



**Library Processing Support**  
CATALOGING SERVICE TEAM  
1-800-877-4253

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## Gale Cengage Learning Cataloging and Processing Service

### Ordering Information

Gale is pleased to offer library services such as catalog card kits, MARC records, spine labels, bar code labels, Mylar covers reading program labels and security system products. Attached or unattached processing is available. Please review the specification form, select the items required and submit this form with your Purchase Order. If you already have your specifications documented you may forward that document with your order. Should you have any questions regarding cataloging/processing services, please call your Gale Representative at 1-800-877-GALE.

### Turn-around timing

Library processing must be requested with your order. Unattached processing will arrive within one to two weeks. Allow two to four weeks for attached processing. Books with attached library processing may not be returned.

### BILL TO:

Gale Account # \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City/State/Prov. \_\_\_\_\_

ZIP/Postal Code/Country \_\_\_\_\_

Attention \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### To serve you better

After completing this form, please review your information to make sure all applicable sections are completely and accurately filled out. This will allow us to process your order efficiently.

### Criteria

Elements of bibliographic description are transcribed according to AACR2R; cataloging is available with Sears, LC and LC Children's subject headings; call numbers are derived from the Abridged Dewey Decimal Classification--Library of Congress Classification is not available at this time. Full MARC data in MicroLIF format is available for Macintosh and Windows systems. All spine, bar code and reading program labels come with protectors

### SHIP TO:

Gale Account # \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City/State/Prov. \_\_\_\_\_

ZIP/Postal Code/Country \_\_\_\_\_

Attention \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

*Contact your Gale Representative at 1-800-877-GALE*

## Catalog Card Kits

Consists of a pocket, spine label, borrowers card & catalog cards

**Attached** Catalog Card Kits - \$1.25/book.

Pocket location:

- Back flyleaf
- Back inside cover
- Front flyleaf
- Front inside cover

Spine Label location:

- 2 inches from bottom of book
- \_\_\_\_\_ inches from bottom of book

**Unattached** Catalog Card Kits - \$0.85/book

## Standard Individual Items

### Spine Labels only

Attached -\$0.35/book

- 2 inches from bottom of book
- \_\_\_\_\_ inches from bottom of book

Unattached - \$0.25/book

### Reading Program Labels

#### Accelerated Reader Label

- AR Spine Label (Includes "AR," level & points)
- AR Information Label (Includes title, author, level, points, & quiz number)

#### Reading Counts Label

- RC Spine Label (Includes "RC," level, points, & lexile)
- RC Information Label (Includes title, author, level, points, lexile, & quiz number)

- Attached - \$0.35/book
  - AR/RC Spine label above spine label
  - Placement of Information label (specify) \_\_\_\_\_

Unattached - \$0.25/book

### Property Labels

Attached label - \$0.35/book

- Place (specify) \_\_\_\_\_

Unattached label -\$0.25/book

Stamp

- I will provide my own -\$0.10/book
- Gale will customize -\$0.15/book
  - Inscription: \_\_\_\_\_

### Separate Catalog Cards

Main entry only - \$0.50/book

Shelf list only -\$0.50/book

Book pocket only -\$0.20/book

Date Due slip -\$0.15/book

Borrower card - \$0.15/book

Label Set (spine & pocket label) - \$0.15/book

### Security System Products

Attached -\$0.50/book

Unattached -\$0.50/book

#### Format – please check one:

- 3M Magnetic Strip
- Check Point
  - Frequency \_\_\_\_\_
  - Plain
  - Date Due

**RFID tags** – (include tag, tag cover, application, and tag programming) - \$1.00/book

### Book Covers

Mylar covers on **all books** -\$0.75/book

Glued  Taped

Mylar covers on **books w/ dust jackets only**  
(No charge)

Glued  Taped

Colibri covers -\$1.60

### Other Options:

Catalog sets as 1 record

Pack in Dewey order - \$0.07/book

Include Dewey packing list - (no charge)

## Automated Library Circulation Systems – Data Disks & Bar Codes

Bar Codes and data disks cannot be processed without the following information:

**MARC Records are \$0.25 per book**

#### Delivery Method – please check one:

3.5" Disk

CD ROM

Please email records to: \_\_\_\_\_

#### Union Database – (there is no charge for this service)

Access PA

SUNLINK

Illinet (OCLC)

#### Format – please check one:

1987 MicroLIF (filename IBM.FIL/MAC.FIL)

USMARC 852 Holdings

(AKA: MARC21, US Marc in 1991, Microlif Protocol 1991)

USMARC 949 Holdings (please supply 949 field configuration) \_\_\_\_\_

Other, please specify \_\_\_\_\_

List tag and subfields for local holdings:

(Call #, Price, Bar Code #, etc.)

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## Computer type needed - please check one:

Windows

Macintosh

## Automation System – please check one:

Accent

Alexandria

Athena

Circ/Cat

Concourse

Destiny

Dynix

Genesis G3

Infocentre

Library Pro

Mandarin

Spectrum Suite

TLC Library Solutions

Other \_\_\_\_\_

**Software version number:** \_\_\_\_\_

