

Arroyo Viejo Books

Ph: (800) 277-6961 Fax: (951) 659-4919
www.arroyoviejo.com

LIBRARY CATALOGING ORDER FORM

WE ONLY SUPPLY LIBRARY CATALOGING PRODUCTS. WE DO NOT ATTACH THESE PRODUCTS TO YOUR BOOKS

CONTACT INFORMATION:

School/Library Contact E-mail
Address Phone # Fax #
City State Zip District Purchase Order #

PRICING INFORMATION

ALL CATALOGING PRODUCTS ARE SOLD ONLY IN COMBINATION WITH A BOOK ORDER

KITS

Table with columns: Qty, Product (Protectors are included for barcodes and labels in all of our kits), Price, Total. Rows include Automation Kit, Premium Automation Kit, Premium Automation Kit w/Shelflist Card, Premium Non-Automation Kit, and Circulation Kit.

INDIVIDUAL ITEMS

Prices are per item (Each)

Table with columns: Qty, Product, Price, Total. Rows include MARC Record, Smart Barcode Label with protector, Spine Label with protector, Reading Program Label with Protector, Reading Program Pocket Label, Card Set, Guided Reading Label with protector, Extra Label Protector, Date Due Slip, and Theft Detection.

Library Cataloging Total

Please add Library Cataloging Total to your book order.

A copy of both pages of this Library Cataloging Order Form must be attached to your purchase order.

LIBRARY CATALOGING ORDER FORM

CALL NUMBER
CLASSIFICATION OPTIONS

◆Indicates Standard Option
(3 letters is the standard for author/main entry letters)

Call Numbers:

- ◆Include call numbers Don't include call numbers

Capitalization:

- ◆Capitalize first main entry letter only
- Capitalize all main entry letters Customize (List below)

Dewey Classification:

- ◆Abridged Dewey
- Unabridged Dewey to the 2nd Prime (When available)
- Unabridged Dewey (When available)
- Unabridged Dewey with number of digits past the decimal:____(0-7 Digits)

Nonfiction:

- PREFIX:
 ◆None E (K-3) J (4-8) Other_____

CLASSIFICATION:

- ◆Dewey Classification
- J (K-3 only)
- E (K-3 only)
- Leave blank
- Other:_____

Number of author/main entry letters_____(0-12) Complete Surname
Capitalization: ◆First Letter All Letters

Individual Biography (No prefix):

- ◆92 BIO
- 921 Bio
- B Dewey Classification
- Leave blank Other_____

Number of author/main entry letters_____(0-12) Complete Surname
Capitalization: ◆First Letter All Letters

Collective Biography (No prefix):

- ◆92 BIO
- 920 Bio
- B Dewey Classification
- Leave blank Other_____

Number of author/main entry letters_____(0-12) Complete Surname
Capitalization: ◆First Letter All Letters

Fiction:

- PREFIX:
 ◆None
- | | |
|------------------------------|--------------------------------------|
| <input type="checkbox"/> K-3 | <input type="checkbox"/> 4 or Higher |
| <input type="checkbox"/> J | <input type="checkbox"/> J |
| <input type="checkbox"/> E | <input type="checkbox"/> JUV |

CLASSIFICATION:

- | | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> K-3 | <input type="checkbox"/> 4 or Higher |
| <input type="checkbox"/> ◆E | <input type="checkbox"/> ◆F |
| <input type="checkbox"/> EASY | <input type="checkbox"/> FIC |
| <input type="checkbox"/> Easy | <input type="checkbox"/> Fic |
| <input type="checkbox"/> Leave blank | <input type="checkbox"/> Leave blank |
| <input type="checkbox"/> Other_____ | <input type="checkbox"/> Other_____ |

Number of author/main entry letters_____(0-12) Complete Surname
Capitalization: ◆First Letter All Letters

Story Collection (No prefix):

- ◆SC Treat the same as fiction
- 808.83 Leave blank
- Number of author/main entry letters_____(0-12) Complete Surname
- Capitalization: ◆First Letter All Letters

Spanish:

- PREFIX:
 ◆None SP SPA Other_____

CLASSIFICATION:

- Dewey Classification by: Subject Language
- Number of author/main entry letters_____(0-12) Complete Surname
- Capitalization: ◆First Letter All Letters

MARC RECORDS

◆Indicates Standard Option

Software:

- Athena Follett
- Alexandria Horizon
- Caspr Mandarin
- Dynix Spectrum
- Other_____

Version: _____

Format:

- '91 MicroLIF/MARC21 Protocol (File name Microlif.001)
- '87 MicroLIF Protocol (File name IBM.FIL)
- USMARC Communications (File name MARC.001)

Computer System:

- IBM or compatible Macintosh

Date Format Desired:

- ◆CD
- FTP* - E-mail Address (Required)

*NOTE: You will receive an e-mail notification when your MARC file is available for downloading.

BARCODES

Library Name for barcode labels (30 characters maximum including spaces):

Barcode Symbology: (* CD = Check Digit)

- Follett 2 of 5 (T)
- Interleave 2 of 5
- Code 3 of 9 (Code 39)
- Codabar without check digit
- Codabar (13 plus check digit)
- Code 3 of 9-Mod 10 (13 plus check digit)
- Code 3 of 9-Mod 43 (13 plus check digit)

Starting Barcode Number: (Do not include check digit)