

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

.10 each

.20 each

.20

.50

.19

.49

.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

.10

.09

.39

.10

.10

.45

.15

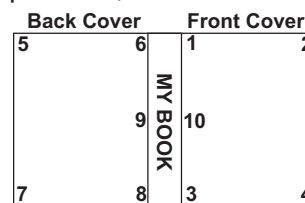
Bar codes

- 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.)



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 1/4" 1/2" 3/4" 1" 1 1/4" 1 1/2" 1 3/4" 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

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

Small Information Label

AR	RC
RL 3.6	RL 3.5
PT 1.0	PT 3.0
LX 520	

• **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

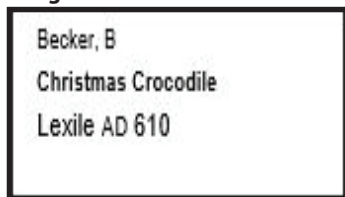
Place label in original position

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.)

- 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:

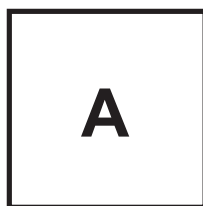
- Send label unattached
- Place label in original position

- 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 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

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

- 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 #
Paperback Books PB PBK 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

- Fiction Samples:** GN GN GN **Nonfiction Samples:** GN GN
741.5 BRO FIC 92 796.2
BRO BRO BRO 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.

