

# If you have any questions about this form or the library processing offered please call: 800-230-1279 or email: processing@hellocpi.com

## Return completed form via Fax: 800-896-7213 or email: processing@hellocpi.com

School:	
District <u>:</u>	
State:	
Contact Name:	_ Phone:
Email:	

#### Please select one of the following kits and fill out necessary cataloging form:

Basic Automation Kit - Includes MARC record, barcode label, spine label, up to 2 additional labels.

Excludes specialty labels such as genre or color-coded labels/dots/protectors.

Premium Automation Kit - Includes MARC record, barcode label, spine label, up to 6 additional labels.
Includes specialty labels such as genre or color-coded labels/dots/protectors.

\$0.00

Attach Processing (any size order, Basic or Premium, includes Mylar Book Covers)	\$0.69
Unattached Automation Kit (Basic or Premium)-Under 25 Titles	\$0.99
Attached Book Pockets	\$0.30
Attached Theft Protection Strips	\$0.50
Mylar Book Cover Only	\$0.59
Kapco Cover Attached	\$2.50
Attach & Program Theft Protection (RFID)	\$1.25



### **Custom Cataloging Options**

SCHOOL/LIBRARY NAME for barcode labels and/or book pocket labels (up to 30 characters)

Date due slips (four-coling Blank peel and stick book Label sets (includes 1 property)  Spine labels only (impring Transparent label protested Accelerated Reader (AFA Accelerated Reader (AFA Reading Counts (RC) spok Guided Reading (GRL) label Property/Ownership label Blank Peel and stick book and stick between the set of the set	R) spine labels w/ Lexile ine labels	rid) inted spine label)		
	· <del>-</del> · · ·	cy)Date Due Checkpoint (frequency)		
What is your location cod	gs) (also known as 91 MicroLIF 8  de? (field 852 subfield A)  code? (field 852 subfield B)			
	holdings) (include specification of the dots) do you use? (must select one w			
	(13 digit starting barcode#)	Codabar/Mod 10 Check digit (13 digit starting barcode#) Interleaved 2 of 5 / Follett Classic Interleaved 2 of 5 / No check digit Don't know (Attach sample label or photocopy)		
		End		
rcode range: Start				
rcode range: Start ow many barcode labels per boo	ok?0123			

#### 3) Cataloging Classification Options (A)

Check the box of the desired option in each column. If no option is marked, the standard option will be used as a default

Classification Prefix	Classification Option	Number of Main Entry Letters	Example
Classification Prefix  Individual Biography  ☐ Follow notification prefixes specified page 2 (std. option)  ☐ None ☐ Other constant  Easy Books (Fiction grades K-3) ☐ None (std. option) ☐ j above call number	Classification Option  B (std. option) 92 921 None Dewey by Subject Other constant E (std. option) Fic FIC None	Number of Main Entry Letters  3 Biographee letters (std. option)  2 Biographee letters  1 Biographee letter  None Biographee's last name Other  3 Main entry letters (std. option)  2 Main entry letters  1 Main entry letters	Standard Option B Joh Standard Option
□ J above call number     □ Juv above call number     □ JUV above call number     □ Other constant	☐ Other constant	<ul><li>□ None</li><li>□ Author's last name</li><li>□ Other</li></ul>	E Seu
Easy Chapter Books (Chapter books grades K-3)  None (std. option)  j above call number  Juv above call number  JUV above call number  Other constant	☐ F (std. option) ☐ Fic ☐ FIC ☐ E ☐ None ☐ Other constant	□ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ Other	Standard Option F Seu
Fiction Grades 4-8  None (std. option)  j above call number  Jabove call number  Juv above call number  JUV above call number  Other constant	☐ F (std. option) ☐ Fic ☐ FIC ☐ None ☐ Other constant	□ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ Other	Standard Option F Seu
Fiction Grades 9 and Above  None (std. option)  Other constant	F (std. option) Fic FIC YA None Other constant	□ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ Other	Standard Option F Fre
Graphic Fiction  ☐ None (std. option) ☐ Graphic ☐ GF ☐ GN ☐ Other constant	<ul> <li>□ 741.5 (std. option)</li> <li>□ Use fiction classifications specified above</li> <li>□ None</li> <li>□ Other constant</li> </ul>	<ul> <li>□ 3 Main entry letters (std. option)</li> <li>□ 2 Main entry letters</li> <li>□ 1 Main entry letter</li> <li>□ None</li> <li>□ Author's last name</li> <li>□ Other</li> </ul>	Standard Option 741.5 Fre

