

LIBRARY PROCESSING FORM



ABDO
A FAMILY OF EDUCATIONAL PUBLISHERS

ABDO Customer Service

customerservice@abdobooks.com 800-800-1312 800-862-3480
P.O. Box 398166 Minneapolis, MN 55439 abdobooks.com

FREE SHIPPING & SHELF-READY PROCESSING ON ORDERS OF \$350 OR MORE!

A) CONTACT INFORMATION (REQUIRED)

School/Library Name: _____ P.O. Number: _____
School District Name: _____ Phone: _____
Contact Name: _____ Email: _____
City / State / Zip: _____ Bill To Zip Code: _____
Date: _____ Preparer of Processing Form: _____

Processing Specification History (select one)

My Processing Specifications are on file with ABDO, and there are no changes since my last order. ▶ Select **one** below, stop, and return form.

Continue from last Barcode Number used Start with Barcode Number: _____

This is the first time I have ordered Library Processing from ABDO. ▶ Complete **entire** form.



Processing Method (select one)

☐ Attached (Shelf-Ready) Complete Sections A, B, C, D, E

☐ Unattached (Loose) Complete Sections A, B, C, D

B) CATALOGING PROFILE (REQUIRED)

Check here to **select all standard options** (standards are **bold**)

Subject Headings

Library of Congress
Library of Congress Children's
Sears

Author/Main Entry Capitalization (standard is 3 letters on all)

All letters CAPITALIZED
First letter capitalized and others in lowercase
Other: _____

Nonfiction (Reading Level 4-12)

Abridged Dewey (cut at 1st prime) + first 3 letters of author's last name
End Abridged Dewey _____ places after decimal point
Other: _____

Easy Nonfiction (Reading Level PreK-3)

Abridged Dewey (cut at 1st prime) + first 3 letters of author's last name
E + Dewey + 3 Follow *Nonfiction* option
Other: _____

Individual Biography

92 + first 3 letters of subject's last name
92 + full last name
921 + 3 921 + full last name
B + 3 B + full last name
BIO + 3 BIO + full last name
Other: _____

Collective Biography

920 + first 3 letters of author's last name
920 + full last name
92 + 3 92 + full last name
B + 3 BC + 3
BIO + 3 BIO + full last name
Other: _____

Nonfiction Graphic Novels

Follow Nonfiction option
Follow *Fiction Graphic Novel* option
Other: _____

RDA Cataloging

No Yes

Fiction

FIC + first 3 letters of author's last name
FIC + full last name
Fic + 3 Fic + full last name
F + 3 F + full last name
813 + 3
Other: _____

Easy Fiction (Reading Level PreK-3)

Picture Books only

E + first 3 letters of author's last name
E + 1 E + full last name Follow *Fiction* option
Other: _____

Fiction Graphic Novels

741.5 + 3 F + 3
GN + 3 GN + 741.5 + 3
FIC + 3 Fic + 3
Follow *Fiction* option
Other: _____

Story Collections

SC + first 3 letters of author's last name
808.8 + 3 Follow *Fiction* option
Other: _____

Spanish Do not include diacritics (accent marks)

Follow English cataloging
SP + Dewey + 3 SP + 3
SPA + Dewey + 3 SPA + 3
468 + 3 (Language Dewey)
Other: _____

eBooks Prefix

None
eBook EBK EB EBOOK
Other: _____

Reference

Abridged Dewey No. + first 3 letters of author's last name
REF + Dewey + 3 Ref + Dewey + 3 R + Dewey + 3
Other: _____

C) MARC RECORDS / AUTOMATION SPECIFICATIONS

Software

Atrium version: _____

Destiny version: _____

Accessit version: _____

Other version: _____

MicroLif MARC Protocol[†]

MARC 21-852 Holdings

MARC 21-949 Holdings

Other: _____

File Extension[†]

Microlif.001

Microlif.mrc

Microlif.txt

[†]If unsure, check the disk label of a previously loaded MARC record data disk or CD-ROM.

eBooks

Create separate MARC file for eBooks

Media Type (select one)

CD-ROM

Receive via Email

Email: _____

D) BARCODE INFORMATION

Barcode Range Numbers

Starting barcode number: _____

Ending barcode number: _____

If 14 digit, include prefix, school code, and actual barcode number. ex: 3164300140084 ✓

Do not include barcode number in eBook records

Barcode Labels: Library or School Name Inscription (select one)

CAPS

Upper/Lowercase

Do not include name on label (maximum of 30 characters)

Barcode Symbology

Code 3 of 9 (Code 39) – universal – **no** check digit

Code 3 of 9 – Mod 10 check digit (13 digit + check digit)

Code 3 of 9 – Mod 43 check digit (13 digit + check digit)

Codabar (13 digit + check digit)

Other: _____

Library or School Name Location

School name at **bottom** of labelSchool name at **top** of label

E) ATTACHED LIBRARY PROCESSING

Shelf-Ready Processing (7999-X)

Free with any order of \$350 or more! \$1.19/book

▶ Includes MARC Records and all items selected in Section E, unless noted.

