

# Processing and Cataloging Form

Unattached Processing Now Free! Attached Processing Free with Minimum Order of \$750.00

## SALEM PRESS

**Two University Plaza, Suite 121, Hackensack, NJ 07601**  
**201-968-9899 • 800-221-1592 • Fax: 201-968-1411**

Date \_\_\_\_\_ Purchase Order No. \_\_\_\_\_ Library \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ Email Address \_\_\_\_\_ Contact Name \_\_\_\_\_

**PROCESSING AND CATALOGING INFORMATION:**

For attached processing, please allow 5-7 extra days. Please contact Customer Service for charges not included on this sheet. Minimum order for free attached processing = \$750.  
 Circle or check preference: Attached  Unattached

Service	No. of Books	Attached	Unattached	Extension																			
<b>Catalog Cards, unattached</b>																							
<b>NOT FORMATTED, REFERENCE-STYLE</b>	_____	N/A	FREE	\$ FREE																			
<b>Catalog Card Kits* (formatted)</b>	_____	N/A	FREE	_____																			
*contains pocket, borrowers card, spine label, main entry, shelf list, subject and series cards																							
<b>Main entry card only</b>	_____	N/A	FREE	_____																			
<b>Shelf list card only</b>	_____	N/A	FREE	_____																			
<b>Shelf ready processing</b>	_____	\$1.30	N/A	_____																			
Mylar jacket, pocket, spine label and card kit																							
<b>Shelf ready processing without Mylar</b>	_____	\$1.10	N/A	_____																			
Includes spine label protector																							
<b>Pocket location:</b> Back Flyleaf <input type="checkbox"/> Back Inside Cover <input type="checkbox"/> Front Flyleaf <input type="checkbox"/> Front Inside Cover <input type="checkbox"/> Loose <input type="checkbox"/>																							
<b>Mylar Jackets ONLY, Glued <input type="checkbox"/> Taped <input type="checkbox"/></b>	_____	\$0.85	N/A	_____																			
<b>Security Strips</b>	_____	\$0.70	FREE	_____																			
_____ 3M _____ Check point (Frequency _____) _____ Knogo Strips																							
<b>Spine labels with protectors</b>	_____	\$0.40	FREE	_____																			
(standard is 2" from bottom)																							
<b>Bar code labels with protectors</b>	_____	\$0.60	FREE	_____																			
<b>DATA DISK (per order or per shipment)</b>	_____	N/A	FREE	_____																			
			<b>TOTAL</b>	\$ _____																			
<b>Standard Card Set Cataloging:</b>																							
Nonfiction	Dewey + 3 Letters of Author's Surname	Other _____																					
Individual Bio	92 + 3 Letters of Biographee's Surname	Other _____																					
Collective Bio	920 + 3 Letters of Author's Surname	Other _____																					
*Multivolume sets include individual Pocket, Borrowers card and Spine labels																							
<b>***Bar code Orders CANNOT be completed without the following information***</b>																							
<b>Software System:</b> Circulation Plus/Catalog Plus <input type="checkbox"/> Winnebago <input type="checkbox"/> Columbia <input type="checkbox"/> Mandarin <input type="checkbox"/> Athena <input type="checkbox"/> Other _____																							
<b>Computer Type:</b> IBM (or compatible) <input type="checkbox"/> Apple Dos <input type="checkbox"/> Apple Pro Dos <input type="checkbox"/> Macintosh <input type="checkbox"/>																							
<b>DATA DISK INFORMATION:</b>																							
Disk Format: USMARC/852 holdings data <input type="checkbox"/> 1987 MicroLIF <input type="checkbox"/> USMARC/Other holdings <input type="checkbox"/> Other _____																							
Disk Size: 3.5" <input type="checkbox"/> 5.25" <input type="checkbox"/> <i>Also send disk (extra disk charge)</i> to: Autographics <input type="checkbox"/> Access Pa <input type="checkbox"/> Sunlink <input type="checkbox"/>																							
Other _____																							
<b>BAR CODE LABEL INFORMATION:</b>																							
Bar code label symbology: Code 39 <input type="checkbox"/> Follett 2 of 5 <input type="checkbox"/> Codabar <input type="checkbox"/> Other _____																							
<b>Starting bar code number:</b> _____		<b>Number of labels/book:</b> _____																					
**If assigning a 14-digit bar code, such as Codabar, please indicate the 4-Digit School/Library code: _____																							
In 30 characters or less, enter your School or Library's name as you wish it to appear on your bar code label. There is an extra charge of \$0.25 each to add school or library's name to the pocket.																							
-----																							
If your bar code label is being applied indicate position below:																							
OUTSIDE	<table border="1" style="border-collapse: collapse; width: 100px; height: 100px;"> <tr><td style="text-align: center;">E</td><td style="text-align: center;">F</td><td style="text-align: center;">A</td><td style="text-align: center;">B</td></tr> <tr><td style="text-align: center;">G</td><td style="text-align: center;">H</td><td style="text-align: center;">C</td><td style="text-align: center;">D</td></tr> </table>	E	F	A	B	G	H	C	D	INSIDE	<table border="1" style="border-collapse: collapse; width: 100px; height: 100px;"> <tr><td style="text-align: center;">B</td><td style="text-align: center;">A</td></tr> <tr><td style="text-align: center;">D</td><td style="text-align: center;">C</td></tr> </table>	B	A	D	C	INSIDE	<table border="1" style="border-collapse: collapse; width: 100px; height: 100px;"> <tr><td style="text-align: center;">F</td><td style="text-align: center;">E</td></tr> <tr><td style="text-align: center;">I</td><td style="text-align: center;">J</td></tr> <tr><td style="text-align: center;">H</td><td style="text-align: center;">G</td></tr> </table>	F	E	I	J	H	G
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H	G																						
	Back Cover	Front Cover	Back Cover	Front Cover																			
Horizontal <input type="checkbox"/> Vertical (Reading Top-Bottom) <input type="checkbox"/> Vertical (Reading Bottom-Top) <input type="checkbox"/>																							