

Library Services Request Form

FOR OFFICE USE
Cust _____
Ord _____
Group Opt. Cd _____
 DS SHELF-READY
 BLKS
SHP GND 2 1

LIBRARY NAME for barcode labels and/or book pocket labels (to 30 letters and spaces)

SCHOOL INFORMATION

School District _____

School Name _____

Librarian/Contact _____

P.O. Number _____

Daytime Phone _____

Email _____

May we email you important product information? Yes No

1) Barcodes and MARC records

What software system are you using? _____

Software version? _____

What symbology and check digit do you use?

- 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
- Don't know (Attach sample label or photocopy)

What type of computer? IBM or IBM Compatible Macintosh

What type of media? CD-ROM Web download (email address for notification _____)

What data format? 1987 MicroLIF USMARC (852 holdings) USMARC (949 holdings)(include specification for 949 field)

What is your location code? (field 852 subfield A) _____ **What is your sublocation code?** (field 852 subfield B) _____

Starting barcode number? _____

How many barcode labels per book? 0 1 2 3

Do you want transparent barcode protectors included for each barcode label? Yes

PERFECTION LEARNING®

PerfectionLearning.com | (800) 831-4190

2) Cataloging Classification Options for Catalog Cards and Barcodes/Diskettes

Place an X in front of the desired option in each column. If no option is marked, the standard option, listed first in each column, will be used.

