



# 2009–2010 Catalog Order Form

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Choose from the following options:

- FAX** orders to **800-332-1132** or **612-204-9208**
- Call** our Customer Service Department at **800-328-4929**  
(Monday–Friday 8am–5pm CST)
- Mail** orders to address above
- Online** at [www.lernerbooks.com](http://www.lernerbooks.com)

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### SHIPPING & HANDLING

To estimate shipping charges, please allow approximately 10% of total price on orders of \$50<sup>00</sup> or more. For orders less than \$50<sup>00</sup> please allow for a minimum charge of \$5<sup>00</sup>. **Free shipping on orders over \$350.**

### Billing Address *(Please print)*

Bill To/Name \_\_\_\_\_

School/Library \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

P.O. \_\_\_\_\_ Date \_\_\_\_\_

Promo Code \_\_\_\_\_

Ship To/Name \_\_\_\_\_

School/Library \_\_\_\_\_

Address \_\_\_\_\_

County \_\_\_\_\_

City/State/Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

I would like to receive newsletters and promotions from Lerner Publishing Group by email.

### PRODUCTS & SPECIAL SERVICES

**Lerner Publishing Group is pleased to offer the following value-added products and services:**

- Order Quotes & Typing Service – Please type my order and return it for my approval
- Library Processing (see pages OF2 & OF3) – Do we have your correct, up-to-date specs on file?
  - Yes  No

**To order Accelerated Reader®** **Quiz Sets:**  Check this box to receive Accelerated Reader® quizzes for the books that you order.

- Quizzes cannot be ordered without purchasing the corresponding book.
- We cannot create AR quiz collections consisting of less than 25 selections.

A complete Accelerated Reader® listing is located at [www.lernerbooks.com](http://www.lernerbooks.com).

When you order AR quizzes directly through Lerner Publishing Group the cost is figured one of two ways:

- 1.) **FREE QUIZZES:** Orders placed for 50 or more guaranteed library bound titles will receive the corresponding quiz collection for FREE.
- 2.) **\$1.00 QUIZZES:** Orders placed for 25–49 guaranteed library bound titles will receive the corresponding quiz collection for \$1.00 per quiz.

**Accelerated Reader® Quizzes will be delivered separate from your books.** How do you prefer to receive your quizzes?

- Email download (FREE)** Email address for quizzes \_\_\_\_\_
- CD-ROM** (\$4.95 shipping charge)

**For information on Scholastic Reading Counts!™** **contact Scholastic at 877-268-6871 or visit [teacher.scholastic.com/products/readingcounts](http://teacher.scholastic.com/products/readingcounts).** A complete Reading Counts!® listing is located at [www.lernerbooks.com](http://www.lernerbooks.com).

## BOOK PROCESSING SPECIFICATIONS

**Questions?** Call our Processing Department at 800-328-4929 ext. 620.

To ensure the quality and accuracy of your processing, please fill out these spec sheets completely. Incorrect or incomplete information will delay your order.

**Contact Information if we have questions about your order:**

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

School District \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**IMPORTANT: If you will be gone during summer or holiday breaks, please provide an alternate number where we may contact you with any processing questions:** \_\_\_\_\_

Books processed to customer specifications may not be returned.

Any books that are on backorder will not come processed. You will receive the processing in the initial shipment.

Please allow 3-4 weeks for delivery on processed orders.

**On orders totaling \$350.00 or more, library processing is FREE!**

## LIBRARY CATALOGING KITS

- Card Kit (laser-printed card set, self-adhesive pocket, spine labels, pocket label, & circulation card)
  - 85¢ per book, unaffixed     99¢ per book, affixed
- Circulation Kit (spine label, pocket label, circulation card label, circulation card, & pocket)
  - 45¢ per book, unaffixed     60¢ per book, affixed
- Basic Automation Kit (MARC record, barcodes, & spine labels) \$5<sup>00</sup> for the MARC Records
  - 25¢ per book, unaffixed     60¢ per book, affixed
- Premium Automation Kit (Basic Auto plus self-adhesive pockets, pocket labels, shelf list card, & circulation card) \$5<sup>00</sup> for the MARC Records
  - 80¢ per book, unaffixed     95¢ per book, affixed

## INDIVIDUAL ITEMS

- MARC Records, \$5<sup>00</sup>
- Spine Labels                       15¢ per book, unaffixed     25¢ per book, affixed
- Additional Barcodes               15¢ per book, unaffixed     25¢ per book, affixed
- Reading Program Labels             15¢ per book, unaffixed     25¢ per book, affixed
  - Accelerated Reader®
  - Scholastic Reading Counts!™
- Date Due Slips                       15¢ per book, unaffixed     25¢ per book, affixed
- Shelf List Cards                       15¢ per book
- Pockets                                 15¢ per book, unaffixed     25¢ per book, affixed
- Pockets & Pocket Labels             30¢ per book, unaffixed     50¢ per book, affixed
- Mylar Dust Jacket Covers             50¢ per jacketed book
- Theft Protection                       30¢ per book, unaffixed     50¢ per book, affixed
  - 3M Tattle Tape
  - Checkpoint; frequency \_\_\_\_\_

## CLASSIFICATION OPTIONS

\*indicates standard option. If no options are indicated, cataloging will use standard options.

