

## PROCESSING & CATALOG INFORMATION

SHIP TO: \_\_\_\_\_

DATE \_\_\_\_\_ PO# \_\_\_\_\_

SCHOOL OR LIBRARY \_\_\_\_\_ CONTACT PERSON\* \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_

PHONE\* \_\_\_\_\_ FAX\* \_\_\_\_\_ E-MAIL\* \_\_\_\_\_

\*Please provide contact number should we have a question about your processing needs.

## BOOKS PROCESSED TO SPECIFICATIONS ARE NON-RETURNABLE

### LIBRARY SERVICES AVAILABLE

Shelf-Ready Processing • Mylar Jackets • Catalog Card Kits • Security Strip Systems • Latest Bar Coding Technology

### CATALOGING SERVICES:

Our cataloging is based upon the latest editions of Dewey/children's division of the Library of Congress.

- Shelf-ready processing with mylar jackets: consists of mylar jacket for books with dust jackets, pocket, spine label and catalog cards. **ATTACHED IS \$1.50**
- Shelf-ready processing without mylar jackets: consists of spine label, spine label protector, pocket and catalog cards. **ATTACHED IS \$1.10**

### POCKET LOCATION:

Standard is back flyleaf. Specify other if desired.

- Back Inside Cover
- Front Flyleaf
- Front Inside Cover

### INDIVIDUAL COMPONENTS:

Ordered separately from above

- |  |  |
|--|--|
| <input type="checkbox"/> Main Entry Card <b>\$.35</b>                | <b>Accelerated Reader Label</b>                  |
| <input type="checkbox"/> Shelflist Card <b>\$.35</b>                 | <input type="checkbox"/> Unattached <b>\$.20</b> |
| <input type="checkbox"/> Circulation Card /<br>Date Due <b>\$.10</b> | <input type="checkbox"/> Attached <b>\$.30</b>   |
|  | ___ Above Spine                                  |
|  | ___ other _____                                  |

### POCKETS ONLY:

- Attached **\$.35**
  - Back Flyleaf
  - Back Inside Cover
  - Front Flyleaf
  - Front Inside Cover

### SPINE LABELS ONLY:

- Unattached without protectors **\$.20**
- Attached with protectors **\$.35** (Standard is 2" from bottom)

### CATALOG KITS (Unattached)

- Consists of catalog cards, pocket, spine label and borrower's card **\$.85**

### STANDARD CARD SET:

Includes main entry, shelflist, subject and series cards Fiction - F + 3 letters of author's last name  
Other \_\_\_\_\_

Nonfiction - Dewey + 3 letter of author's last name  
Other \_\_\_\_\_

Individual Bio - 92 + 3 letters of biographer  
surname  
other \_\_\_\_\_

Collective Bio - 920 + 3 letters of author's last  
name  
other \_\_\_\_\_

Multi-volume sets include individual pocket,  
borrower's card and spine labels.

### THEFT DETECTION:

- Unattached **\$.60**
- Attached **\$.65**
  - 3M
  - Check Point Security  
frequency \_\_\_\_\_
  - Knogo Strips
  - Due Date Check Point Security  
frequency \_\_\_\_\_

**QUESTIONS? PLEASE CALL 866-MCP-BOOK**

**AUTOMATED LIBRARY CIRCULATION SYSTEMS/DATA DISKS/BAR CODE LABELS**

Bar code orders cannot be completed without the following:

**Software Information:**

- Alexandria
- Athena
- Columbia
- Dynix Codabar
- Follet-Circ Plus
- Follet-Unison
- Mandarin
- Winnebago
- Other \_\_\_\_\_

**Computer Type:**

- IBM or IBM Compatible
- Apple DOS
- Apple DOS Pro
- Macintosh

**DATA DISK INFORMATION:**

Cost is \$20.00; One free on orders of 40 or more books

**Disk Format:**

- USMARC/852 Holdings Data
- 1987 Microlif
- USMARC/949 Holdings
- Other \_\_\_\_\_

**Disk Size:**

- 3.5" HD
- CD ROM
- Email \_\_\_\_\_

**Also Send a Disk To: (no charge)**

- Autographics
- Access PA
- Sunlink
- Union Catalog
- Name \_\_\_\_\_

**SPECIAL AUTOMATED PROCESSING:**

- Bar code with protector attached plus spine label with protector attached. \$.80 each (standard placement of spine label is 2" from bottom of book)
- Mylar jacket on all books with dust jackets attached \$.60

**BAR CODE LABEL INFORMATION:**

Bar code labels with protectors attached \$.50

- Bar code labels with protectors unattached \$.30
- Number of bar code labels per book \_\_\_\_\_

**Bar Code Symbology:**

- Interleaved 2 of 5
- Follet 2 of 5
- Code 4 – Winnebago (Apple II only)
- Code 39
- Code 39 mod 10
- Code 39 mod 43
- 14 digit codabar
- If using code 39 mod 10/43 or 14 digit codabar, provide 4 digit school code \_\_\_\_\_
- Please keep this bar code range of numbers (minimum 100) on file for this order and future orders  
Bar Code Range \_\_\_\_\_ to \_\_\_\_\_
- My bar code range is currently on file with Mason Crest. Please use these bar code numbers.
- Use the following bar code numbers for this order only  
Bar Code Range \_\_\_\_\_ to \_\_\_\_\_

In 30 characters or less (including spaces and punctuation), please enter **Your School or library Name** as you wish it to appear on your **Bar Code Label**.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BAR CODE PLACEMENT:**

**Attach Bar Code Labels**

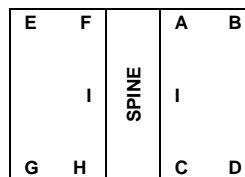
- Yes  No

**1st Bar Code Label Orientation:**

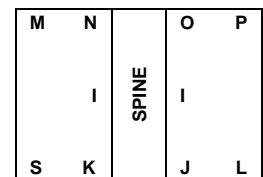
- Horizontal
- Vertical (reading top to bottom)
- Vertical (reading bottom to top)

**2nd Bar Code Label Orientation: (if needed)**

- Horizontal
- Vertical (reading top to bottom)
- Vertical (reading bottom to top)



BACK COVER      FRONT COVER



FRONT INSIDE COVER      BACK INSIDE COVER

- Other location if not specified \_\_\_\_\_