

Library Services Request Form

Perfection Learning®

C O R P O R A T I O N
Library Services Department

1000 North Second Avenue • P.O. Box 500 • Logan, Iowa 51546-0500

Phone (800) 831-4190 FAX (800) 543-2745

P.O. No. _____

Signature _____

BILL TO:

SHIP TO:

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____ Fax _____

Email _____

School or Library Name _____

Attn. _____ Title _____

Address _____

City _____

State _____ Zip _____

Phone _____ Fax _____

Email _____

PRODUCT OPTIONS

★ Indicates standard option

PROCESSING: ★ Unattached \$.99 per book Attached \$1.49 per book

PRODUCT KITS

- Automation Kit**
(Marc Data, Bar Code Label, Spine Label)
- Premium Automation Kit**
(Marc Data, Bar Code Label, Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card)
- Premium Automation Kit with Shelflist Card**
(Marc Data, Bar Code Label, Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card, Shelflist Card)
- Premium Non-Automation Kit**
(Card Set, which includes Shelflist, Main Entry, Subject, and Added-Entry Cards; Pocket Label; Circulation Card Label; Spine Label; Adhesive Pocket; Circulation Card)
Additional \$1.25 per title handling charge.
- Circulation Kit**
(Spine Label, Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card)
- Reading Program Circulation Kit**
(Spine Label, Reading Program Label, Reading Program Pocket Label, Circulation Card Label, Adhesive Pocket, Circulation Card)

STANDARD INDIVIDUAL PRODUCTS

- MARC Record
 - Union Catalog: _____
 - School Code: _____
- Smart Bar Code Label: quantity per book: 1 2 3
- Spine Label
- Reading Program Label
- Enhanced Reading Program Pocket Label (includes title and/or author)
- Reading Program Pocket Label
- Card Set (Includes Shelflist, Main Entry, Subject, and Added-Entry Cards)
Additional \$1.25 per title handling charge.
- Main Entry Card
- Shelflist Card
- Guided Reading Label
- Property Label

MISCELLANEOUS PRODUCTS

- Property Stamping \$.05 per stamp (must provide own stamp)
- Date Due Slips \$.10
- Theft Detection (select one):
 - Tattle Tape
 - Checkpoint (8.2 Frequency)
 - Checkpoint (9.5 Frequency)
Only available attached \$.59
- Mylar (for hardback books with dust jackets) \$1.49
Only available attached.
- Kapco (for paperback books) \$2.49
Only available attached.

MARC RECORDS

★ Indicates standard option

A. SOFTWARE (Please check or write in system.)

- Accent Expert (Provide an 852_b in the Global Tag section)
- Accent Express Athena Alexandria Caspr
- Dynix Follett Gateway Horizon
- InfoCentre Mandarin Sirsi Spectrum
- TLC
- Other _____

C. COMPUTER SYSTEM

- ★ IBM or compatible Macintosh

D. DATA FORMAT DESIRED

- ★ CD (standard) MARC File Download*
(Email required) _____

*Please note—end user will receive an email notification when their MARC file is available for downloading.

B. FORMAT

- '91 MicroLIF/MARC21 Protocol (File Name Microlif.001)
- '87 MicroLIF Protocol (File Name IBM.FIL)
- USMARC Communications (File Name MARC.001)

BAR CODES

A. LIBRARY NAME FOR BAR CODE LABELS

(Max: 30 characters printed on bar code label. Please print.)

B. BAR CODE SYMBOLOGY

- Follett 2 of 5 (T)
- Interleaved 2 of 5
- Codabar without check digit
- Code 3 of 9 (Code 39)
- Codabar (13 plus check digit)
- Code 3 of 9 Mod 10 (13 plus check digit)
- Code 3 of 9 Mod 43 (13 plus check digit)

C. STARTING BAR CODE NUMBER FOR THIS ORDER (don't include check digits)

CALL NUMBER CLASSIFICATION OPTIONS

★ Indicates standard option

Check here for standard options. (3 letters is the standard option for author/main entry letters.)

