

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 + 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 _____

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

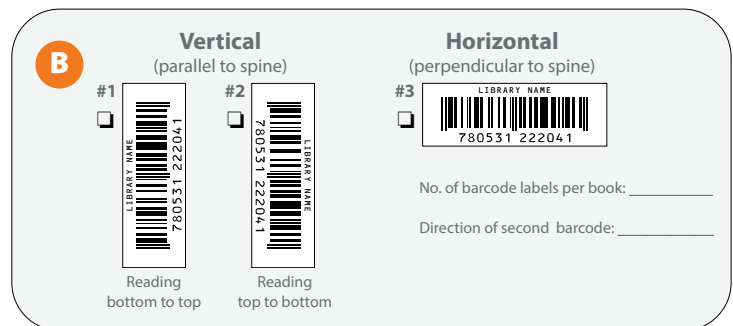
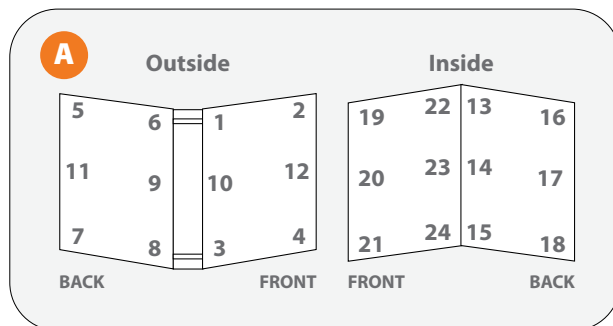
- ☐ CAPS
- ☐ Upper/Lowercase
- ☐ Do not include name on label

(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 _____

GENRE LABELS

We offer a variety of genre/reading-level labels. Please contact customer service with your specific requests.

CONTACT US

Email: customerservice@flutterbee.com

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