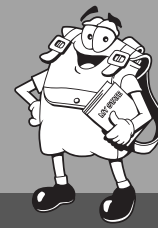# Processing Form

STATE STANDARDS PUBLISHING

LIBRARY PROCESSING INFORMATION

School/Library Name _____

School District Name _____

Contact Name _____

Phone _____ Fax _____

Email _____

Books with attached processing are non-returnable. Please allow 4 – 6 weeks for delivery. All processing is provided in the initial shipment and will not be attached to back ordered books.

New Contact Information

RETURN TO:
State Standards Publishing
P.O. Box 68
Athens, GA 30603

OR FAX: 706.621.5226

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1 KITS (choose one)

AUTOMATION KIT [Complete Sections 2, 3, & 4]

Includes MARC record, barcode label, spine label and label protectors.

☐ **Loose .65¢ per book*** *(PLUS any Extra items in Section 5)*
☐ **Attached $1 per book*** *(PLUS any Extra items in Section 5)*
☐ **MARC records only .40¢ per title***
   (PLUS any Extra items in Section 5)

   * $10 minimum per order

Barcode

☐ Provide instructions in Section 4

Spine Label
☐ 2" from bottom
☐ Other _____

OR

CATALOG CARD KIT [Complete Section 2]

Includes full set of catalog cards (main entry, shelf list, author, title and necessary subject cards), date due card, pressure-sensitive book pocket with date due grid, and spine label set (spine label and protector, book card label, and book pocket label).

☐ **Loose .85¢ per book***
☐ **Attached $1.15 per book***

   * $10 minimum per order

Book Pocket
☐ Inside back cover, centered
☐ Other _____

Spine Label
☐ 2" from bottom
☐ Other _____

---

2 CATALOGING

☐ Check here if you would like **ALL STANDARD** options *(shown in bold)*

Subject Headings
☐ **Library of Congress**
☐ Library of Congress Children's Subject Headings
☐ Sears

Call Letters
☐ **All Caps**
☐ Caps 1st letters only
☐ Other _____

Dewey Numbers
☐ **Abridged Dewey to First Prime**
☐ No more than ____ number of places after decimal point.

Nonfiction and Easy Nonfiction
☐ **Dewey + 1st 3 letters of author's last name**
☐ Other_____

Individual Biography
☐ **92 + 1st 3 letters of author's last name**
☐ Other_____

Collective Biography
☐ **920 + 1st 3 letters of author's last name**
☐ Other_____

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3 AUTOMATION SPECIFICATIONS

Software
☐ Circulation Plus
☐ Winnebago
☐ Unison
☐ Alexandria
☐ Destiny
☐ Dynix
☐ Mandarin
☐ Other _____

Computer System
☐ IBM/PC
☐ Macintosh

Delivery Method
☐ CD-ROM
☐ 3.5" floppy (High Density disk)
☐ Email _____

MARC Protocol*
☐ Pre-1991 MicroLIF
☐ 1991 USMARC/MARC 21 MicroLIF 852 Holdings
☐ 1991 USMARC MicroLIF 949 Holdings – please provide 949 subfields _____

_____

*If in doubt, check the disk label of a previously loaded MARC record data disk or CD-ROM.

visit us online at statestandardspublishing.com

4 BARCODES

BARCODE SYMBOLOGY [If in doubt, contact your automation software provider.]

☐ Interleaved 2 of 5 – No check digit
☐ Interleaved 2 of 5 – Follett Classic
☐ 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
☐ Other _____

BARCODE RANGE

☐ Keep the barcode range specified below on file and continue in accession order on subsequent orders.
☐ Use the barcodes specified below for this order only.

Starting barcode number: _____   Ending barcode number: _____
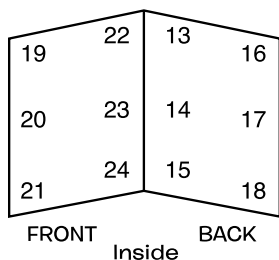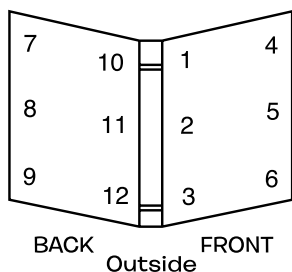(If 14-digit, please include prefix and school code, and actual barcode number. Example: 3164300140084)
☐ Mod 10   ☐ Mod 43

School or Library Name Inscription

|___|___|___|___|___|___|___|___|___|___|___| ___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

(Max: 30 characters, including spaces and punctuation.)

BARCODE LABEL LOCATION

STEP 1 Circle location for each barcode ordered.
(Complete only if you have ordered the Attached Processing option.)

BACK   Outside   FRONT

FRONT   Inside   BACK

STEP 2 Direction of barcode application:
☐ Vertical (parallel to spine)   ☐ Horizontal (perpendicular to spine)

☐ Reading top to bottom   ☐ Reading bottom to top

STEP 3 Direction of second barcode *(if applicable)* _____
See Section 5

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5 EXTRAS   These costs are **IN ADDITION** to all other charges in Section 1.

Add'l barcode label/protector .... ☐ 15¢ loose ☐ 30¢ attached
Spine label/protector .... ☐ 15¢ loose ☐ 30¢ attached
Date due card .... ☐ 15¢ loose ☐ 30¢ attached
Date due slip .... ☐ 15¢ loose ☐ 30¢ attached
Book pocket .... ☐ 15¢ loose ☐ 30¢ attached
Shelf list card .... ☐ 15¢ loose ☐ 30¢ attached

Theft Detection Systems
☐ 3M Tattle-Tape .... ☐ 30¢ loose ☐ 60¢ attached
☐ Checkpoint 9.5 MHZ .... ☐ 30¢ loose ☐ 60¢ attached

READING PROGRAM BOOK LABELS

☐ **Loose Labels** ....15¢ per label
☐ **Attached Labels** ....30¢ per label

Program Type
☐ AR: ATOS™/Accelerated Reader
  ☐ Standard Label – Title, level & points
  ☐ Information Label – Title, level, points, author & quiz number
☐ Lexile (The Lexile Framework® for Reading)
☐ GRL: Fountas & Pinnell Guided Reading Level
       (Shows level only)

Label Placement
Complete only if you have ordered the Attached Processing option.
☐ Standard - On spine, horizontal, directly above
             spine label *(see illus. A)*
☐ Other - For alternative placement, circle the appropriate
             number in illustration B.

Illustration A

Reading Program Label

AR PTS 0.5 AR RL 2.5

92 CAR

Spine Label *(standard placement 2" from bottom)*

2"

Book Spine

Illustration B

BACK   Outside   FRONT

FRONT   Inside   BACK