#### 3) Cataloging Classification Options (B)

Classification Prefix	Classification Option	Number of Main Entry Letters	Example
Non-fiction Grades K-3  None (std. option)  j above Dewey  j in front of Dewey  Jabove Dewey  Juv above Dewey  Juv above Dewey  Juv above Dewey  Juv above Dewey  Juv in front of Dewey  Juv above Dewey  Luv above Dewey  Juv above Dewey  Luv above Dewey  Juv above Dewey  Luv above Dewey	<ul> <li>□ Dewey Number (std. option)</li> <li>□ None</li> <li>□ Other constant</li> </ul>	□ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ Other	Standard Option 599.1 ABC
Non-fiction Grades 4-8  None (std. option)  j above Dewey  j in front of Dewey  Jabove Dewey  Juv above Dewey  Juv above Dewey  Juv in front of Dewey  JUV above Dewey  JUV above Dewey  E above Dewey  E in front of Dewey  Other constant	<ul> <li>□ Dewey Number (std. option)</li> <li>□ None</li> <li>□ Other constant</li> </ul>	□ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ Other	Standard Option 599.1 Abc
Non-fiction Grades 9 & Above  None (std. option) Other constant	<ul><li>□ Dewey Number (std. option)</li><li>□ None</li><li>□ Other constant</li></ul>	□ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ Other	Standard Option 796.453 Abc
Graphic Nonfiction  None (std. option) Graphic GF GN Other constant	<ul> <li>Use nonfiction classifications specified above (std. option)</li> <li>741.5</li> <li>None</li> <li>Other constant</li> </ul>	<ul> <li>□ 3 Main entry letters (std. option)</li> <li>□ 2 Main entry letters</li> <li>□ 1 Main entry letter</li> <li>□ None</li> <li>□ Author's last name</li> <li>□ Other</li> </ul>	Standard Option 973.3 Abc
Collective Biography  Follow nonfiction prefixes previously specified (std. option)  None Other Constant	<ul> <li>□ 920 (std. option)</li> <li>□ BC</li> <li>□ 92</li> <li>□ None</li> <li>□ Other constant</li> <li>□ Dewey by subject</li> </ul>	<ul> <li>□ 3 Main entry letters (std. option)</li> <li>□ 2 Main entry letters</li> <li>□ 1 Main entry letter</li> <li>□ None</li> <li>□ Author's last name</li> <li>□ Other</li> </ul>	Standard Option 920 Abc

#### 3) Cataloging Classification Options (C)

Classification Prefix	Classification Option Number of Main Entry Letters		Example			
Story Collections  Follow nonfiction prefixes previously specified (std. option)  None Other constant  Foreign Language None (std. option) Two letter codes (Sp, Fr) Two letter codes all caps (SP, FR) Three letter codes (Spa, Fra) Three letter codes all caps (SPA, FRA) Whole names (Spanish, French) Whole names all caps (SPANISH, FRENCH) Other constant	□ F (std. option) □ FIC □ 808.8 □ SC □ None □ Other constant □ Dewey by language (std. option) □ Dewey by subject □ None □ Other constant	□ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ Other □ 3 Main entry letters (std. option) □ 2 Main entry letters □ 1 Main entry letter □ None □ Author's last name □ Other	Standard Option F Abc Standard Option 463 Abc			
Bilingual (English/Spanish)  Use English call numbers (std. option) Use Foreign Language call numbers Other  Reference  Dewey number (std.						
(Dictionaries and Encyclopedias)  ☐ None (std. option)  ☐ R above Dewey number  ☐ Ref Above Dewey number  ☐ REF above Dewey number  ☐ Other constant	option)  None  Other constant	option)  2 Main entry letters  1 Main entry letter  None Author's last name Other	Standard Option 423 Abc			
Other Options  All main entry letters for this order to be Upper/lower case (standard option)  All capitalized						
All Dewey numbers for this order   Abridged Dewey number (standard option)  End Abridged Dewey number number of places after decimal point						
Subject Headings for cards (Pick one from below)  Sears (standard option)  Library of Congress  Library of Congress Children's (LCAC)  Subject Headings for data disk (pick any or all from below)  Library of congress  Library of Congress Children's (LCAC)						
Do eBooks recieve barcodes: Yes eBook call number Prefix (optional)	No Genre Plac	ement: Dewey	hor 🗆 None			

