

Free processing package

All items, one each, either attached or unattached: 1 bar code label, 1 call number label ☐ free and MARC records downloaded from BTSB Bookstore

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

*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)

*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

Main entry card

Pack books in Dewey sequence (available only on shipments of 100 or more books)

*Not available with videos

Attached

☐ free (1 label protector, outside only)

☐ .20 (1 label protector, outside only)

☐ free (download only)

☐ free (1 label protector)

☐ .65

☐ 1.19

☐ .35

☐ .10 (only available with call # labels)

☐ .10 (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

☐ .15

☐ free

Processing Options

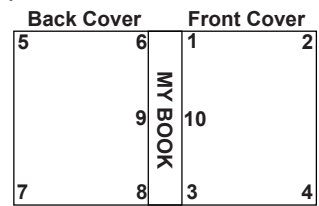
Bar codes

- ☐ 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 page, position, and a direction)

- ☐ 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.)

Please 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)



Processing Specifications

*Lexile Labels ☐ Small ☐ Large

☐ Unattached

☐ Does not apply

Large Lexile Label

Adams, D I Want To Help! Lexile 600 AD
--

Small Lexile Label

LX 600 AD

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

A

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.)

*Not available with videos



*Property identification

- ☐ Property Label ☐ Property Stamp (stamp provided by customer)
- ☐ Unattached
☐ 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

Please attach a sample here.

• Not available with laminated processing

*Genre or colored dot labels

Call customer support for additional information at 800-637-6586.

*Security system

- ☐ Unattached ☐ 3M Tattletape attached
☐ Does not apply ☐ CHECKPOINT attached, please provide frequency _____

*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

*Not available with videos

Cataloging Options

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

Special designators

- | | | | | |
|----------------------------|--|---|---|---|
| Video | <input type="checkbox"/> No designation | <input type="checkbox"/> VID over call # | <input type="checkbox"/> VIDEO over call # | |
| Spanish | <input type="checkbox"/> No designation | <input type="checkbox"/> S over call # | <input type="checkbox"/> SP over call # | <input type="checkbox"/> SPA over call # |
| Reference | <input type="checkbox"/> No designation | <input type="checkbox"/> R over call # | <input type="checkbox"/> REF over call # | |
| Juvenile fiction | <input type="checkbox"/> No designation | <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 # |
| Juvenile nonfiction | <input type="checkbox"/> No designation | <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 # | |

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)

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.
☐ Order Accelerated Reader® Quizzes for all Accelerated Reader® titles or for titles indicated.
 AR Quiz Media: ☐ Download ☐ CD-ROM Accelerated Reader Desktop Serial # _____
(Renaissance Learning™ requires any order of 19 quizzes or fewer be delivered via download only. A \$10.00 shipping charge per shipment is applied to all quizzes ordered on CD-ROM.)
(Quizzes created after July 1, 2012 available for Enterprise users only.)
☐ 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

(Prices subject to change)



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 www.btsb.com
 Fall 2014



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