

If you require card kits, bar codes or other library services with your LBE order, please have the necessary information ready when you speak with your LBE representative or fill out this form and return it to LBE with your order.

Please allow 2-3 weeks for delivery • Please DO NOT enclose form with your return

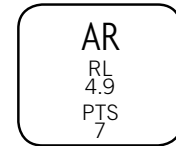
NAME	
SCHOOL NAME	
ADDRESS	
PHONE	

School name to use for bar code labels and book pocket labels, maximum of 30 characters:

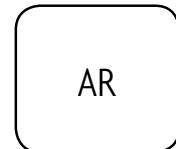
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## 1) CATALOG CARDS, BOOK POCKETS, DATE DUE CARDS, AND SPINE LABELS

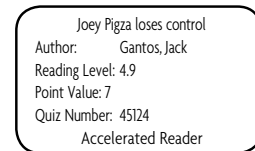
- Catalog card kits 99¢ ea.** (1 main entry, 2 shelf lists, subject cards, added entries, date due card, label set, peel-and-stick book pocket)
- Catalog cards only 69¢ ea.** (1 main entry, 2 shelf lists, subject cards, added entries)
- Main entry cards 15¢ ea.**
- Shelf list cards 15¢ ea.**
- Date due cards 15¢ ea.** (imprinted with call number, author, title - lines on both sides)
- Date due slips 15¢ ea.**
- Blank peel-and-stick book pockets 15¢ ea.**
- Label sets 20¢ ea.** (includes 1 printed label for book pocket & 1 printed spine label)
- Spine labels only 10¢ ea.** (imprinted with call number & author letters)
- Accelerated Reader Labels**  **AR spine labels 10¢**  **AR label set 20¢**
- Theft protectors**  **3M**  **Knogo**  **Checkpoint • frequency**  **40¢ ea.**



AR Spine Label



AR Label Set



## 2) BARCODES/MARC RECORDS \$25.00

What software system are you using? \_\_\_\_\_ Software version? \_\_\_\_\_

Also send a copy of disk to:  AccessPA  SUNLINK  Heartland AEA Com Cat  OCLC

What symbology and check digit do you use?

- Code 3 of 9 / No check digit
- Code 3 of 9 / Mod 10 check digit
- Code 3 of 9 / Mod 43 check digit
- Codabar / No check digit
- Codabar / Mod 10 check digit
- Interleaved 2 of 5 / No check digit
- Interleaved 2 of 5/Follett check digit (Follett Classic)

**Don't know**  
(Attach sample label or photocopy)

What type of computer?  IBM  Macintosh

What type of media?  5 1/4"  3 1/2"  CD-ROM Email \_\_\_\_\_

What data format?  1987 MicroLIF  USMARC (852 holdings)  USMARC (949 holdings)

What is your location code? (field 852 subfield A) \_\_\_\_\_

What is your sublocation code? (field 852 subfield B) \_\_\_\_\_

Starting barcode number for this order only \_\_\_\_\_

How many barcode labels per book? \_\_\_\_\_

# CATALOG CLASSIFICATION OPTIONS FOR CATALOG CARDS AND BARCODES/DISKETTES

Place an X in front of the desired option in each column. **If no option is marked, the standard option, listed in each column will be used.**

## CLASSIFICATION PREFIX

## CLASSIFICATION OPTION

## NUMBER OF MAIN ENTRY LETTERS

## EXAMPLES

### INDIVIDUAL BIOGRAPHY

- Follow nonfiction prefixes  
 None

- B (standard option)  
 92  
 921  
 None  
 Other constant \_\_\_\_\_

- 3 biographee letters (standard option)  
 2 biographee letters  
 1 biographee letter  
 None  
 Biographee's last name

Standard	2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup>
Options	Options
B	921
Joh	Johnson

### NONFICTION GRADES K-3

- None (standard option)  
 J \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 j \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 JUV \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 JUV \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 E \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 Other constant \_\_\_\_\_

- Dewey # (standard option)  
 E  
 None

- 3 main entry letters (standard option)  
 2 main entry letters  
 1 main entry letter  
 None  
 Author's last name

Standard	2 <sup>nd</sup> (above) 1 <sup>st</sup>
Options	1 <sup>st</sup> Options
599	J
Bur	599
	Bur

### NONFICTION GRADES 4-8

- None (standard option)  
 J \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 j \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 JUV \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 JUV \_\_\_\_\_ above Dewey \_\_\_\_\_ in front of Dewey  
 Other constant \_\_\_\_\_

- Dewey # (standard option)  
 None

- 3 main entry letters (standard option)  
 2 main entry letters  
 1 main entry letter  
 None  
 Author's last name

Standard	3 <sup>rd</sup> (front), 1 <sup>st</sup> , 2 <sup>nd</sup>
Options	Options
598	j598
Car	Ca

### NONFICTION GRADES 9 AND ABOVE

- None (standard option)  
 Other constant \_\_\_\_\_

- Dewey # (standard option)  
 None

- 3 main entry letters (standard option)  
 2 main entry letters  
 1 main entry letter  
 None  
 Author's last name

Standard	1 <sup>st</sup> , 1 <sup>st</sup> , 3 <sup>rd</sup>
Options	Options
796.332	796.332
ROS	R

### FOREIGN LANGUAGE

- None (standard option)  
 Circle number of letters for next two options  
 1 2 3 4 letters (3=Spa, 2=Sp, etc.)  
 1 2 3 4 letters all caps (4=SPAN, etc.)  
 Whole name (Spanish, German, etc.)  
 Whole name capped (SPANISH, etc.)

- Dewey by language (std option)  
 Dewey by subject

- 3 main entry letters (standard option)  
 2 main entry letters  
 1 main entry letter  
 None  
 Author's last name

Standard	2 <sup>nd</sup> (3), 2 <sup>nd</sup>
Options	2 <sup>nd</sup> Options
468	Spa
Mor	613
	Mo

### BILINGUAL

- Foreign Language (use specs above)     As regular Nonfiction     Other \_\_\_\_\_

### OTHER OPTIONS

#### All main entry letters for this order to be:

- Upper/lower case (standard option)  
 All capitalized

#### All Dewey numbers for this order:

- Abridged Dewey number (standard option)  
 End abridged Dewey number \_\_\_\_\_ places after the decimal point

#### Subject headings for cards: (pick one from the list below)

- Sears (standard option)  
 Library of Congress  
 Library of Congress Children's (LCAC)

#### Subject headings for marc records: (pick any or all from the list below)

- Sears (standard option)  
 Library of Congress  
 Library of Congress Children's (LCAC)

Whom should we contact if we have any questions about your library processing?

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_