A. CALL NUMBER

- ★ Include call numbers Don't include call numbers

B. CAPITALIZATION

- ★ Capitalize first main entry letter only
- Capitalize all main entry letters
- Customized (indicate with each classification)

C. DEWEY CLASSIFICATION

- ★ Abridged Dewey
- Unabridged Dewey to the second prime (when available)
- Unabridged Dewey (when available)
- Unabridged Dewey with number of digits past the decimal: _____ (with 0-7 digits)

D. NONFICTION

Prefix:

- ★ None Other: _____

Classification

- ★ 92 B Bio Dewey classification
- 921 BIO Leave classification blank
- Other: _____

Author/main entry letters: _____ (0-12) Complete surname

Capitalization: ★ First letter All letters

E. INDIVIDUAL BIOGRAPHY

Prefix:

- ★ None Other: _____

Classification

- ★ 92 B Bio Dewey classification
- 921 BIO Leave classification blank
- Other: _____

Author/main entry letters: _____ (0-12) Complete surname

Capitalization: ★ First letter All letters

F. COLLECTIVE BIOGRAPHY

Prefix:

- ★ None Other: _____

Classification

- ★ 920 B Bio Dewey classification
- 92 BIO Leave classification blank
- Other: _____

Author/main entry letters: _____ (0-12) Complete surname

Capitalization: ★ First letter All letters

G. EASY FICTION

Prefix:

- ★ None J E

Other: _____

Classification

- ★ E EASY Easy Leave classification blank
- Other: _____

Author/main entry letters: _____ (0-12) Complete surname

Capitalization: ★ First letter All letters

H. STORY COLLECTION

Prefix:

- ★ None Follow fiction prefixes Other: _____

Classification

- ★ SC Treat the same as fiction
- 808.83 Leave classification blank
- Other: _____

Author/main entry letters: _____ (0-12) Complete surname

Capitalization: ★ First letter All letters

CALL NUMBER CLASSIFICATION OPTIONS (cont.)

★ Indicates standard option

I. SPANISH

Prefix:

★ None SP SPA Other: _____

Classification

★ Dewey classification by subject
 Dewey classification by language
 Other: _____

Author/main entry letters: _____ (0-12) Complete surname

Capitalization: ★ First letter All letters

J. FICTION

Prefix:

★ None J JUV Other: _____

Classification

★ F FIC Fic Leave classification blank
 Other: _____

Author/main entry letters: _____ (0-12) Complete surname

Capitalization: ★ First letter All letters

READING PROGRAM LABEL OPTIONS

Standard AR Label includes

- Reading Program Name
- Points
- Reading Level

Standard RC Label includes

- Reading Program Name
- Points
- Reading Level
- Lexile Level

Customized/Enhanced AR Label

Customized/Enhanced RC Label

(Select up to five options below and circle the line number where it should appear on the reading program label. Enhanced labels MUST include the title or the author.)

| DATA FIELD | Line # | | | | | |
|------------------------------|--------|---|---|---|---|----------------|
| Reading Program Name | 1 | 2 | 3 | 4 | 5 | Do not include |
| Interest Level | 1 | 2 | 3 | 4 | 5 | Do not include |
| Reading Level | 1 | 2 | 3 | 4 | 5 | Do not include |
| Quiz/Test Number | 1 | 2 | 3 | 4 | 5 | Do not include |
| Points | 1 | 2 | 3 | 4 | 5 | Do not include |
| Lexile Level | 1 | 2 | 3 | 4 | 5 | Do not include |
| Title (Enhanced label only) | 1 | 2 | 3 | 4 | 5 | Do not include |
| Author (Enhanced label only) | 1 | 2 | 3 | 4 | 5 | Do not include |

SHEFLIST CARD OPTIONS

★ Indicates standard option

- A. Price ★ Include on card Not included (Price needs to be included on title list, per line item)
- B. Barcode Number ★ Include on card Not included
- C. Acquisition Dates Include on card ★ Not included
- D. Tracings ★ Include on card Not included
- E. Interest and Reading Level ★ Include on card Not included
- F. Review Codes Include on card ★ Not included

SUBJECT HEADINGS

★ Indicates standard option

- ★ Sears Library of Congress Library of Congress Children's (when available with a default to Library of Congress)

GLOBAL TAG/LOCAL HOLDING CODE(S) (optional)

- Funding Tag _____ Subfield _____ Text _____
- School Code Tag _____ Subfield _____ Text _____
- Location Code Tag _____ Subfield _____ Text _____
- Other Tag _____ Subfield _____ Text _____

POCKET LABEL PRINTING OPTIONS

Call Number and Author/Title information are printed on the upper portion of the pocket label. If you also want to print your library name and up to three additional (30 character) lines of address or other information on the *lower* portion of the pocket label, please indicate your preference and provide the necessary information below.

