

# LIBRARY PROCESSING FORM

\*\*\* Please attach any requirements requesting options not shown on this form. \*\*\*

Date: \_\_\_\_\_

## CONTACT INFORMATION

School/Library Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## CATALOGING INFORMATION

Check here for all Standard options (standards in bold)

### SUBJECT HEADINGS

- Sears**
- Library of Congress

### AUTHOR/MAIN ENTRY CAPITALIZATION

- First letter capitalized and others in lowercase**
- All letters capitalized

### ABRIDGED DEWEY

- Truncate Dewey after 1st prime**
- Truncate Dewey after \_\_\_\_\_ decimal places

### NONFICTION

- Abridged Dewey No. + First 3 main entry letters**
- Other \_\_\_\_\_

### EASY NONFICTION

- Follow Nonfiction option**
- E + Dewey + first 3 main entry letters
- Other \_\_\_\_\_

### EASY FICTION

- E + Dewey + first 3 main entry letters**
- Follow Fiction option
- Other \_\_\_\_\_

### FICTION

- FIC + first 3 main entry letters**
- Fic + first 3 main entry letters
- F + first 3 main entry letters
- Other \_\_\_\_\_

### INDIVIDUAL BIOGRAPHY

- B + First 3 main entry letters**
- B + biographee's full last name
- 92 + first 3 main entry letters
- Bio + first 3 main entry letters
- Other \_\_\_\_\_

### COLLECTIVE BIOGRAPHY

- 920 + First 3 main entry letters**
- 92 + first 3 main entry letters
- Other \_\_\_\_\_

### NONFICTION GRAPHIC NOVELS

- Follow Nonfiction option**
- GN + first 3 main entry letters
- 741.5 + first 3 main entry letters
- Other \_\_\_\_\_

### SPANISH

- Follow English cataloging**
- SP + Dewey + first 3 main entry letters
- SPA + Dewey + first 3 main entry letters
- Other \_\_\_\_\_

### EBOOKS PREFIX

- None**
- eBook
- EB
- Other \_\_\_\_\_

# LIBRARY PROCESSING FORM

(continued)

## MARC RECORDS & AUTOMATION SPECIFICATIONS

### SOFTWARE

- Follett Destiny
- Atrium
- Alexandria
- Circulation Plus
- Sirsi Dynix
- Other \_\_\_\_\_

### MARC PROTOCOL

- MARC 852 Holdings
- MARC 949 Holdings
- Special Holdings (attach specifications)

### EBOOKS

- Separate MARC file for eBooks

EMAIL ADDRESS FOR MARC FILE DELIVERY \_\_\_\_\_

## BARCODE INFORMATION

### BARCODE SYMBOLOGY

- C+ Interlaced 2 of 5
- Code 3 of 9 - Mod 43 (13 + check digit)
- Codabar (13 + check digit)
- Code 3 of 9 No Check Digit
- Code 3 of 9 - Mod 10 (13 + check digit)
- Other \_\_\_\_\_

STARTING BARCODE FOR THIS ORDER \_\_\_\_\_ OR BARCODE RANGE \_\_\_\_\_

### LIBRARY OF SCHOOL NAME INSCRIPTION

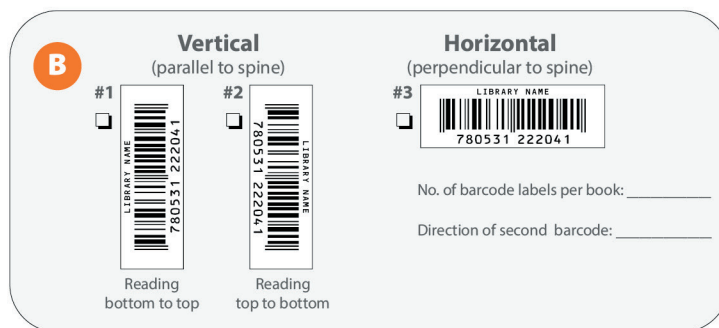
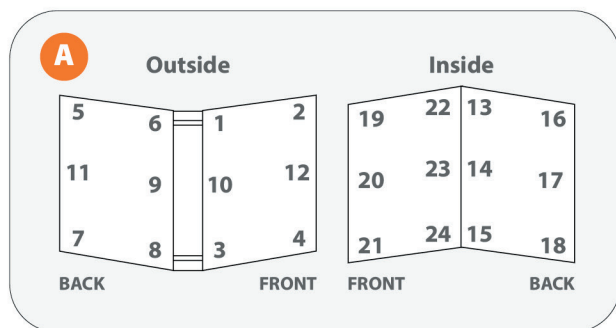
- CAPS
- Upper/Lowercase
- Do not include name on label

(Max: 30 characters printed on barcode label)

## LABEL PLACEMENT

### BARCODE(S) & LABEL LOCATION(S)

- A** Circle location for each barcode ordered (only fill out if ordering attached processing)    **B** Select direction of barcode application



READING PROGRAM LABELS Choose label type and placement (give number from the illustration above).

- Standard AR Spine Label \_\_\_\_\_
- Large AR Info Label \_\_\_\_\_
- Lexile Label \_\_\_\_\_

SPINE LABEL Choose label placement

- 1" from bottom of spine
- 1.5" from bottom of spine
- Other \_\_\_\_\_

## CONTACT US

Email: [customerservice@flutterbee.com](mailto:customerservice@flutterbee.com)

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