<b>Barcode Label Location</b>					
Barcode Labels to b	e:				
□ Attached	*If barcode labels are to be	attached, i	ndicate the	desired posi	tion(s) of
□ Not Attache	d barcode label(s) by circling (	or checking	) the appro	priate letter	r(s) below:
E F S A	B J K N	OR	s	/ W	
E F Spine		Olk	3  1	•	
	Front				
Boo	. All			, ,	
	side Front Cover *Inside Front Cover Front	Fly Leaf Ba	ck Fly Leaf Ir	nside Back Cover	
	laced on outside front cover of book		rd not to cov	er the title**	*
•	icate here if barcode should not be r				
Barcode labels to be:				46i 46i Tagliaferro, Linda Dogs and their puppies	97
	Garza School Libra	ry		erro, Li	ibrary
☐ Horizontal	111111 111 111111 11111 11			nda	S ez.
	46519 Tagliaferro, Linda				chool
	Dogs and their pupples	7 TAG		9 =	0   7 = 4 =
				636	S = gd
				46519 46519 Linda 636.7TAG	arza School Libral arza School Libral IIIIII IIIIII II 46519 o, Linda their puppies
□ Vertical (pa	rallel to spine of book)Ci	rcle one op	tion $\longrightarrow$	636.7TAG	Garza School Library  Garza School Library  IIIIIII IIIIIII IIIIII II 1 1 1 1 1 1
□ Vertical (pa	rallel to spine of book)Ci	rcle one op	tion $\longrightarrow$		Garza Scho
	rallel to spine of book)Ci			Ğ	Tagliaf Dogs a
Clear barcode la		l attached	oarcode lab	els 🗆 Yes 🗆	Tagliaf Dogs an
Clear barcode la		l attached  AR or	parcode lab	els 🗆 Yes 🗅	Tagliaf Dogs an
Clear barcode la		l attached  AR or	oarcode lab	els 🗆 Yes 🗅	Tagliaf Dogs an
Clear barcode lability of spine label location  1 ½ inches from bottom of spine Other	bel protectors to be applied to al	AR or	RC spine labor spi	e label loca	No Legist Appendix No Special Properties and Proper
Clear barcode laction  1 ½ inches from bottom of spine Other Clear spine label protector attack	bel protectors to be applied to al	AR or  Abo	RC spine ove spine labor w spine labor (Please spine spine labor (Please spine	els	No ation
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attach	bel protectors to be applied to al	AR or  Abo  Belo  Oth	RC spine labour spine labour (Please spine labour spine l	els	No ation
Clear barcode lability of the control of the contro	bel protectors to be applied to al	AR or  Abo  Belo Oth Clea	RC spine labor spine labor (Please spine labor RC label nor RC label no	els	No ation
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attach Spine label not attached  ok pocket or Date due sl  Inside front cover	bel protectors to be applied to al	AR or  Belo Clea	RC spine labor spine labor (Please spine labor RC label no RC infor	els	No ation
Clear barcode laboration  1 ½ inches from bottom of spine Other Clear spine label protector attack Spine label not attached  ook pocket or Date due sl	bel protectors to be applied to al	AR or  Abo  Belo  Oth  AR  AR  AR  AR  AR  AR  AR	RC spine laber (Please spar spine laber RC label nor RC infor ached	els	No ation
Clear barcode laboration  1 ½ inches from bottom of spine Other Clear spine label protector attack Spine label not attached  ook pocket or Date due sl Inside front cover Inside back cover	bel protectors to be applied to al	AR or  Belco Clean AR or  AR AR or  AR	RC spine ove spine labe ove spine labe ove spine labe ove spine labe over RC label no ached over RC inform	els	No ation
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attach Spine label not attached lock pocket or Date due sl Inside front cover Inside back cover Front fly leaf	bel protectors to be applied to al	AR or  Abo  Clea  AR or  AR AR  AR Or  AR  AR OR  AR  Blue	RC spine labor spine labor (Please spine labor RC label nor RC informached	els	No ation ached bel
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attack Spine label not attached  Ok pocket or Date due sl  Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a	bel protectors to be applied to al	AR or	RC spine ove spine labe ove spine labe ove spine labe ove RC label no ached or RC inform AR labels ached above	els	No ation  ached bel  bt attached
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attack Spine label not attached Ok pocket or Date due sl Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a	bel protectors to be applied to al	AR or  AR or  Abo  Clea  AR or  AR or  AR  AR or  Att  AR  Blue  Ott	RC spine laber (Please spine laber RC label nor RC informached	els	No ation ached bel ot attached
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attach Spine label not attached Tok pocket or Date due sl Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a  ### Theft protectors	bel protectors to be applied to al	AR or  AR or  Abo  Clea  AR or  AR or  Att  AR or  Att  Clea  Att  Clea	RC spine label over spine label or RC label nor RC informached or RC informached ached above ner (please spine) ached above ner (please spine) and/or	els	No ation ached bel at attached el eading spine lab
