

Custom Catalog Cards and Diskettes: The Lincoln Library Press

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

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

FOR OFFICE USE

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** (standard option) **1 per title**

___ Catalog cards only (1 main entry, 2 shelf lists, subject cards, added entries) . **1 per book** (standard option) **1 per title**

___ Main entry cards **1 per book** (standard option) **1 per title**

___ Shelf list cards **1 per book** (standard option) **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

___ Theft protectors 3M Knogo Checkpoint - frequency _____

2) Barcodes and Data Diskettes

What software system are you using? _____ Software version? _____

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)

What type of computer? IBM or IBM Compatible Macintosh

What type of media? 5 1/4" diskette 3 1/2" diskette None (generic barcode labels only) Zip Disk

 CD-ROM EMAIL (address _____)

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

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

Please choose below the classification specifications you wish to use in the cataloging.

REFERENCE CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS
___ None (standard option)	Collective Biography	<u> </u> 3 Main entry letters (std. option)
___ R above Dewey number	<u> </u> 920 (standard option)	<u> </u> 2 Main entry letters
___ Ref above Dewey number	___ BC	<u> </u> 1 Main entry letter
___ REF above Dewey number	___ 92	<u> </u> None
___ Other constant _____	___ None	<u> </u> Author's last name
	___ Other constant _____	

OTHER OPTIONS

All main entry letters for this order to be

___ Upper/lower case (standard option)

___ All capitalized

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)

The Lincoln Library Press
812 Huron Road East
Suite 401
Cleveland, OH 44115-1172

P.O. # _____

Ship to _____

Library Materials Enclosed

4) Attachment Instructions

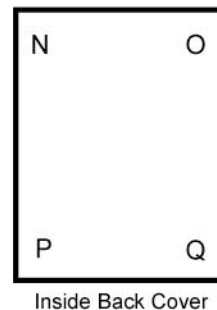
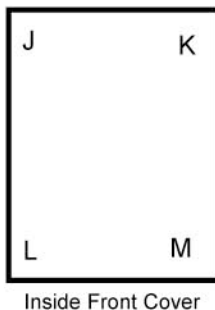
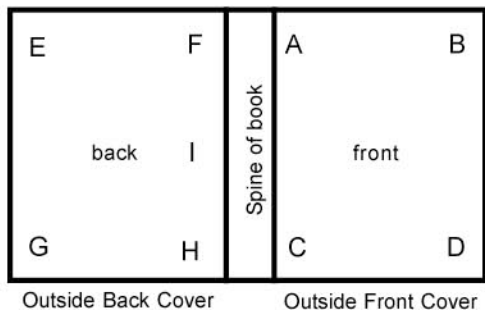
BARCODE LABEL LOCATION

Barcode labels to be

Attached **

Not attached

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

THEFT PROTECTORS

Type

3M or Knogo

Checkpoint - frequency _____

Attachment

Theft protectors attached

Theft protectors not attached