



## Library Cataloging & Processing Services

If you have any questions about this form or the library processing offered please call: 800-230-1279  
or email: [processing@hellocpi.com](mailto:processing@hellocpi.com)  
**Return completed form via Fax: 800-896-7213**  
or email: [processing@hellocpi.com](mailto:processing@hellocpi.com)

**School:** \_\_\_\_\_

**District:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

<b>Basic Automation Kit</b> - Includes MARC record, barcode label, spine label, up to 2 additional labels. Excludes specialty labels such as genre or color-coded labels/dots/protectors.	<b>\$0.00</b>
<b>Premium Automation Kit</b> - Includes MARC record, barcode label, spine label, up to 6 additional labels. Includes specialty labels such as genre or color-coded labels/dots/protectors.	<b>\$0.40</b>

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



# Custom Cataloging Options

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

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## 1) Book Pockets, Date Due Cards, and Spine Labels

- Date due cards** (imprinted with call number, author, title-lines on both sides)
  - Date due slips** (four-column, 3"x5", peel and stick strip)
  - Blank peel and stick book pockets** (with date and due grid)
  - Label sets** (includes 1 printed label for book pocket & printed spine label)
  - Spine labels only** (imprinted with call number & author letters)
  - Transparent label protectors** (for all exterior labels)
  - Accelerated Reader (AR) spine labels**
  - Accelerated Reader (AR) spine labels w/ Lexile**
  - Reading Counts (RC) spine labels**
  - Guided Reading (GRL) labels**
  - Property/Ownership label or stamp** (circle one)
  - Accelerated Reader information label**
  - Blue AR label**
  - Reading Counts Information label**
  - Lexile Spine labels**
  - Other Labels** (please specify below)
- Example: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Theft protectors** \_\_3M strips  Checkpoint (frequency\_\_\_\_)  Date Due Checkpoint (frequency\_\_\_\_)
- Theft protectors RFID** \_\_3M  Bibliotheca

## 2) Barcode and MARC Record Preferences

**MARC Delivery Method?**  CD  FTP  EMAIL address \_\_\_\_\_

**What data format?** \_\_\_\_\_ **EMAIL 2:** \_\_\_\_\_

USMARC (852 holdings) (also known as 91 MicroLIF & Marc21)

**What is your location code?** (field 852 subfield A) \_\_\_\_\_

**What is your sublocation code?** (field 852 subfield B) \_\_\_\_\_

USMARC (949/other holdings) (include specification on page 5 for custom holdings)

**What symbology and check digit do you use?** (must select one when ordering barcodes)

- Code 3 of 9 / No check digit
- Code 3 of 9 / Mod 10 check digit (13 digit starting barcode#)
- Code 3 of 9 / Mod 43 check digit (13 digit starting barcode#)
- Codabar / No check digit
- 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)

**Barcode range: Start** \_\_\_\_\_ **End** \_\_\_\_\_

**How many barcode labels per book?**  0  1  2  3

**Attach sample barcode here:**

### 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
<b>Individual Biography</b> <input type="checkbox"/> Follow notification prefixes specified page 2 (std. option) <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> B (std. option) <input type="checkbox"/> 92 <input type="checkbox"/> 921 <input type="checkbox"/> None <input type="checkbox"/> Dewey by Subject <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Biographee letters (std. option) <input type="checkbox"/> 2 Biographee letters <input type="checkbox"/> 1 Biographee letter <input type="checkbox"/> None <input type="checkbox"/> Biographee's last name <input type="checkbox"/> Other _____	Standard Option  B Joh
<b>Easy Books</b> (Fiction grades K-3) <input type="checkbox"/> None (std. option) <input type="checkbox"/> j above call number <input type="checkbox"/> J above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other constant _____	<input type="checkbox"/> E (std. option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name <input type="checkbox"/> Other _____	Standard Option  E Seu
<b>Easy Chapter Books</b> (Chapter books grades K-3) <input type="checkbox"/> None (std. option) <input type="checkbox"/> j above call number <input type="checkbox"/> J above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other constant _____	<input type="checkbox"/> F (std. option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> E <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name <input type="checkbox"/> Other _____	Standard Option  F Seu
<b>Fiction Grades 4-8</b> <input type="checkbox"/> None (std. option) <input type="checkbox"/> j above call number <input type="checkbox"/> J above call number <input type="checkbox"/> Juv above call number <input type="checkbox"/> JUV above call number <input type="checkbox"/> Other constant _____	<input type="checkbox"/> F (std. option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name <input type="checkbox"/> Other _____	Standard Option  F Seu
<b>Fiction Grades 9 and Above</b> <input type="checkbox"/> None (std. option) <input type="checkbox"/> Other constant _____	<input type="checkbox"/> F (std. option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> YA <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name <input type="checkbox"/> Other _____	Standard Option  F Fre
<b>Graphic Fiction</b> <input type="checkbox"/> None (std. option) <input type="checkbox"/> Graphic <input type="checkbox"/> GF <input type="checkbox"/> GN <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 741.5 (std. option) <input type="checkbox"/> Use fiction classifications specified above <input type="checkbox"/> None <input type="checkbox"/> Other constant _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name <input type="checkbox"/> Other _____	Standard Option  741.5 Fre

