

Processing and Cataloging Form

Attached and Unattached Processing Now Free!

SALEM PRESS

Two University Plaza, Suite 310, Hackensack, NJ 07601
(800) 221-1592 - Fax: (201) 968-0511

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																	
Catalog Cards, unattached																					
NOT FORMATTED, REFERENCE-STYLE	_____	N/A	FREE	\$ FREE																	
Catalog Card Kits* (formatted)	_____	N/A	FREE	_____																	
<small>*contains pocket, borrowers card, spine label, main entry, shelf list, subject and series cards</small>																					
Main entry card only	_____	N/A	FREE	_____																	
Shelf list card only	_____	N/A	FREE	_____																	
Shelf ready processing	_____	\$1.30	N/A	_____																	
<small>Mylar jacket, pocket, spine label and card kit</small>																					
Shelf ready processing without Mylar	_____	\$1.10	N/A	_____																	
<small>Includes spine label protector</small>																					
Pocket location: 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"/>																					
Mylar Jackets ONLY, Glued <input type="checkbox"/> Taped <input type="checkbox"/>	_____	\$0.85	N/A	_____																	
Security Strips	_____	\$0.70	FREE	_____																	
_____ 3M _____ Check point (Frequency _____) _____ Knogo Strips																					
Spine labels with protectors	_____	\$0.40	FREE	_____																	
<small>(standard is 2" from bottom)</small>																					
Bar code labels with protectors	_____	\$0.60	FREE	_____																	
DATA DISK (per order or per shipment)	_____	N/A	FREE	_____																	
			TOTAL	\$ _____																	
Standard Card Set Cataloging:																					
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 _____																			
<small>*Multivolume sets include individual Pocket, Borrowers card and Spine labels</small>																					
Bar code Orders CANNOT be completed without the following information																					
Software System: Circulation Plus/Catalog Plus <input type="checkbox"/> Winnebago <input type="checkbox"/> Columbia <input type="checkbox"/> Mandarin <input type="checkbox"/> Athena <input type="checkbox"/> Other _____																					
Computer Type: IBM (or compatible) <input type="checkbox"/> Apple Dos <input type="checkbox"/> Apple Pro Dos <input type="checkbox"/> Macintosh <input type="checkbox"/>																					
DATA DISK INFORMATION:																					
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 _____																					
BAR CODE LABEL INFORMATION:																					
Bar code label symbology: Code 39 <input type="checkbox"/> Follett 2 of 5 <input type="checkbox"/> Codabar <input type="checkbox"/> Other _____																					
Starting bar code number: _____		Number of labels/book: _____																			
<small>**If assigning a 14-digit bar code, such as Codabar, please indicate the 4-Digit School/Library code: _____</small>																					
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;">H</td><td style="text-align: center;">G</td></tr> </table>	F	E	H	G
E	F	A	B																		
G	H	C	D																		
B	A																				
D	C																				
F	E																				
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"/>																					