

CUSTOM CATALOG CARDS & DISKETTES from RAINBOW BOOKS

FOR OFFICE USE

SCHOOL NAME for barcode labels and/or book pocket labels (to 30 letters and spaces).

Cust _____
 Ord _____
 Group Opt. Cd _____
 DS SHELF-READY
 BLKS
 SHP GND 2 1

1) Catalog Cards, Book Pockets, and Date Due Cards

- _____ Catalog card kits (1 main entry, 2 shelf lists, subject cards, added entries, date due card, label set, peel and stick book pocket) **\$.89**
- _____ Main entry cards **.10**
- _____ Shelf list cards **.10**
- _____ Date due cards (imprinted with call number, author, title - lines on both sides) **.10**
- _____ Date due slips (four column, 3" x 5", peel and stick strip) **.03**
- _____ Blank peel & stick book pockets (with date due grid) **.10**
- _____ Label sets (includes 1 printed label for book pocket and 1 printed spine label) **.15**
- _____ AR Labels (see Section 4 for placement options) **.05**
- _____ Theft protectors 3M KNOGO Checkpoint-frequency **.25**
- _____ Shelf Ready Processing (please complete information in section 4) **.50**

2) Barcodes, Data Diskettes, and Spine Labels

- _____ Disk with bibliographic records and additional items checked below (\$.79 per title, \$13.75 minimum charge)
- _____ Disk with bibliographic records ONLY (\$20.00 per order)

What software system are you using? _____ Software version? _____

What barcode symbology and check digit do you use?

- _____ Code 3 of 9 / No check digit
- _____ Code 3 of 9 / Mod 10 check digit
- _____ Code 3 of 9 / Mod 43 check digit
- _____ Codabar / No check digit
- _____ Codabar / Mod 10 check digit
- _____ Interleaved 2 of 5 / Follett Classic
- _____ Interleaved 2 of 5 / No check digit
- _____ Don't know (Attach sample label or photocopy)

What type of computer? IBM or IBM Compatible Macintosh

What type of media? 5 1/4" diskette 3 1/2" diskette None (generic barcode labels only) Zip Disk
 CD-ROM EMAIL (address _____)

What data format? 1987 MicroLIF USMARC (852 holdings) USMARC (949 holdings) (attach specification of 949 field)

What is your location code? (field 852 subfield A) _____ What is your sublocation code? (field 852 subfield B) _____

Starting barcode number? _____

How many barcode labels per book? 0 1 2 3

Do you want transparent barcode protectors included for each barcode label? Yes

Do you want spine labels? (imprinted with call number and authors letters in bold, title, and school name) Yes

Do you want transparent spine label protectors included for each spine label? Yes

3) Cataloging Classification Options for Catalog Cards and Barcodes/Diskettes

Place an X in front of the desired option in each column. If no option is marked, the standard option, listed first in each column, will be used.

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES				
Individual Biography							
<input type="checkbox"/> Follow nonfiction prefixes specified page 2 (std. option) <input type="checkbox"/> None	<input type="checkbox"/> B (standard option) <input type="checkbox"/> 92 <input type="checkbox"/> 921 <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ <input type="checkbox"/> Dewey by subject	<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	<table border="1"> <tr> <th>Standard Options</th> <th>2nd, 3rd, 5th Options</th> </tr> <tr> <td>B Joh</td> <td>921 Johnson</td> </tr> </table>	Standard Options	2nd, 3rd, 5th Options	B Joh	921 Johnson
Standard Options	2nd, 3rd, 5th Options						
B Joh	921 Johnson						
Easy Books (Fiction Grades K-3)							
<input type="checkbox"/> None (standard 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 (standard option) <input type="checkbox"/> F <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	<table border="1"> <tr> <th>Standard Options</th> <th>4th, 2nd, 1st Options</th> </tr> <tr> <td>E Seu</td> <td>Juv F Seu</td> </tr> </table>	Standard Options	4th, 2nd, 1st Options	E Seu	Juv F Seu
Standard Options	4th, 2nd, 1st Options						
E Seu	Juv F Seu						
Fiction Grades 4-8							
<input type="checkbox"/> None (standard 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 (standard 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	<table border="1"> <tr> <th>Standard Options</th> <th>5th, 1st, 2nd Options</th> </tr> <tr> <td>F Blu</td> <td>JUV F BI</td> </tr> </table>	Standard Options	5th, 1st, 2nd Options	F Blu	JUV F BI
Standard Options	5th, 1st, 2nd Options						
F Blu	JUV F BI						
Fiction Grades 9 and above							
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<input type="checkbox"/> F (standard 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	<table border="1"> <tr> <th>Standard Options</th> <th>3rd, 2nd Options</th> </tr> <tr> <td>F Fre</td> <td>FIC Fr</td> </tr> </table>	Standard Options	3rd, 2nd Options	F Fre	FIC Fr
Standard Options	3rd, 2nd Options						
F Fre	FIC Fr						

