

Processing and Cataloging Form

Attached and Unattached Processing Now Free!

SALEM PRESS

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Date _____ Phone Number (_____) _____ School/Library _____

Purchase Order No. _____ Email _____ Contact Name _____

Order MARC Records only:

Print MARC with Dewey Call Number _____ Print MARC without Dewey Call Number _____

eBook MARC with Dewey Call Number _____ eBook MARC without Dewey Call Number _____

PROCESSING AND CATALOGING INFORMATION:

For attached processing, please allow 5-7 extra days. Circle or check preference: Attached _____ Unattached _____

Service	No. of Books	Attached	Unattached	Extension
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Circulation Kit (formatted) ** Kits no longer contain main entry, shelf list, subject or series cards	_____	N/A	FREE	\$ FREE
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Shelf ready processing Mylar jacket, pocket, spine label	_____	FREE	N/A	_____
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Shelf processing without Mylar Includes spine label protector	_____	FREE	N/A	_____
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Pocket location: Back Flyleaf _____ Back Inside Cover _____ Front Flyleaf _____ Front Inside Cover _____ Loose _____

Mylar Jackets ONLY: Glued _____ Taped _____

Security Strips 3M _____ Check point _____ (Frequency _____) Konogo Strips _____	_____	FREE	FREE	_____
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Spine Labels with protectors (standard is 2" from bottom)	_____	FREE	FREE	_____
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Bar code labels with protectors	_____	FREE	FREE	_____
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Standard 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 _____

Multivolume sets include individual Pocket, Borrowers card and Spine labels

****Bar code Orders require the following information****

Software System: Circulation Plus/Catalog Plus _____ Winnebago _____ Columbia _____ Mandarin _____ Athena _____ Other _____

Computer Type: IBM (or compatible) _____ Apple Dos _____ Apple Pro Dos _____ Macintosh _____

MARC RECORD INFORMATION:

Disk Format: USMARC/852 holdings data _____ 1987 MicroLIF _____ USMARC/Other holdings _____ Other _____

CD _____ FTP Delivery _____ (email address required): _____

BAR CODE LABEL INFORMATION:

Bar code label symbology: Code 39 _____ Follet 2 of 5 _____ Codabar _____ Other _____

Starting bar code number: _____ **Number of labels/book:** _____

**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"><tr><td>E</td><td>F</td><td>A</td><td>B</td></tr><tr><td></td><td>I</td><td>J</td><td></td></tr><tr><td>G</td><td>H</td><td>C</td><td>D</td></tr></table>	E	F	A	B		I	J		G	H	C	D	INSIDE	<table border="1"><tr><td>B</td><td>A</td></tr><tr><td></td><td>J</td></tr><tr><td>D</td><td>C</td></tr></table>	B	A		J	D	C	INSIDE	<table border="1"><tr><td>F</td><td>E</td></tr><tr><td>I</td><td></td></tr><tr><td>H</td><td>G</td></tr></table>	F	E	I		H	G
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F	E																												
I																													
H	G																												
	Back Cover Front Cover		Back Cover		Front Cover																								

Horizontal _____ Vertical (Reading Top-Bottom) _____ Vertical (Reading Bottom-Top) _____