

# BRAINSTORM

## LIBRARY PROCESSING FORM

**1** \*If you are unsure of what barcode you need, please e-mail or fax us an image of your barcode so we can help you make the correct selection.

School or Library Name: \_\_\_\_\_  New Customer Specifications—Please Keep on File  
 School District Name: \_\_\_\_\_  Update Specifications—Existing Customer  
 Contact: \_\_\_\_\_  Use My Options on File  
 Phone: \_\_\_\_\_  Use These Specifications for This Order Only  
 E-mail: \_\_\_\_\_ \*If you have ordered processing from Bellwether Media or  
 Brainstorm Library, we have your specs on file.  
 We just need your starting barcode.

**2** CHOOSE YOUR PROCESSING PACKAGE (select only one):

**MARC Records Only FREE** (Complete sections **3** and **4**)  
 **Unattached Automation Kit \$1.00 per title** (Complete sections **3**, **4**, **5**)  
 Includes barcode, spine label, and MARC records.  
 **Attached Automation Kit \$1.00 per title** (Complete sections **3**, **4**, **5**, **6**)  
 Includes attachment of barcode and spine label with protectors along with MARC records.

**3** CATALOGING PROFILE:  
 (Please fill out completely as your profile will be kept on file for future purchases.)

**Standard options only (those bolded)** (If no cataloging is specified, the standard options will be provided)

**SUBJECT HEADINGS:**

**Sears**  Library of Congress  Library of Congress Children's

**SPINE LABELS**

**Dewey Number:**  Do not abbreviate Dewey Number  End Dewey Number \_\_\_\_\_ places after decimal  
**Author/Biographee letters:**  None  Number of Author letters \_\_\_\_\_  Biographee complete last name  
**Author/Main Entry Capitalization:**  **Upper/lowercase (std)**  ALL CAPS

**Individual Biography**

*Classification*

**B**  
 92  
 None  
 Subject Dewey  
 Other \_\_\_\_\_

**Graphic Nonfiction**

*Prefix*

**None (std)**  
 Graphic  GN  
 Other \_\_\_\_\_

*Classification*

**Use nonfiction classifications specified above (std)**  
 741.5

**Nonfiction: Grades K-3**

*Prefix*

**None (std)**  
 E above class  
 E in front of class  
 Other \_\_\_\_\_

*Classification*

**Dewey Number (std)**  
 None

**Foreign language**

*Prefix*

**None (std)**  
 S  Sp  Spa  Span  
 ALL CAPS  
 Other \_\_\_\_\_

*Classification*

**Dewey by lang. (std)**  
 Dewey by subject

**Nonfiction: Grades 4-8**

*Prefix*

**None (std)**  
 Other \_\_\_\_\_

*Classification*

**Dewey Number (std)**  
 None

**4** ELECTRONIC DATA SPECIFICATION  
 Please complete this section if you have ordered MARC records.

**Automation:**

Atrium  
 Circ/Cat by Follett  
 Destiny Resource Management by Follett  
 Spectrum  
 Other \_\_\_\_\_

Software Version:

(Please provide to ensure 13-digit compatibility)

**Format\*:**

87 MicroLIF  
 USMARC 852 Holdings  
 USMARC 949 Holdings  
 Other \_\_\_\_\_

\*If in doubt, check with your automation vendor

**Computer:**

Windows  Mac

**Delivery:**

MARC File Download  
 (e-mail address required)

Other (please specify)

**5** BARCODE SPECIFICATION (Please complete this section if you are ordering barcodes.)

**Symbology**

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/Follett Classic  Interleaved 2 of 5/No check digit  Other \_\_\_\_\_

Starting barcode for this order \_\_\_\_\_

I have set aside the following range: \_\_\_\_\_ to \_\_\_\_\_

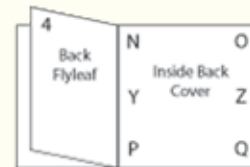
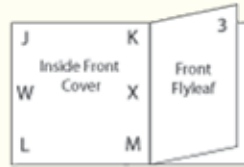
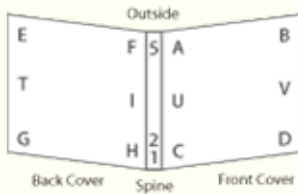
Name of library to appear on barcodes (Max 30 characters):  
 \_\_\_\_\_

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## LIBRARY PROCESSING FORM

### 6 ATTACHED PROCESSING PLACEMENT



#### Barcode Attachment:

- Barcode 1
  - A-Z: \_\_\_\_\_
  - Book pocket
  - Above book pocket
- Direction
  - Horizontal
  - Vertical top to bottom
  - Vertical bottom to top
- Barcode 2
  - A-Z: \_\_\_\_\_
  - Book pocket
  - Above book pocket
- Direction
  - Horizontal
  - Vertical top to bottom
  - Vertical bottom to top

Horizontal (perpendicular to spine)



Vertical – bottom to top (parallel to spine)



Vertical – top to bottom (parallel to spine)



#### Spine Label Attachment:

- Position 1 – 1.5" from bottom (standard)
- Position 2 – 2" from bottom
- Position 5 – .25" from top
- Other: \_\_\_\_\_

### 7 READING PROGRAM LABELS AND ATTACHMENT

- Standard Accelerated Reader label** (Includes reading program name, reading level and points)  
Placement:  Above spine label (2)  A-Z: \_\_\_\_\_  Other: \_\_\_\_\_
- Accelerated Reader Information label** (Includes author, reading level, point value, quiz number)  
Placement:  A-Z: \_\_\_\_\_  Other: \_\_\_\_\_
- Standard Reading Counts label** (Includes reading program name, reading level and points)  
Placement:  Above spine label (2)  A-Z: \_\_\_\_\_  Other: \_\_\_\_\_
- Reading Counts information label sets** (Includes author, reading level, point value, quiz number & Lexile value)  
Placement:  A-Z: \_\_\_\_\_  Other: \_\_\_\_\_
- Lexile spine labels**  
Placement:  A-Z: \_\_\_\_\_  Other: \_\_\_\_\_

### 8 OTHER OPTIONS

- Extra MARC record CD**
- Catalog card kits:** Includes card set, date due card and book pocket  
Placement:  A-Z: \_\_\_\_\_  Other: \_\_\_\_\_
- Catalog cards only**
- Main entry cards**
- Shelf list cards**
- Date due cards**
- Date due slips (blank)**
- Blank peel and stick pockets**
- Label sets**
- Theft protectors**
  - 3M
  - Knogo
  - Checkpoint: frequency \_\_\_\_\_
- Placement:  A-Z: \_\_\_\_\_  Other: \_\_\_\_\_

### 9 UNION CATALOG

Union Catalog Name: \_\_\_\_\_  Access PA  Sunlink  Info Ohio