3) Cataloging Classification Options (continued)

[OFFICE USE Cust _____ Ord _____]

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES
Non-fiction Grades K-3			
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J ___above Dewey ___in front of Dewey <input type="checkbox"/> j ___above Dewey ___in front of Dewey <input type="checkbox"/> JUV ___above Dewey ___in front of Dewey <input type="checkbox"/> JUV ___above Dewey ___in front of Dewey <input type="checkbox"/> E ___above Dewey ___in front of Dewey <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<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	<i>Standard Options</i> 599 Bur <i>2nd(above), 1st, 1st Options</i> J 599 Bur
Non-fiction Grades 4-8			
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J ___above Dewey ___in front of Dewey <input type="checkbox"/> j ___above Dewey ___in front of Dewey <input type="checkbox"/> JUV ___above Dewey ___in front of Dewey <input type="checkbox"/> JUV ___above Dewey ___in front of Dewey <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<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	<i>Standard Options</i> 598 Car <i>3rd(front), 1st, 2nd Options</i> j598 Ca
Non-fiction Grades 9 and above			
<input type="checkbox"/> None (standard option) <input type="checkbox"/> Other constant _____	<input type="checkbox"/> Dewey number (standard option) <input type="checkbox"/> None	<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	<i>Standard Options</i> 796.332 Ros <i>1st, 3rd Options</i> 796.332 R
Collective Biography			
<input type="checkbox"/> Follow nonfiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> 920 (standard option) <input type="checkbox"/> BC <input type="checkbox"/> 92 <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	<i>Standard Options</i> 920 Jos <i>2nd, 1st, 3rd Options</i> 920 J
Story Collections			
<input type="checkbox"/> Follow fiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> 808.8 <input type="checkbox"/> SC <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	<i>Standard Options</i> F Kna <i>2nd, 4th, 2nd Options</i> 808.8 Kn
Foreign Language			
<input type="checkbox"/> None (standard option) <input type="checkbox"/> MARC code (Spa, Fre, Ger) <input type="checkbox"/> MARC code all caps (SPA, FRE, GER) <input type="checkbox"/> Two letter codes (Sp, Fr, Gr) <input type="checkbox"/> Two letter codes all caps (SP, FR, GR)	<input type="checkbox"/> Dewey by language (std. option) <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	<i>Standard Options</i> 468 Mor <i>2nd, 2nd, 2nd Options</i> Spa 613 Mo
Reference (Dictionaries and Encyclopedias)			
<input type="checkbox"/> None (standard option) <input type="checkbox"/> R above Dewey number <input type="checkbox"/> Ref above Dewey number <input type="checkbox"/> REF above Dewey number <input type="checkbox"/> Other constant _____	Dewey number	<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	<i>Standard Options</i> 423 Mer <i>4th, 1st, 3rd Options</i> REF 423 M
Nonprint Media Prefix			
<input type="checkbox"/> General Materials Designation (GMD) (standard option) <input type="checkbox"/> None <input type="checkbox"/> Other constant _____ (same for all nonprint media on order)			

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 places after decimal point

Subject Headings for cards

(Pick one from list below)
 Sears (std. option)
 Library of Congress
 Library of Congress Childrens (LCAC)

Subject Headings for data disk

(Pick any or all from list below)
 Sears (std. option)
 Library of Congress
 Library of Congress Childrens (LCAC)

Rainbow Books
 500 East Main Street
 Lake Zurich, IL 60047
 P.O. # _____

Ship to _____

Library Materials Enclosed