

# CUSTOM CATALOG CARDS & DISKETTES **Arbordale - MediaLog**

FOR OFFICE USE

Include this completed form with an order list showing quantity, title, and MediaLog or ISBN number.

fax: 843-216-3804

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

Cust \_\_\_\_\_  
 Ord \_\_\_\_\_  
 Group Opt. Cd \_\_\_\_\_  
 DS  SHELF-READY  
 BLKS  
 SHP  GND  2  1

## 1) Catalog Cards, Book Pockets, Date Due Cards, and Spine Labels

\_\_\_ Catalog card kits (1 main entry, 2 shelf lists, subject cards, added entries, date due card, label set, peel and stick book pocket) ..... \_\_\_1 per book or \_\_\_1 per title  
 \_\_\_ Catalog cards only (1 main entry, 2 shelf lists, subject cards, added entries) . \_\_\_1 per book or \_\_\_1 per title  
 \_\_\_ Main entry cards ..... \_\_\_1 per book or \_\_\_1 per title  
 \_\_\_ Shelf list cards ..... \_\_\_1 per book or \_\_\_1 per title  
 \_\_\_ Date due cards (imprinted with call number, author, title - lines on both sides)  
 \_\_\_ Date due slips (four column, 3" x 5", peel and stick strip)  
 \_\_\_ Blank peel & stick book pockets (with date due grid)  
 \_\_\_ Label sets (includes 1 printed label for book pocket & 1 printed spine label)  
 Spine labels only (imprinted with call number & author letters)  
 Transparent spine label protectors  
 \_\_\_ Accelerated Reader (AR) spine labels \_\_\_ Accelerated Reader Information Label Sets  
 \_\_\_ Reading Counts (RC) spine labels \_\_\_ Reading Count Information Label Sets  
 \_\_\_ Theft protectors \_\_\_3M \_\_\_Knogo \_\_\_Checkpoint - frequency \_\_\_\_\_

**Standard Processing Includes:**  
 MARC Records, 1 Spine Label,  
 1 Barcode Label, 2 Label Protectors  
 CoLibri Book Covers \$2.00 each  
 Contact us for all additional label & card prices

## 2) Barcodes and Data Diskettes

Req. What software system are you using? \_\_\_\_\_ Software version? \_\_\_\_\_  
 Req. What symbology and check digit do you use?  
 \_\_\_ Code 3 of 9 / No check digit \_\_\_ Codabar / Mod 10 check digit  
 \_\_\_ Code 3 of 9 / Mod 10 check digit \_\_\_ Interleaved 2 of 5 / Follett Classic  
 \_\_\_ Code 3 of 9 / Mod 43 check digit \_\_\_ Interleaved 2 of 5 / No check digit  
 \_\_\_ Codabar / No check digit \_\_\_ Don't know (Attach sample label or photocopy)  
 Req. What type of computer? \_\_\_ IBM or IBM Compatible \_\_\_ Macintosh  
 Req. What type of media? \_\_\_ 5 1/4" diskette \_\_\_ 3 1/2" diskette \_\_\_ None (generic barcode labels only) \_\_\_ Zip Disk  
 \_\_\_ CD-ROM \_\_\_ EMAIL (address \_\_\_\_\_)  
 Req. 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) \_\_\_\_\_  
 Req. Starting barcode number? \_\_\_\_\_  
 How many barcode labels per book? \_\_\_0 \_\_\_1 \_\_\_2 \_\_\_3 (1 barcode is standard)  
 Do you want transparent barcode protectors included for each barcode label? \_\_\_X Yes

## 3) 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
<b>Individual Biography</b>			
___ Follow nonfiction prefixes specified page 2 (std. option) ___ None	___ B (standard option) ___ 92 ___ 921 ___ None ___ Other constant _____ ___ Dewey by subject with number of main entry letters marked for biographee above	___ 3 Biographee letters (std. option) ___ 2 Biographee letters ___ 1 Biographee letter ___ None ___ Biographee's last name	Standard Options: B, Joh 2nd, 3rd, 5th Options: 921, Johnson
<b>Easy Books (Fiction Grades K-3)</b>			
___ None (standard option) ___ J above call number ___ j above call number ___ Juv above call number ___ JUV above call number ___ Other constant _____	___ E (standard option) ___ F ___ Fic ___ FIC ___ None ___ Other constant _____	___ 3 Main entry letters (std. option) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options: E, Seu 4th, 2nd, 1st Options: Juv, F, Seu
<b>Fiction Grades 4-8</b>			
___ None (standard option) ___ J above call number ___ j above call number ___ Juv above call number ___ JUV above call number ___ Other constant _____	___ F (standard option) ___ Fic ___ FIC ___ None ___ Other constant _____	___ 3 Main entry letters (std. option) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options: F, Blu 5th, 1st, 2nd Options: JUV, F, BI
<b>Fiction Grades 9 and above</b>			
___ None (standard option) ___ Other constant _____	___ F (standard option) ___ Fic ___ FIC ___ None ___ Other constant _____	___ 3 Main entry letters (std. option) ___ 2 Main entry letters ___ 1 Main entry letter ___ None ___ Author's last name	Standard Options: F, Fre 3rd, 2nd Options: FIC, Fr