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES				
Individual Biography <input type="checkbox"/> Follow nonfiction prefixes specified page 2 (std. option) <input type="checkbox"/> None	<input type="checkbox"/> B (standard option) <input type="checkbox"/> 92 <input type="checkbox"/> 921 <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ <input type="checkbox"/> Dewey by subject with number of main entry letters marked for biographee above	<input type="checkbox"/> 3 Biographee letters (std. option) <input type="checkbox"/> 2 Biographee letters <input type="checkbox"/> 1 Biographee letter <input type="checkbox"/> None <input type="checkbox"/> Biographee's last name	<table border="1"> <tr> <th>Standard Options</th> <th>2nd, 3rd, 5th Options</th> </tr> <tr> <td>B Joh</td> <td>921 Johnson</td> </tr> </table>	Standard Options	2nd, 3rd, 5th Options	B Joh	921 Johnson
Standard Options	2nd, 3rd, 5th Options						
B Joh	921 Johnson						
Easy Books (Fiction Grades K-3) <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above call number <input type="checkbox"/> j above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other: _____	<input type="checkbox"/> E (standard option) <input type="checkbox"/> F <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <th>Standard Options</th> <th>4th, 2nd, 1st Options</th> </tr> <tr> <td>E Seu</td> <td>Juv F Seu</td> </tr> </table>	Standard Options	4th, 2nd, 1st Options	E Seu	Juv F Seu
Standard Options	4th, 2nd, 1st Options						
E Seu	Juv F Seu						
Fiction Grades 4-8 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above call number <input type="checkbox"/> j above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other: _____	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <th>Standard Options</th> <th>5th, 1st, 2nd Options</th> </tr> <tr> <td>F Blu</td> <td>JUV F BI</td> </tr> </table>	Standard Options	5th, 1st, 2nd Options	F Blu	JUV F BI
Standard Options	5th, 1st, 2nd Options						
F Blu	JUV F BI						
Fiction Grades 9 and above <input type="checkbox"/> None (standard option) <input type="checkbox"/> Other: _____	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <th>Standard Options</th> <th>3rd, 2nd Options</th> </tr> <tr> <td>F Fre</td> <td>FIC Fr</td> </tr> </table>	Standard Options	3rd, 2nd Options	F Fre	FIC Fr
Standard Options	3rd, 2nd Options						
F Fre	FIC Fr						
Nonfiction Grades K-3 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey <input type="checkbox"/> J in front of Dewey <input type="checkbox"/> j above Dewey <input type="checkbox"/> j in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dwy <input type="checkbox"/> E above Dewey <input type="checkbox"/> E in front of Dewey <input type="checkbox"/> _____ above Dewey <input type="checkbox"/> _____ in front of Dewey	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <th>Standard Options</th> <th>2nd (above), 1st, 1st Options</th> </tr> <tr> <td>599 Bur</td> <td>J 599 Bur</td> </tr> </table>	Standard Options	2nd (above), 1st, 1st Options	599 Bur	J 599 Bur
Standard Options	2nd (above), 1st, 1st Options						
599 Bur	J 599 Bur						
Nonfiction Grades 4-8 <input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey <input type="checkbox"/> J in front of Dewey <input type="checkbox"/> j above Dewey <input type="checkbox"/> j in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dewey <input type="checkbox"/> JUV above Dewey <input type="checkbox"/> JUV in front of Dwy <input type="checkbox"/> _____ above Dewey <input type="checkbox"/> _____ in front of Dewey	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <th>Standard Options</th> <th>3rd(front), 1st, 2nd Options</th> </tr> <tr> <td>598 Car</td> <td>j598 Ca</td> </tr> </table>	Standard Options	3rd(front), 1st, 2nd Options	598 Car	j598 Ca
Standard Options	3rd(front), 1st, 2nd Options						
598 Car	j598 Ca						
Nonfiction Grades 9 and above <input type="checkbox"/> None (standard option) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <th>Standard Options</th> <th>1st, 3rd Options</th> </tr> <tr> <td>796.332 Ros</td> <td>796.332 R</td> </tr> </table>	Standard Options	1st, 3rd Options	796.332 Ros	796.332 R
Standard Options	1st, 3rd Options						
796.332 Ros	796.332 R						
Graphic Fiction <input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GF <input type="checkbox"/> Other: _____	<input type="checkbox"/> 741.5 (standard option) <input type="checkbox"/> Use fiction classifications specified above	<input type="checkbox"/> Use fiction workmark options (std. option) <input type="checkbox"/> 3 Main entry letters <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <th>Standard Options</th> <th>3rd, 2nd, 2nd Options</th> </tr> <tr> <td>741.5 Bat</td> <td>GF F Bat</td> </tr> </table>	Standard Options	3rd, 2nd, 2nd Options	741.5 Bat	GF F Bat
Standard Options	3rd, 2nd, 2nd Options						
741.5 Bat	GF F Bat						
Graphic Nonfiction <input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GN <input type="checkbox"/> Other: _____	<input type="checkbox"/> Use nonfiction classifications specified above (standard option) <input type="checkbox"/> 741.5	<input type="checkbox"/> Use nonfiction workmark options (std. option) <input type="checkbox"/> 3 Main entry letters <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <th>Standard Options</th> <th>2nd, 1st, 3rd options</th> </tr> <tr> <td>973.3 Lee</td> <td>Graphic 973.3 Le</td> </tr> </table>	Standard Options	2nd, 1st, 3rd options	973.3 Lee	Graphic 973.3 Le
Standard Options	2nd, 1st, 3rd options						
973.3 Lee	Graphic 973.3 Le						

