

## 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

#### Unattached

free (1 label protector, outside only)

.20 (1 label protector, outside only)

free (download only)

free (1 label protector)

.65

1.19

2.50

.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

.20

.10 each

.10

.09

.39

.10

.10

.45

.15

# Processing Specifications

## Bar codes

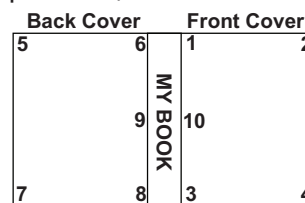
- Unattached
- Does not apply

**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

• **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.)

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)

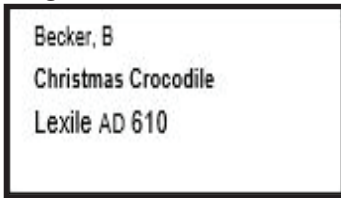




# Processing Specifications

- Lexile Labels**  Small  Large  
 Unattached  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:

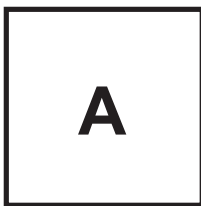
- Send label unattached
- Place label in original position

- 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

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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 #  
**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

**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



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(Prices subject to change without notice.)