### 3) Cataloging Classification Options(continued)

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	WORKMARK OPTION	EXAMPLES	
<b>Nonfiction Grades K-3</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J ___ above Dewey ___ in front of Dewey <input type="checkbox"/> j ___ above Dewey ___ in front of Dewey <input type="checkbox"/> JUV ___ above Dewey ___ in front of Dewey <input type="checkbox"/> JUV ___ above Dewey ___ in front of Dewey <input type="checkbox"/> E ___ above Dewey ___ in front of Dewey <input type="checkbox"/> Other constant _____	<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	<i>Standard Options</i> 599 Bur	<i>2nd (above), 1st, 1st Options</i> J 599 Bur
<b>Nonfiction Grades 4-8</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J ___ above Dewey ___ in front of Dewey <input type="checkbox"/> j ___ above Dewey ___ in front of Dewey <input type="checkbox"/> JUV ___ above Dewey ___ in front of Dewey <input type="checkbox"/> JUV ___ above Dewey ___ in front of Dewey <input type="checkbox"/> Other constant _____	<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	<i>Standard Options</i> 598 Car	<i>3rd(front), 1st, 2nd Options</i> j598 Ca
<b>Nonfiction Grades 9 and above</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<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	<i>Standard Options</i> 796.332 Ros	<i>1st, 3rd Options</i> 796.332 R
<b>Graphic Fiction</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GF <input type="checkbox"/> Other constant _____	<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	<i>Standard Options</i> 741.5 Bat	<i>3rd, 2nd, 2nd options</i> GF F Bat
<b>Graphic Nonfiction</b>				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Graphic <input type="checkbox"/> GN <input type="checkbox"/> Other constant _____	<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	<i>Standard Options</i> 973.3 Lee	<i>2nd, 1st, 3rd options</i> Graphic 973.3 Le
<b>Collective Biography</b>				
<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 constant _____ <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	<i>Standard Options</i> 920 Jos	<i>2nd, 1st, 3rd Options</i> 920 J
<b>Story Collections</b>				
<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 constant _____	<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	<i>Standard Options</i> F Kna	<i>2nd, 4th, 2nd Options</i> 808.8 Kn
<b>Foreign Language</b>				
<input type="checkbox"/> None (standard option) (Circle number of letters for next two options) <input type="checkbox"/> 1 2 3 4 letters (3 = Spa, 2 = Sp, etc.) <input type="checkbox"/> 1 2 3 4 letters all caps (4 = SPAN, etc.) <input type="checkbox"/> Whole name (Spanish, German, etc.) <input type="checkbox"/> Whole name capped (SPANISH, etc.)	<input type="checkbox"/> Dewey by language (std. option) <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	<i>Standard Options</i> 468 Mor	<i>2nd-3, 2nd, 2nd options</i> Spa 613 Mo
<b>Bilingual (for example English/Spanish) books</b>				
<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		
<b>Reference (Dictionaries and Encyclopedias)</b>				
<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 constant _____	<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	<i>Standard Options</i> 423 Mer	<i>4th, 1st, 3rd Options</i> REF 423 M
<b>Nonprint Media Prefix</b>				
<input type="checkbox"/> General Materials Designation (GMD) (standard option)				
<input type="checkbox"/> None				
<input type="checkbox"/> Other constant _____ (same for all nonprint media on order)				

#### OTHER OPTIONS

#### All Main Entry letters for this order to be

Upper/lower case (standard option)  All capitalized

#### All Dewey numbers for this order

Abridged Dewey number (standard option)  
 End abridged Dewey number \_\_\_\_\_ number places after decimal point

#### Subject Headings for cards

(Pick one from list below)

Sears (std. option)  
 Library of Congress  
 Library of Congress Childrens (LCAC)

#### Subject Headings for data disk

(Pick any or all from list below)

Sears (std. option)  
 Library of Congress  
 Library of Congress Childrens (LCAC)

## 4) Attachment Instructions

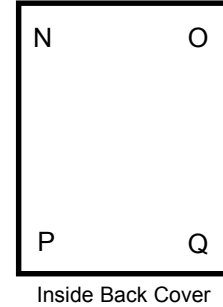
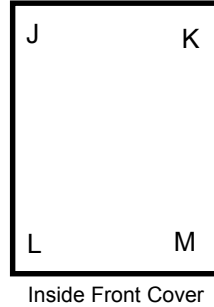
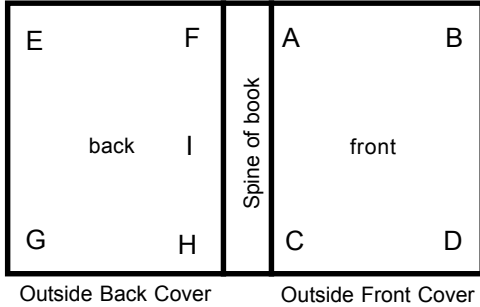
Labels to be

Not attached     Attached \*\*

\*\* Attach labels to dust jacket (default), or remove jacket and attach to book cover \_\_\_\_\_.

### BARCODE LABEL LOCATION

\*\* If barcode labels are to be attached, indicate desired position(s) of barcode label(s) by circling appropriate letter(s) below.



R    On book pocket                      S    ½ inch above book pocket  
 T    Inside book-page \_\_\_\_\_

Barcode labels to be

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 ¾ inches from bottom of spine  
 Other \_\_\_\_\_  
 Clear spine label protector attached  
 Spine label not attached

### AR/RC SPINE LABEL LOCATION

Above spine label  
 Below spine label  
 Other (please specify) \_\_\_\_\_

### BOOK POCKET LOCATION

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

### AR/RC INFORMATION LABEL LOCATION

Inside front cover  
 Front fly leaf  
 Title page  
 Other (please specify) \_\_\_\_\_

### CoLibri BOOK COVERS (\$2.00 each)

Attached to all books with and without dust jackets  
 Attached to books with dust jackets only  
 Attached to books without dust jackets only  
 No book jackets attached

### THEFT PROTECTORS

Type  
 3M or Knogo  
 Checkpoint - frequency \_\_\_\_\_  
 Attachment  
 Theft protectors attached  
 Theft protectors not attached