

◆ LIBRARY PROCESSING AND DIGITAL ACCOUNT SETUP FORM ◆

Please use this form to indicate the materials and formats you require. Enclose the form with your purchase order or advise your sales representative of your specifications. Call 800-328-4929 with any questions. (To download a PDF of this form to fill out electronically, visit www.lernerbooks.com/processing.)

SCHOOL/CONTACT INFORMATION

School or Library Name _____

School District Name _____

Institution Type (e.g. school, school district, public library, state agency, etc.) _____

Contact Name _____

Address _____

Phone _____ Fax _____

E-Mail _____

*Important: If you will be gone during summer or holiday breaks, please provide an alternate phone number or email where we may contact you with questions:

MY ORDER CONTAINS

- Print books (**fill out sections 1-10**)
- Digital books (**fill out sections 7-12**)
- Both print and digital books (**fill out complete form**)
- New customer specifications; please keep on file. Use my options on file—see starting barcode in section 5.
- Update my specifications that are on file.

On orders totaling \$350 or more, library processing and QR code labels for digital titles are FREE!

I. PRINT SERVICES

- Order Quotes & Typing Service –Please type my order and return it for my approval.
- Library Processing

Please allow 3-4 weeks for delivery on processed orders. Books processed to customer specifications may not be returned. Books that are on backorder will not come processed; you will receive the processing in the initial shipment.

2. 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 for the MARC Records
 - 25¢ per book, unaffixed 60¢ per book, affixed
- Premium Automation Kit** (Basic Automation Kit plus self-adhesive pockets, pocket labels, shelf list card, & circulation card) \$5 for the MARC Records
 - 80¢ per book, unaffixed 95¢ per book, affixed

For affixed labels, please indicate placement in section 10.

3. INDIVIDUAL ITEMS

- MARC Records**, \$5 per order
- Spine Labels** 15¢ per book, unaffixed 25¢ per book, affixed
- Additional Barcodes** 15¢ per book, unaffixed 25¢ per book, affixed
- 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 _____

- QR Code Labels** (See section 9 for details.)

For affixed labels, please indicate placement in section 10.

4. READING PROGRAM LABELS

Standard Options

Standard Accelerated Reader® Label includes:
Reading Program Name
Points
Reading Level

Standard Guided Reading Level Label includes:
Reading Level

Standard Reading Counts!™ Label includes:
Reading Program Name
Points
Reading Level
Lexile Level

Standard Lexile Level Label includes:
Reading Level

Customized Options

Customized/Enhanced AR Label **Customized/Enhanced RC Label**
 Customized/Enhanced GRL Label **Customized/Enhanced Lexile Label**

Select up to five options below and circle the line number where it should appear on the reading program label. Enhanced labels **MUST** include the Title or the Author.

DATA FIELD	LINE #
Reading Program Name	1 2 3 4 5 Do Not Include
Interest Level	1 2 3 4 5 Do Not Include
Reading Level	1 2 3 4 5 Do Not Include
Quiz/Test Number	1 2 3 4 5 Do Not Include
Points	1 2 3 4 5 Do Not Include
Lexile Level (if AR, RC, or GRL Label)	1 2 3 4 5 Do Not Include
GRL (if AR, RC, or Lexile Label)	1 2 3 4 5 Do Not Include
Title (Enhanced Label Only)	1 2 3 4 5 Do Not Include
Author (Enhanced Label Only)	1 2 3 4 5 Do Not Include

5. 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.

6. 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) _____

7. CLASSIFICATION OPTIONS

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

Subject Headings: * Sears LCSH Other _____ **Main Entry Casing:** * First Letter Only ALL CAPITALIZED

