The processing options on this page are free when requested at the time you place your order and provide the required information directly below. If your requirements are not listed, we do offer custom processing services at competitive rates. Please include a detailed description of your needs. **Sorry, but books are not returnable if processed according to your instructions.**

REQUIRED CUSTOMER INFORMATION

Contact Name:

E-mail Address:

Library Name:
Exactly as it should appear, including capitalization. 30 characters maximum, including spaces.

CATALOGING	DEFAULT	OTHER (SPECIFY):
Subject Headings	❏ Sears	❏
Call Numbers	❏ 3	❏
Capitalize	❏ 1st Letter Only	❏
Fiction K–3 (Easy)	❏ E	❏
Fiction 4–12	❏ F	❏
Nonfiction K–12	❏ Abridged Dewey	❏
Individual Bios	❏ 92	❏
Collective Bios	❏ 920	❏
Story Collections	❏ 808.83	❏
Reference	❏ R	❏

CATALOG CARDS, BOOK POCKETS, & SPINE LABELS

❏ **Catalog Card Kits:** Includes main entry, 2 shelf lists, subject cards, added entries, date due card, label set, and a peel-and-stick book pocket.

❏ **Book Pocket Kits:** Includes date due card, book pocket label, and a peel-and-stick book pocket.
  ❏ Inside Front Cover
  ❏ Inside Back Cover
  ❏ Front Flyleaf
  ❏ Back Flyleaf
  ❏ Unattached
  ❏ Other:

❏ **Spine Labels:**
  ❏ Attached, 2" from bottom
  ❏ Unattached
  ❏ Other:

❏ **Accelerated Reader™ Spine Labels:** Includes ATOS reading level and points.
  ❏ Attached, above Spine Label
  ❏ Unattached
  ❏ Other:

MARC RECORDS & BARCODE LABELS

Software:

Software Version:

Symbology:
❏ Code 3 of 9 / No check digit
❏ Code 3 of 9 / MOD 10 check digit
❏ Code 3 of 9 / MOD 43 check digit
❏ Codabar / No check digit
❏ Codabar / MOD 10 check digit
❏ Interleaved 2 of 5 / Follett Classic
❏ Interleaved 2 of 5 / No check digit

Computer: ❏ Macintosh   ❏ IBM / Compatible

Media: ❏ Download   ❏ CD-ROM

Data Format:
❏ 1987 MicroLIF
❏ USMARC (852 Holdings)

  Location Code (field 852a):

  Sublocation Code (field 852b):

❏ USMARC (949 holdings): Please provide specs for 949 field on a separate sheet.
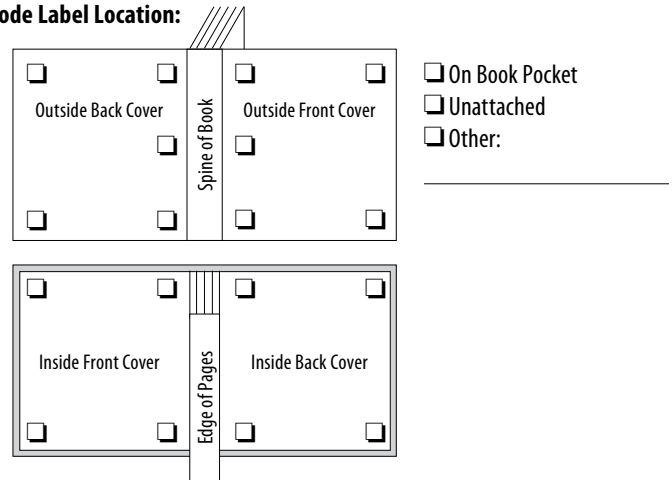
Starting Barcode #:
Please include your school code, placeholders, and check digit (if required by your software).

Ending Barcode #:
Necessary only if you want to reserve an extended barcode block for future orders.

Barcode Label Location:

❏ On Book Pocket
❏ Unattached
❏ Other:

Barcode Label Orientation (at location specified above):