▶ Refer to the *Label Orientation Guide* and *Label Location Guide* on this page for placement options.

Barcode and Placement Information

Barcode Label (7999-1)

Number of

Barcode Labels

per book:

	Orientation	Location
Barcode Label 1		
Barcode Label 2		

Spine Label (7999-3) Distance from spine bottom (in inches):

Unattached 1/4" 1/2" 1" 1 1/2" 2" Other distance: _____

Reading Program Labels

Small Accelerated Reader Label (7999-6) Includes Title, BL, & PTS

Add Quiz Number Add Lexile Unattached

Above Spine Label Below Spine Label Other location number: _____

Large Accelerated Reader Label (7992-5) Includes Title, Author, BL, IL, PTS & Quiz Number

Add Lexile Unattached Location number: _____

Accelerated Reader Logo Label (7997-7)

Unattached Location number: _____

Small Lexile Label (7988-X) Includes Lexile Level

Unattached Location number: _____

Large Lexile Label (7988-Y) Includes Title, Author and Lexile Level

Unattached Location number: _____

F&P / Guided Reading Label (7996-8)

Unattached Location number: _____

Instant Access Program

Scan-to-Read QR Code Label (7988-1) QR Code will be included in the MARC Record (856 tag)

Unattached

Location number (standard is 9): _____

Include a 2nd **unattached** label
Instant Access
 QR CODE SCAN-TO-READ SOLUTION
 Available with any
 \$500 eBook order!

QR Code Cover Sheet (8000-9)

8 1/2" x 11" Cardstock printed with Book Cover Image and QR Code. \$1.00 each

QR Code Cover Sheets are not included in free library processing. Additional charges will apply.

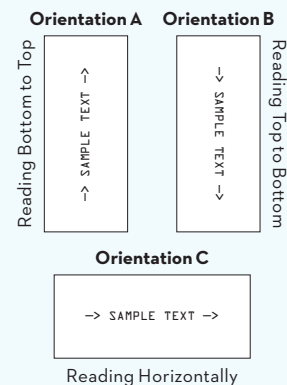
Additional Processing Options

Ownership Label (7997-9)

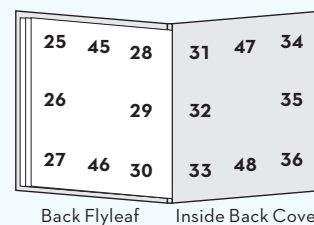
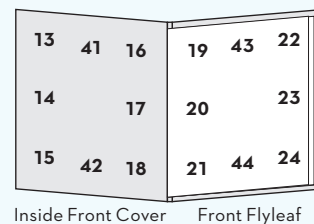
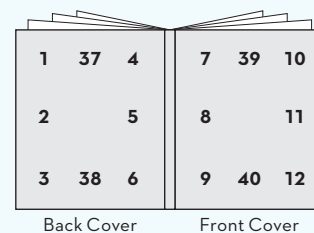
Unattached Location number: _____ and Orientation letter: _____

Information to include on Ownership Label:

Label ORIENTATION Guide



Label LOCATION Guide



Additional Processing Options (continued)

► Refer to the **Placement Guide** on this page for placement options.

Book Pocket (7999-5)

Unattached Placement number (standard is 52): _____

Date Due Slip (7981-1)

Unattached Placement number (standard is 52): _____

Shelf List Card unattached (7999-4)**Borrower's Card unattached** (7998-9)**F) THEFT DETECTION**

Theft Detection is not included in free library processing. Additional charges will apply.

Checkpoint Frequency: 9.5 unattached (7998-5)30¢

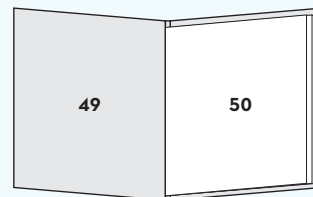
Checkpoint Frequency: 9.5 attached (7998-7)60¢

► Refer to the **Placement Guide** on this page for placement options.

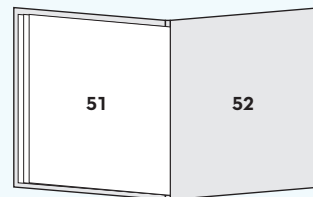
Placement number: _____

Tattle Tape unattached (7998-1)30¢

Tattle Tape attached (7998-2)60¢

PLACEMENT Guide

Inside Front Cover Front Flyleaf



Back Flyleaf Inside Back Cover

NOTES / SPECIAL INSTRUCTIONS