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attack Spine label not attached  Tok pocket or Date due sl  Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a  Inteft protectors Attached Theft protector not attached	bel protectors to be applied to al	AR or  AR or  Belo Clea AR or  AR or  AR or  AR or  Att  AR  Lexile	RC spine label over spine label or RC label nor RC informachedor RC informached ached above ner (please spine label spi	els   Yes   elabel loca el el el ecify) I protector att ot attached mation la eation label no e AR spine labe pecify) Guided Re ify where	No ation  ached bel bt attached el eading spine lab
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attack Spine label not attached  Pok pocket or Date due sl  Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a  ### Theft protectors  Attached Theft protector not attached	bel protectors to be applied to al	AR or  AR or  Abo  Clea  AR or  Att  AR or  Att  Att  Att  Clexite	RC spine label over spine label or RC label nor RC informached above ar (please spine) ar kellong ached above ar (please spine) ar (please	els	No ation  ached bel at attached el eading spine lab
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attach Spine label not attached Ok pocket or Date due sl Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a  I theft protectors Attached Theft protector not attached Deckpoint theft protector	bel protectors to be applied to all ned lip location (circle one)	AR or	RC spine ove spine label ove spine label ove spine label ove RC label no ached or RC inform AR labels ached above over (please spine) over (please spine) ached, speciality label	els	No ation  ached bel at attached el eading spine lab g spine label(s) not attacy y stamp
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attack Spine label not attached  Ok pocket or Date due sl  Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a  ### Theft protectors Attached Theft protector not attached Theft protector not attached Theckpoint theft protector Behind the book pocket	bel protectors to be applied to all ned lip location (circle one)	AR or  AR or  Abo  Clea  AR or  AR or  AR or  AR or  Att  Att  Cottle  Att  Cottle  Att  Att  Att  Att  Att  Att  Att	RC spine label over spine label or RC label nor RC informached or RC informached ached above ner (please spine labels ached, specialle and/or Gerty label ached/stamp	els	No ation  ached bel at attached el eading spine lab
Clear barcode la  Dine label location  1 ½ inches from bottom of spine Other Clear spine label protector attack Spine label not attached  Tok pocket or Date due sl  Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a  In theft protectors  Attached Theft protector not attached  Theft protector not attached  Behind the book pocket Other (please specify) Theft protector not attached	bel protectors to be applied to all ned lip location (circle one)	AR or  AR or  Clea AR or  AR or  AR or  AR or  AR  AR or  Att  Att  Cott  Att  Cott  Att  Cott  Att  Cott  Cott  Att  Cott  Cott  Att  Cott  Cot	RC spine laber over spine laber (Please spine laber RC label nor RC inform AR labels ached above ner (please spine laber (please spine laber) ached speciale and/or Gerty laber ached/stampt attached	els	No ation  ached bel at attached el eading spine lab g spine label(s) not attacy stamp where
Clear barcode la  pine label location  1 ½ inches from bottom of spine Other Clear spine label protector attach Spine label not attached  Ook pocket or Date due sl  Inside front cover Inside back cover Front fly leaf Back fly leaf Book pockets/date due slips not a  VI theft protectors  Attached Theft protector not attached Theft protector not attached Theckpoint theft protector  Behind the book pocket Other (please specify)	hed lip location (circle one)  ttached	AR or  AR or  AR or  Clea AR  AR or  AR  AR or  Att  AR  Blue  Ott  Lexile  Prope  Att  No  Othe	RC spine label ove spine label or RC label nor RC informached or RC informached ached above ner (please speciale and/or Gerty label ached/stampt attached r Labels (	els   Yes   elabel loca el el el pecify) I protector att ot attached mation la el el ecify) Guided Re effy where uided Reading I/Property ped, specify w	No ation  ached bel at attached el eading spine lab g spine label(s) not attacy y stamp

□ Not attached

#### 5) Custom Holdings Information

Tag:		<u>-</u>			
	Sub Tag:		_	Description:	
	-		-		
	-		-		
	-		-		
	-		-		
	-		-		
	-		-		
	-		-		
	6) Additi	ional Notes/Re	quirements		