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES				
Collective Biography <input type="checkbox"/> Follow nonfiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> 920 (standard option) <input type="checkbox"/> BC <input type="checkbox"/> 92 <input type="checkbox"/> None <input type="checkbox"/> Other: _____ <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <td>Standard Options</td> <td>2nd, 1st, 3rd Options</td> </tr> <tr> <td>920 Jos</td> <td>920 J</td> </tr> </table>	Standard Options	2nd, 1st, 3rd Options	920 Jos	920 J
Standard Options	2nd, 1st, 3rd Options						
920 Jos	920 J						
Story Collections <input type="checkbox"/> Follow fiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> 808.8 <input type="checkbox"/> SC <input type="checkbox"/> None <input type="checkbox"/> Other: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <td>Standard Options</td> <td>2nd, 4th, 2nd Options</td> </tr> <tr> <td>F Kna</td> <td>808.8 Kn</td> </tr> </table>	Standard Options	2nd, 4th, 2nd Options	F Kna	808.8 Kn
Standard Options	2nd, 4th, 2nd Options						
F Kna	808.8 Kn						
Foreign Language <input type="checkbox"/> None (standard option) (Spanish prefixes shown, others also supported) <input type="checkbox"/> S <input type="checkbox"/> Sp <input type="checkbox"/> SP <input type="checkbox"/> Spa <input type="checkbox"/> SPA <input type="checkbox"/> Span <input type="checkbox"/> SPAN <input type="checkbox"/> Spanish <input type="checkbox"/> SPANISH	<input type="checkbox"/> Class all under Dewey for language (std. option) (e.g. all Spanish titles classified as 468) <input type="checkbox"/> Class like English titles	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <td>Standard Options</td> <td>5th, 2nd, 2nd options</td> </tr> <tr> <td>468 Mor</td> <td>Spa 613 Mo</td> </tr> </table>	Standard Options	5th, 2nd, 2nd options	468 Mor	Spa 613 Mo
Standard Options	5th, 2nd, 2nd options						
468 Mor	Spa 613 Mo						
Bilingual (for example English/Spanish) books <input type="checkbox"/> Use English call number options for bilingual books (standard option) <input type="checkbox"/> Use foreign language call number options for bilingual books							
Reference (Dictionaries and Encyclopedias) <input type="checkbox"/> None (standard option) <input type="checkbox"/> R above Dewey number <input type="checkbox"/> Ref above Dewey number <input type="checkbox"/> REF above Dewey number <input type="checkbox"/> Other: _____	<input type="checkbox"/> Dewey number	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	<table border="1"> <tr> <td>Standard Options</td> <td>4th, 1st, 3rd Options</td> </tr> <tr> <td>423 Mer</td> <td>REF 423 M</td> </tr> </table>	Standard Options	4th, 1st, 3rd Options	423 Mer	REF 423 M
Standard Options	4th, 1st, 3rd Options						
423 Mer	REF 423 M						
Nonprint Media Prefix <input type="checkbox"/> General Materials Designation (GMD) (standard option) <input type="checkbox"/> None <input type="checkbox"/> Other: _____ (same for all nonprint media on order)							

OTHER OPTIONS		
All Main Entry letters for this order to be <input type="checkbox"/> Upper/lower case (standard option) <input type="checkbox"/> All capitalized	All Dewey numbers for this order <input type="checkbox"/> Abridged Dewey number (standard option) <input type="checkbox"/> End abridged Dewey number _____ number places after decimal point	Subject Headings for cards (Pick one from list below) <input type="checkbox"/> Sears (std. option) <input type="checkbox"/> Library of Congress <input type="checkbox"/> Library of Congress Childrens (LCAC)
		Subject Headings for data disk (Pick any or all from list below) <input type="checkbox"/> Sears (std. option) <input type="checkbox"/> Library of Congress <input type="checkbox"/> Library of Congress Childrens (LCAC)

3) Attachment Instructions

BARCODE LABEL LOCATION

Barcode labels to be

- Attached **
- Not attached

** If barcode labels are to be attached, indicate desired position(s) of barcode label(s) below.

<input type="checkbox"/> E <input type="checkbox"/> F back <input type="checkbox"/> I <input type="checkbox"/> G <input type="checkbox"/> H	Spine of book	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> Z front <input type="checkbox"/> C <input type="checkbox"/> D
Outside Back Cover		Outside Front Cover

<input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M
Inside Front Cover

<input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q
Inside Back Cover

3) Attachment Instructions (continued)

Barcode labels to be oriented

- Horizontal (perpendicular to spine of book)
- Vertical (parallel to spine of book), please pick direction below
 - Text reading up
 - Text reading down



Clear barcode label protectors to be applied to all attached barcode labels? Yes No

SPINE LABEL LOCATION

- 1 ½ inches from bottom of spine
- Other _____
- Clear spine label protector attached
- Spine label not attached

BOOK POCKET LOCATION

- Inside front cover
- Inside back cover
- Front fly leaf
- Back fly leaf
- Book pockets not attached

MYLAR BOOK JACKETS

Please choose only one.

- Attached to books with dust jackets only
- Laminate

4) Additional Instructions