Subject	Cataloging Classification Option	Number of Main Entry Letters
Nonfiction	* <input type="checkbox"/> Abridged Dewey <input type="checkbox"/> Other _____	* <input type="checkbox"/> 3 Letters <input type="checkbox"/> Other _____
Individual Biography	* <input type="checkbox"/> 921 <input type="checkbox"/> 92 <input type="checkbox"/> Other _____	* <input type="checkbox"/> 3 Letters <input type="checkbox"/> Full surname (Subject) <input type="checkbox"/> Other _____
Collective Biography	* <input type="checkbox"/> 920 <input type="checkbox"/> Other _____	* <input type="checkbox"/> 3 Letters <input type="checkbox"/> Other _____
Fiction	* <input type="checkbox"/> Fic <input type="checkbox"/> Other _____	* <input type="checkbox"/> 3 Letters <input type="checkbox"/> Other _____
Story Collections	* <input type="checkbox"/> SC <input type="checkbox"/> Other _____	* <input type="checkbox"/> 3 Letters <input type="checkbox"/> Other _____
Easy	* <input type="checkbox"/> E <input type="checkbox"/> Other _____	* <input type="checkbox"/> 3 Letters <input type="checkbox"/> Other _____
Spanish Prefix	* <input type="checkbox"/> None <input type="checkbox"/> SP	<input type="checkbox"/> Other _____
Graphic Novels	* <input type="checkbox"/> None <input type="checkbox"/> Prefix _____ For fiction graphic novels: * <input type="checkbox"/> Same as Fiction <input type="checkbox"/> 741.5	* <input type="checkbox"/> 3 Letters <input type="checkbox"/> Other _____
eBooks Prefix	* <input type="checkbox"/> None <input type="checkbox"/> eBook <input type="checkbox"/> EBK <input type="checkbox"/> EB <input type="checkbox"/> EBOOK <input type="checkbox"/> Other _____	* <input type="checkbox"/> 3 Letters <input type="checkbox"/> Other _____

Union Cataloging Available (Please check all that apply) Access PA SunLink Other _____

8. 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 _____

9. QR CODE LABELS

QR codes are programmed with your school or library's user authentication info. Mobile device users can scan a title's QR code and the device will open the eBook, Interactive Book™, or Audisee™ eBooks with Audio title from your collection instantly. QR code labels can be affixed to a print book or provided loose for you to attach to something else. **On orders totaling \$350 or more, QR code labels are FREE!**

- Unattached QR Code Labels 15¢ per digital title
 QR Codes Affixed to Books (requires order of matching digital and print editions) 25¢ per digital title.

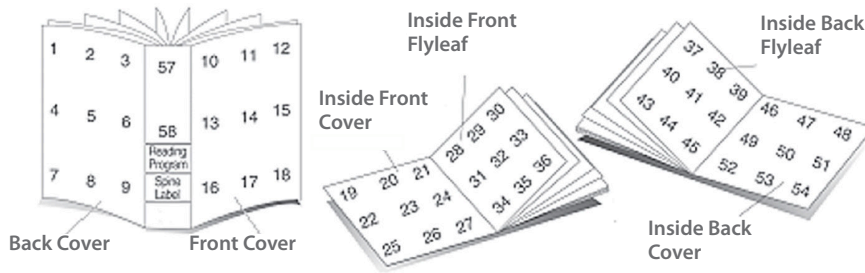
For affixed labels, please indicate placement in section 10.

10. AFFIXING INSTRUCTIONS

Barcode Label: Position _____ Horizontally Vertically Reading Up Vertically Reading Down

Second Barcode Label _____ **Spine Label** _____ **Reading Label** _____

Pocket/Date Due Slip _____ **QR Code Label (see Section 9)** _____



11. SPECIAL FIELDS FOR MARC RECORD (OPTIONAL)

Please choose the tag and subfield that are designated by your circulation system for each line.

Price: List Purchase

Location Code _____

Vendor Code _____

Other _____

TAG SUBFIELD

12. DIGITAL ACCESS INFORMATION

We recommend Common User access to authenticate with your MARC records, but please contact us for additional options such as IP range authentication.

Common User

This allows easy access to your Lerner Digital books with one common username and password login. Passwords must be at least 5 characters. Please choose a memorable, unique username and password combination. We will try to accommodate your request, but please watch for a confirmation email.

Username _____ **Password** _____

Public Library Card

This allows individual patron access to your Lerner Digital books based on validating the patron's public library card number.

Library card number prefix _____

Sample library card number _____