### 3) Cataloging Classification Options (B)

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

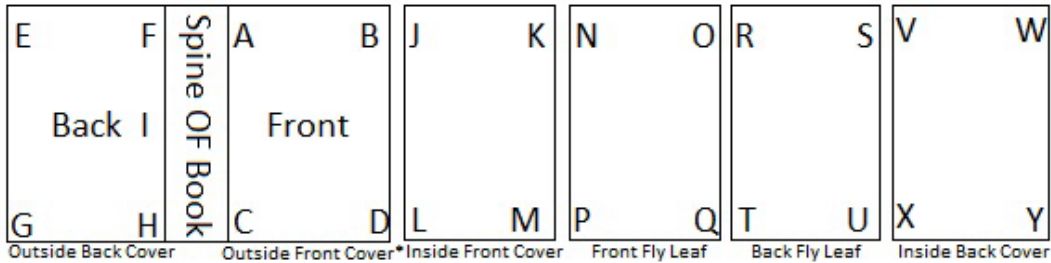


## 4) Attachment instructions for \_\_\_\_\_

### Barcode Label Location

#### Barcode Labels to be:

- Attached      **\*If barcode labels are to be attached, indicate the desired position(s) of barcode label(s) by circling (or checking) the appropriate letter(s) below:**
- Not Attached



\*\*\*If barcode is to be placed on outside front cover of book, it is standard not to cover the title\*\*\*

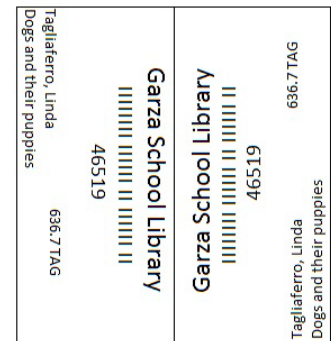
- Please indicate here if barcode should not be moved from specified location.

#### Barcode labels to be:

- Horizontal



- Vertical (parallel to spine of book).....Circle one option →



Clear barcode label protectors to be applied to all attached barcode labels  Yes  No

### Spine label location

- 1 ½ inches from bottom of spine
- Other \_\_\_\_\_
- Clear spine label protector attached
- Spine label not attached

### Book pocket or Date due slip location (circle one)

- Inside front cover
- Inside back cover
- Front fly leaf
- Back fly leaf
- Book pockets/date due slips not attached

### 3M theft protectors

- Attached
- Theft protector not attached

### Checkpoint theft protectors

- Behind the book pocket
- Other (please specify) \_\_\_\_\_
- Theft protector not attached

### RFID theft protectors

- Attached, specify where \_\_\_\_\_
- Theft protector not attached

### AR or RC spine label location

- Above spine label
- Below spine label
- Other (Please specify) \_\_\_\_\_
- Clear spine label protector attached
- AR or RC label not attached

### AR or RC information label

- Attached \_\_\_\_\_
- AR or RC information label not attached

### Blue AR labels

- Attached above AR spine label
- Other (please specify) \_\_\_\_\_

### Lexile and/or Guided Reading spine labels

- Attached, specify where \_\_\_\_\_
- Lexile and/or Guided Reading spine label(s) not attached

### Property label/Property stamp

- Attached/stamped, specify where \_\_\_\_\_
- Not attached

### Other Labels (please specify on page 5)

- Attached, specify where \_\_\_\_\_
- Not attached

