

## 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

### 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

#### Unattached

free (1 label protector, outside only)

.20 (1 label protector, outside only)

free (download only)

free (1 label protector)

.65

1.19

.45

.10 (only available with call # labels)

.20 (only available with spine stamping)

.20

.20

.20

.20

.20

free (1 label protector)

.10 (1 label protector)

20.00 (CD-ROM)

free (1 label protector)

.55

.10

.10

.10

.10

.10

.10 each

.20 each

.20

.50

.19

.49

.10 each

.10

.09

.39

.10

.10

.45

.15

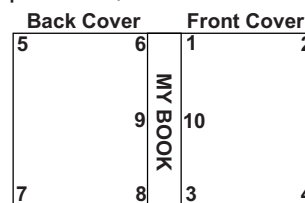
## Bar codes

- 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

• **Not available with laminated processing**

### 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

**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)



## 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®  Reading Counts®  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

- Unattached  Large

- Does not apply  **Accelerated Reader®**  **Reading Counts®**  
 Include Lexile level (LX 590) on AR or RC Information label  
 Include Fountas and Pinnell on AR or RC Information label

### Small Information Label

<b>AR</b> RL 3.6 PT 1.0 LX 520	<b>RC</b> RL 3.5 PT 3.0
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### 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

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

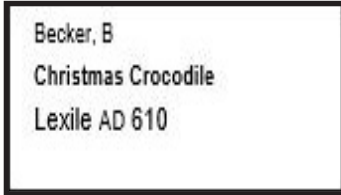
Do not adjust label  
 (If nothing indicated, label(s) will be placed as close to desired position as possible without obscuring title on the front or blurb on the back cover of the book.)



# 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

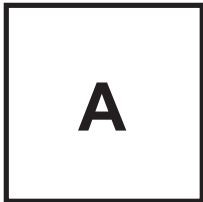
- Do not adjust label

(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.)

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## 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**    Property Label    Property Stamp (stamp provided by customer)  
 Unattached  
 Does not apply

<b>Locations available:</b>	<b>Placement available:</b>	<b>If label obscures title/blurb:</b>	<b>If stamp obscures title/blurb:</b>
<input type="checkbox"/> <b>Inside front cover •</b>	<input type="checkbox"/> Upper left	<input type="checkbox"/> Send unattached	<input type="checkbox"/> Adjust to avoid title or blurb
<input type="checkbox"/> Front fly leaf	<input type="checkbox"/> Centered at top	<input type="checkbox"/> Adjust to avoid title or blurb	<input type="checkbox"/> Do not stamp
<input type="checkbox"/> Title page	<input type="checkbox"/> Upper right	If unable to avoid title/blurb:	
<input type="checkbox"/> Back fly leaf	<input type="checkbox"/> Center	<input type="checkbox"/> Send label unattached	
<input type="checkbox"/> <b>Inside back cover •</b>	<input type="checkbox"/> Lower left	<input type="checkbox"/> Place label in original	
<input type="checkbox"/> On pocket	<input type="checkbox"/> Lower right	position	
	<input type="checkbox"/> Centered at bottom	<input type="checkbox"/> Do not adjust	

**Property ID Inscription**

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• **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, 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

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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

- Spanish**  No designation  S over call #  SP over call #  SPA over call #  
**Reference**  No designation  R over call #  REF over call #  
**Juvenile fiction**  No designation  J over call #  JUV over call #  JF over call #  
 Juv over call #  JUVENILE over call #  J in front of call #  j in front of call #  
**Juvenile nonfiction**  No designation  J over call #  JUV over call #  
 JNF over call #  J in front of call #  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)

## Graphic novels

**Fiction Graphic Novels** - 741.5 is standard classification. If custom call # required, indicate.

- G  GN  GRA  GRAPHIC  other \_\_\_\_\_ over 741.5 over author (3 lines)  
 G  GN  GRA  GRAPHIC  other \_\_\_\_\_ over author letters only, no 741.5 (2 lines)  
 G  GN  GRA  GRAPHIC  other \_\_\_\_\_ over fiction designation over author (3 lines)

**Nonfiction Graphic Novels** - abridged dewey or biography classification is standard.

If custom call # required, indicate.

- G  GN  GRA  GRAPHIC  other \_\_\_\_\_ over dewey or biography classification  
over author letters (3 lines)

## 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)