Subject Headings:  
 Sears     LCSH     Other: \_\_\_\_\_  
 Cataloging Classification Option    Number of Main Entry Letters

Nonfiction  
 Abridged Dewey     3 Letters  
 Other \_\_\_\_\_     Other \_\_\_\_\_

Individual Biography  
 921     3 Letters  
 92     Full surname (Subject)  
 Other \_\_\_\_\_     Other \_\_\_\_\_

Collective Biography  
 920     3 Letters  
 Other \_\_\_\_\_     Other \_\_\_\_\_

Fiction  
 Fic     3 Letters  
 Other \_\_\_\_\_     Other \_\_\_\_\_

Story Collections  
 SC     3 Letters  
 Other \_\_\_\_\_     Other \_\_\_\_\_

Easy  
 E     3 Letters  
 Other \_\_\_\_\_     Other \_\_\_\_\_

Spanish Prefix:  
 None     Other \_\_\_\_\_  
 SP

Main Entry Casing:  
 First Letter Only     ALL CAPITALIZED

### Union Cataloging Available *(Please check all that apply)*

- Access PA  
 SunLink  
 Other: \_\_\_\_\_

## AUTOMATION PROFILE

### Circulation System and Version

System: \_\_\_\_\_

Version: \_\_\_\_\_

### Computer System and Data Format

*(Please check one system and one data type)*

- IBM®     Macintosh®  
 CD     FTP Transfer (email required):  
 Email: \_\_\_\_\_

### Format Needed

*(Please contact your software vendor for this information)*

- '91 USMARC MicroLIF Protocol (852 Holdings, MicroLIF .001, MARC 21)  
 '87 MicroLIF Protocol (IBM.FIL, MAC.FIL)  
 USMARC MARC Communications Format (949 Holdings)  
 Other \_\_\_\_\_

## BARCODE LABELS

### Barcode Label Symbology

*(Please contact your software vendor for this information)*

- Code 39 (3 of 9)  
 Code 39 w/mod 10 Checkdigit  
 Code 39 w/mod 43 Checkdigit  
 Codabar w/mod 10 Checkdigit  
 Codabar without Checkdigit  
 Interleaved 2 of 5  
 Follett Interleaved 2 of 5  
 Other: \_\_\_\_\_

**NOTE TO FOLLETT CLASSIC USERS:** Follett Classic can be either a Code 39 or Interleaved 2 of 5 symbology. Please specify which symbology your system uses.

### Number of Barcodes per Book:

\_\_\_\_\_ Starting Barcode Number for this order *(include prefix)* \_\_\_\_\_

- Yes, please continue with the next number in the barcode range on file.

## AFFIXING INSTRUCTIONS

Barcode Label: Position \_\_\_\_\_

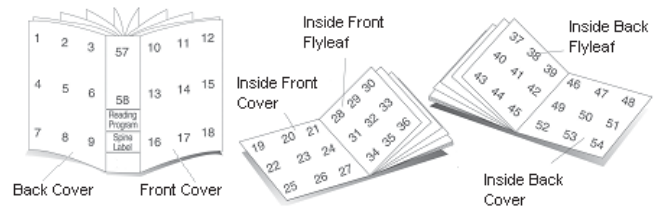
- Horizontally     Vertically Reading Up     Vertically Reading Down

Second Barcode Label: \_\_\_\_\_

Spine Label: \_\_\_\_\_

Reading Label: \_\_\_\_\_

Pocket/Date Due Slip: \_\_\_\_\_



## SPECIAL FIELDS FOR MARC RECORD (OPTIONAL)

*(Please choose the tag and subfield that is designated by your circulation system for each line.)*

| Special Field   | Tag   | Subfield |
|---|-------|----------|
| <input type="checkbox"/> Price: <input type="checkbox"/> List <input type="checkbox"/> Purchase | _____ | _____    |
| <input type="checkbox"/> Location Code: _____   | _____ | _____    |
| <input type="checkbox"/> Vendor Code: _____   | _____ | _____    |
| <input type="checkbox"/> Other: _____   | _____ | _____    |

### SPECIAL SERVICE AT NO CHARGE

YES, we are able to keep record of a block of numbers for your school or library. Please specify the range of numbers, and we will use them, in accession order, with each new P.O. you send:

From: \_\_\_\_\_ To: \_\_\_\_\_

**Name to appear on Barcodes** *(Maximum 30 characters)*

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