



**Crabtree
Publishing**

LIBRARY SERVICES SPECIFICATIONS SHEET

**FREE Standard Processing
on all orders over \$350
(\$1 per book for orders under \$300)**

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347 Fifth Avenue, Suite 1402-145, New York, NY 10016

Library Services Specification Sheet

1. General Information

School Library Name:	School District Name:
Email:	Phone Number:

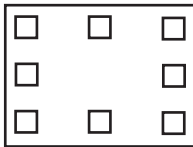
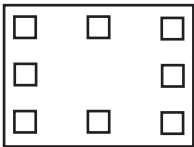
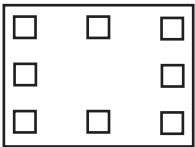
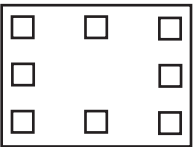

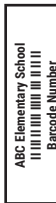
2. MARC Record Information

USMARC 852 Holdings
 USMARC 949 Holdings
 USMARC 852 Combined H
 Applicable Standard: AACR2 RDA
 Library Software: _____ CD Rom Email: _____
 Union Database: _____ Location Code: _____ Sublocation Code: _____
 Subject Headings: Sears Library of Congress Library of Congress - Childrens

3. Additional Services - Mark each individual service to order. If more than one service needed per book, add quantity in blank.

<input type="checkbox"/> Barcode Label <input type="checkbox"/> Transparent Barcode Label Protector <input type="checkbox"/> Spine Label <input type="checkbox"/> Transparent Spine Label Protector <input type="checkbox"/> AR® Logo Label <input type="checkbox"/> Accelerated Reader® Program Label <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Book Language Label Type: <input type="checkbox"/> Standard (Spine label size containing points, reading level & quiz #) <input type="checkbox"/> Superior (Barcode label size containing points, reading level & quiz #, title & author) <input type="checkbox"/> Book Pocket Blank, contains date due grid only. <input type="checkbox"/> Catalog Card Set Includes 1 main entry, 2 shelf lists, title card, subject cards, added entries <input type="checkbox"/> QR Use additional comments to indicate placement Label Type: <input type="checkbox"/> Standard <input type="checkbox"/> Superior	<input type="checkbox"/> Shelf Ready Processing <input type="checkbox"/> Shelf List Card <input type="checkbox"/> Additional Reading Program Labels <input type="checkbox"/> Reading Counts® <input type="checkbox"/> Lexile® <input type="checkbox"/> Mitinet Measures™ <input type="checkbox"/> Custom Property Label Use Additional Comments to give specifics <input type="checkbox"/> Date Due Slip <input type="checkbox"/> Date Due Card Lined on both sides and imprinted with call #, author, title <input type="checkbox"/> Book Pocket Label <input type="checkbox"/> Main Entry Card <input type="checkbox"/> Theft Protection Select type from options below: <input type="checkbox"/> 3M Strip <input type="checkbox"/> Checkpoint (frequency number: _____) <input type="checkbox"/> Date Due (frequency number: _____)
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4. Processing Instructions - Fill out this section if shelf-ready processing selected in Step 3.

Barcode Label Positions				Barcode Label Orientation	
 Outside Back Cover	 Outside Front Cover	 Inside Front Cover	 Inside Back Cover	 Barcode Number	 Barcode Number
Spine Label Positions <input type="checkbox"/> Standard - 2" from bottom of label <input type="checkbox"/> 1" from bottom to bottom <input type="checkbox"/> Other _____		Reading Program Label Position Label 1 Type: _____ Label 2 Type: _____ Label 3 Type: _____ <input type="checkbox"/> Above Spine Label <input type="checkbox"/> Above Spine Label <input type="checkbox"/> Above Spine Label <input type="checkbox"/> Below Spine Label <input type="checkbox"/> Below Spine Label <input type="checkbox"/> Below Spine Label <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____			
Book Pocket Position <input type="checkbox"/> Inside Back Cover <input type="checkbox"/> Inside Front Cover <input type="checkbox"/> Front Flyleaf <input type="checkbox"/> Back Flyleaf <input type="checkbox"/> Other _____		Date Due Slip Position <input type="checkbox"/> Inside Back Cover <input type="checkbox"/> Inside Front Cover <input type="checkbox"/> Front Flyleaf <input type="checkbox"/> Back Flyleaf <input type="checkbox"/> Other _____		Theft Protection <input type="checkbox"/> Spine - <i>If specific locations, note below</i> <input type="checkbox"/> Under pocket <input type="checkbox"/> Other _____	
Additional Comments					

Library Services Specification Sheet - continued

5. Barcode Specifications

Library Name as it is to appear on label (30 characters max including spaces):

Format: ABC Abc

Starting Barcode Number: _____ Do Not Exceed Numbers: _____

Symbology: 2 of 5 Follett Classic 3 of 9 Mod 20 Codabar No Check Digit
 3 of 9 No Check Digit 3 of 9 Mod 43 Codabar Mod 10 Assign barcode numbers to eBooks

6. Library Service Classification Options

Main Entry Letters: ABC Abc Dewey Numbers: _____ places past decimal First Prime

Easy Fiction

Prefix: _____

- Above Classification
 Beside Classification

Classification Option:

E F Fic FIC

Other _____

None

of Main Entry Letters _____

4-8 Fiction

Prefix: _____

- Above Classification
 Beside Classification

Classification Option:

E F Fic FIC

Other _____

None

of Main Entry Letters _____

9-12 Fiction

Prefix: _____

- Above Classification
 Beside Classification

Classification Option:

E F Fic FIC

Other _____

None

of Main Entry Letters _____

K-3 NonFiction

Prefix: _____

- Above Classification
 Beside Classification

Classification Option:

Dewey #

Other _____

None

of Main Entry Letters _____

4-8 NonFiction

Prefix: _____

- Above Classification
 Beside Classification

Classification Option:

Dewey #

Other _____

None

of Main Entry Letters _____

9-12 NonFiction

Prefix: _____

- Above Classification
 Beside Classification

Classification Option:

Dewey #

Other _____

None

of Main Entry Letters _____

Individual Biography

Prefix: _____

- Follow Nonfiction Prefixes

Classification Option:

B 921 92 Dewey #

Other _____

None

of Main Entry Letters _____

Collective Biography

Prefix: _____

- Follow Nonfiction Prefixes

Classification Option:

B 921 92 Dewey #

Other _____

None

of Main Entry Letters _____

Story Collection

Prefix: _____

- Follow Fiction Prefixes

Classification Option:

SC As Fiction 808.8

Other _____

None

of Main Entry Letters _____

Foreign Language

Prefix: _____

SPA/FRE/HAT Spa/Fre/HAT

SP/FR/HT Sp/Fr/Ht

Other _____

Classification Option:

448/468/447 Dewey

Other _____

None

of Main Entry Letters _____

Classify Bilingual:

As English As Foreign

Reference

Prefix: _____

REF Ref R

Other _____

Classification Option:

Dewey#

Other _____

None

of Main Entry Letters _____

Special Collections

DVD Prefix: _____

eBook Prefix: _____

Graphic Novel Prefix: _____

Miscellaneous:

_____ Prefix: _____

_____ Prefix: _____

_____ Prefix: _____

Additional Comments:

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