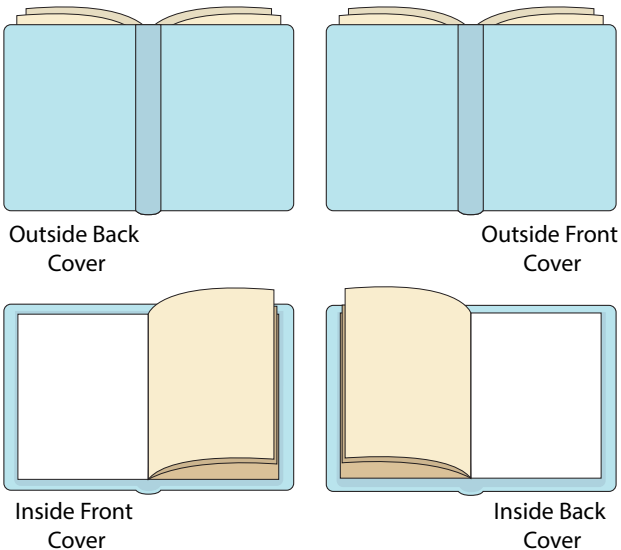
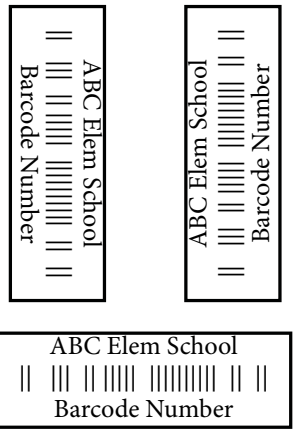


4. Processing Instructions Fill out this section if shelf-ready processing has been selected in step three.

<p>Barcode Label Positions</p>  <p style="text-align: center;">Outside Back Cover Outside Front Cover</p> <p style="text-align: center;">Inside Front Cover Inside Back Cover</p>		<p>Barcode Label Orientation</p> 												
<p>Spine Label Position</p> <p>Standard - 2" from bottom of label 1" from bottom to bottom Other</p>	<p>Reading Program Label Position</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>Label 1 Type:</p> <p>Above Spine Label Below Spine Label Other</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Label 2 Type:</p> <p>Above Spine Label Below Spine Label Other</p> </td> <td style="width: 33%; vertical-align: top;"> <p>Label 3 Type:</p> <p>Above Spine Label Below Spine Label Other</p> </td> </tr> </table>			<p>Label 1 Type:</p> <p>Above Spine Label Below Spine Label Other</p>	<p>Label 2 Type:</p> <p>Above Spine Label Below Spine Label Other</p>	<p>Label 3 Type:</p> <p>Above Spine Label Below Spine Label Other</p>								
<p>Label 1 Type:</p> <p>Above Spine Label Below Spine Label Other</p>	<p>Label 2 Type:</p> <p>Above Spine Label Below Spine Label Other</p>	<p>Label 3 Type:</p> <p>Above Spine Label Below Spine Label Other</p>												
<p>Book Pocket Position</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Inside Back Cover</td> <td style="width: 50%;">Inside Front Cover</td> </tr> <tr> <td>Front Flyleaf</td> <td>Back Flyleaf</td> </tr> <tr> <td colspan="2">Other</td> </tr> </table>	Inside Back Cover	Inside Front Cover	Front Flyleaf	Back Flyleaf	Other		<p>Date Due Slip Position</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Inside Back Cover</td> <td style="width: 50%;">Inside Front Cover</td> </tr> <tr> <td>Front Flyleaf</td> <td>Back Flyleaf</td> </tr> <tr> <td colspan="2">Other</td> </tr> </table>	Inside Back Cover	Inside Front Cover	Front Flyleaf	Back Flyleaf	Other		<p>Theft Protection</p> <p><i>Spine if specific locations note below</i></p> <p>Under Pocket Other</p>
Inside Back Cover	Inside Front Cover													
Front Flyleaf	Back Flyleaf													
Other														
Inside Back Cover	Inside Front Cover													
Front Flyleaf	Back Flyleaf													
Other														

Genre Label Position **Additional Comments**

<p>Above Spine Label</p> <p>Below Spine Label</p> <p>Other _____</p>
--

5. Barcode Specifications

Library Name as it is to appear on the label (30 characters max including space):			
Format:		ABC	Abc
Starting Barcode Number:		Do Not Exceed Number:	
Format:	2 of 5 Follett Classic	3 of 9 Mod 10	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 Services Classification Options

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

Easy Fiction
<p>Prefix</p> <p>Prefix</p> <p style="padding-left: 20px;">Above Classification</p> <p style="padding-left: 20px;">Beside Classification</p> <p>Classification Option:</p> <p style="padding-left: 20px;">E F Fic FIC</p> <p style="padding-left: 20px;">Other</p> <p style="padding-left: 20px;">None</p> <p># of Main Entry Letters</p>

4-8 Fiction
<p>Prefix</p> <p>Prefix</p> <p style="padding-left: 20px;">Above Classification</p> <p style="padding-left: 20px;">Beside Classification</p> <p>Classification Option:</p> <p style="padding-left: 20px;">F Fic FIC</p> <p style="padding-left: 20px;">Other</p> <p style="padding-left: 20px;">None</p> <p># of Main Entry Letters</p>

9-12 Fiction
<p>Prefix</p> <p>Prefix</p> <p style="padding-left: 20px;">Above Classification</p> <p style="padding-left: 20px;">Beside Classification</p> <p>Classification Option:</p> <p style="padding-left: 20px;">F Fic FIC</p> <p style="padding-left: 20px;">Other</p> <p style="padding-left: 20px;">None</p> <p># of Main Entry Letters</p>

K-3 Non-Fiction

Prefix

Prefix
Above Classification
Beside Classification

Classification Option:

Dewey #
None

of Main Entry Letters

4-8 Non-Fiction

Prefix

Prefix
Above Classification
Beside Classification

Classification Option:

Dewey #
None

of Main Entry Letters

9-12 Non-Fiction

Prefix

Prefix
Above Classification
Beside Classification

Classification Option:

Dewey #
None

of Main Entry Letters

Individual Biography

Prefix

Follow Non-Fiction Prefixes

Classification Option:

B 921 92 Dewey #
Other
None

of Main Entry Letters

Collective Biography

Prefix

Follow Non-Fiction Prefixes

Classification Option:

920 BC 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 Spa / Fre
SP / FR Sp / Fr
Other

Classification Option:

448 / 468 (Dewey by Language)
Dewey (Dewey by Subject)
Other
None

of Main Entry Letters

Classification Option:

As English As Foreign

Reference

Prefix

REF Ref R
Other

Classification Option:

Dewey
None

of Main Entry Letters

Graphic Novels

Prefix**Classification Option:**

By Subject 741.5
Other
None

of Main Entry Letters

Special Collections

DVD Prefix
eBook Prefix

Miscellaneous:

Prefix
Prefix
Prefix

Additional Comments

XXX67007
231115



999000000395