Print Library Name and other information

Library Name | _____
 Line 1 | _____
 Line 2 | _____
 Line 3 | _____

- Print bar code on the pocket: Below the Call #/Title Above the Call #/Title
 Print the price on the pocket
 Print reading program information on the label

PROPERTY LABELS

Up to 4 lines of data can be provided on property labels. Each line can have 30 characters, including spaces.

Line 1 | _____
 Line 2 | _____
 Line 3 | _____
 Line 4 | _____

PRODUCT FONTS

★ Indicates standard option

All font selections will provide up to 7 characters per line. If the specific data has more than 7 characters, the additional characters will wrap to the next line.

Standard or customized reading program labels: ★ 12pt Arial 11pt Tahoma 12pt Gothic 14pt Gothic*

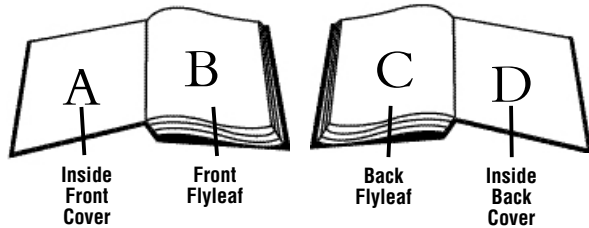
Guided reading program labels: ★ 12pt Arial 11pt Tahoma 12pt Gothic 14pt Gothic 16pt Gothic

*14pt Gothic font limits the printing to 4 lines per label. Information on the label will vary based on the cataloging options selected.

PROCESSING OPTIONS

★ Indicates standard option

I. Card Kit/Due Date Slip/Property Stamping Processing



Indicate attachment locations for each item below using this graphic.

Card Kit Location _____ (★A, B, C, D) Due Date Slip _____ (A, B, ★C, D)
 Property Stamping _____ (A, ★B, C, D) Property Label _____ (A, B, C, ★D)

II. Spine Label Processing (Please check one.)

A Reads opposite direction of spine
 940.54
 Wie

B Reads same direction as spine
 940.54
 Wie

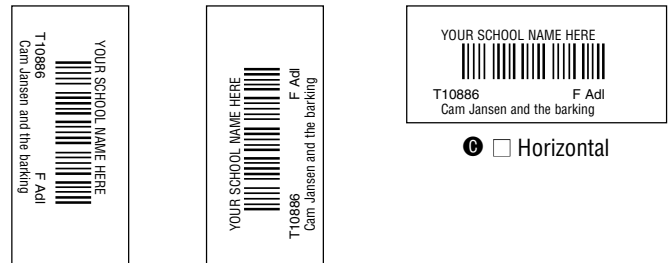
C ★Wrap-Around
 E
 Joh

Flush with bottom
 ½" from bottom
 ★1" from bottom
 1½" from bottom
 Other _____

III. Theft Detection Processing (Please check one.)

- A. Under pocket On front cover
 On back flyleaf On back cover
 On front flyleaf Other _____
- B. 9.5 Frequency
 8.2 Frequency

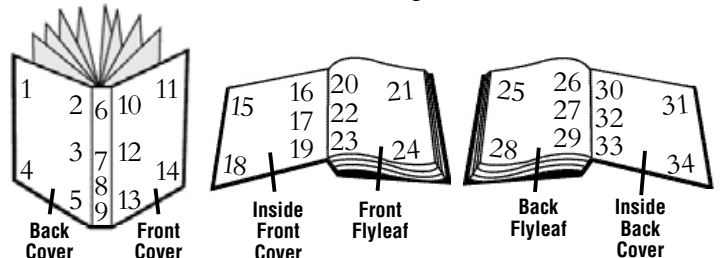
IV. Bar Code Directions Option (Please check one.)



A Vertical 1 (Reads top to bottom.) **B** ★Vertical 2 (Reads bottom to top.) **C** Horizontal

Label 1 _____
 Label 2 _____
 Label 3 _____

V. Barcode Placement/ATOS "Reading Level and Points" Label



Indicate attachment locations for each item below using this graphic.

Bar Code Label Location _____ (1-34) ★2
 Optional 2nd Label _____ (1-34)
 Optional 3rd Label _____ (1-34)
 Reading Program Label Location _____ (1-34) ★8



Call (800) 831-4190 with questions.

Prices subject to change without notice. ZD