Shelflist cards only, sorted by author  
☐ Main entry card only, sorted by author  
☐ Main entry and shelflist cards only in separate alphabets

### Additional options available:

#### Tracings:

- ☐ Tracings on the shelflist cards  
☐ No tracings on shelflist cards

#### Summary-annotation:

- ☐ Library of Congress summaries  
☐ No summaries

#### Card headings:

- ☐ Headings on card sets  
☐ No headings on card sets



# Cataloging Options

Fill in each category. Cataloging options will be kept on file for all future orders.

## Call number prefix

- |                            |  |   |   |   |
|----------------------------|--|---|---|---|
| <b>Spanish</b>             | <input type="checkbox"/> <b>No designation</b> | <input type="checkbox"/> S over call #        | <input type="checkbox"/> SP over call #       | <input type="checkbox"/> SPA over call #      |
| <b>Reference</b>           | <input type="checkbox"/> <b>No designation</b> | <input type="checkbox"/> R over call #        | <input type="checkbox"/> REF over call #      |   |
| <b>Juvenile fiction</b>    | <input type="checkbox"/> <b>No designation</b> | <input type="checkbox"/> J over call #        | <input type="checkbox"/> JUV over call #      | <input type="checkbox"/> JF over call #       |
|                            | <input type="checkbox"/> Juv over call #       | <input type="checkbox"/> JUVENILE over call # | <input type="checkbox"/> J in front of call # | <input type="checkbox"/> j in front of call # |
| <b>Juvenile nonfiction</b> | <input type="checkbox"/> <b>No designation</b> | <input type="checkbox"/> J over call #        | <input type="checkbox"/> JUV over call #      |   |
|                            | <input type="checkbox"/> JNF over call #       | <input type="checkbox"/> J in front of call # | <input type="checkbox"/> j in front of call # |   |
| <b>Paperback Books</b>     | <input type="checkbox"/> PB                    | <input type="checkbox"/> PBK                  | <input type="checkbox"/> Other _____          |   |

## Author letters (Specify length for each classification)

- ☐ **First capital, rest lower case**      ☐ All capital letters

## Include spaces or apostrophes in author letters

- ☐ **Yes (O'Connor = O'C)**      ☐ No (O'Connor = OCO)

## Title main entry

- ☐ **Main entry letters using title, according to AACR Second Edition 2005 update**  
☐ Main entry letters using editor or compiler

## Subject headings

- ☐ **Sears subject headings**      ☐ Library of Congress children's subject headings

## Call numbers

- Fiction**      ☐ **F**      ☐ Fic      ☐ FIC      ☐ No classification  
\_\_\_\_\_ # of author letters (3 letters standard, 8 maximum)
- Easy fiction**      ☐ **E**      ☐ EASY      ☐ P      ☐ PIC      ☐ E over Fiction  
☐ EF      ☐ Easy      ☐ Pic      ☐ Same as Fiction      ☐ No classification  
\_\_\_\_\_ # of author letters (3 letters standard, 8 maximum)

## Graphic novels standard options

- |                         |   |                                    |   |                            |  |   |
|-------------------------|---|------------------------------------|---|----------------------------|--|---|
| <b>Fiction Samples:</b> | <input type="checkbox"/> GN<br>741.5<br>BRO | <input type="checkbox"/> GN<br>BRO | <input type="checkbox"/> GN<br>FIC<br>BRO | <b>Nonfiction Samples:</b> | <input type="checkbox"/> GN<br>92<br>BRO | <input type="checkbox"/> GN<br>796.2<br>BRO |
|-------------------------|---|------------------------------------|---|----------------------------|--|---|

**Other:**      Fiction \_\_\_\_\_      Nonfiction \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Story collection

- ☐ **SC**      ☐ 808.83      ☐ 808.8      ☐ Same as Fiction      ☐ No classification  
\_\_\_\_\_ # of author letters (3 letters standard, 8 maximum)

- Nonfiction**      ☐ **Dewey Decimal Classification**      ☐ No classification  
\_\_\_\_\_ # of author letters (3 letters standard, 8 maximum)

## Easy nonfiction

- ☐ **E**      ☐ P      ☐ Dewey number      ☐ ENF over Dewey  
☐ Easy      ☐ PIC      ☐ E over Dewey      ☐ ENF  
☐ EASY      ☐ Pic      ☐ No classification  
\_\_\_\_\_ # of author letters (3 letters standard, 8 maximum)

## Individual biography

- ☐ **92**      ☐ B      ☐ B over 92  
☐ 920      ☐ BIO      ☐ B over 920  
☐ 921      ☐ Bio      ☐ B92  
☐ Dewey of biographee      ☐ No classification  
\_\_\_\_\_ # of letters of biographee's last name (3 letters standard, 8 maximum)

## Collective biography

- ☐ **920**      ☐ B      ☐ C920      ☐ BC  
☐ 921      ☐ BIO      ☐ C over 92      ☐ CB  
☐ 92      ☐ Bio      ☐ C over 920      ☐ No classification  
☐ Dewey of biographee  
\_\_\_\_\_ # of author letters (3 letters standard, 8 maximum)

**Bold Type** indicates our standard options.



**Bill to:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Ship to:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Phone #** \_\_\_\_\_  
**email** \_\_\_\_\_

**Title** \_\_\_\_\_  
**Fax #** \_\_\_\_\_

### Ordering Method

- ☐ P. O. # \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Do not exceed \$ \_\_\_\_\_  
☐ Reserve titles, await confirmation  
☐ Firm order, no purchase order required

### Processing Services

- ☐ No processing services or MARC records  
☐ MARC records only  
☐ Free processing package or ☐ Use processing on file  
     ☐ Use bar code range on file  
     ☐ Starting bar code number \_\_\_\_\_  
     ☐ Check if bar code number requested is lower than previous number because you are filling in gaps.  
     ☐ Contact me. My automated system has been upgraded or changed since my last order.  
☐ New build your own processing attached (Complete pages A-F as appropriate)

### Payment Method

- ☐ Send invoice      ☐ Check enclosed      ☐ Credit card

For security purposes: Do not disclose card information. We will contact you by telephone to acquire this information.

### Shipping

Free shipping (Allow extra time for new Spring and Fall titles.)

- ☐ Standard (Ship immediately, continue to ship as available. Backorders are canceled 60 days from the date the order is received.)  
 or  
☐ Special handling Number of shipments \_\_\_\_ Date order must be completed \_\_\_\_/\_\_\_\_/\_\_\_\_  
 No shipments between these dates \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (summer, holidays, etc.)  
☐ Send a Replacement Catalog



Bound to Stay Bound Books  
 1880 West Morton Ave.  
 Jacksonville, IL 62650-2619

Phone 800-637-6586  
 Fax 800-747-2872  
 email btsb@btsb.com  
 www.btsb.com  
 Spring 2024

(Prices subject to change without notice.)

## Order Blank

[illegible]

**OR**

**Order Online at our BTsB Bookstore!**

[www.btsb.com](http://www.btsb.com)



## Bound to Stay Bound Books