

# BELLWETHER LIBRARY PROCESSING FORM

Date: \_\_\_\_\_

Bellwether offers options beyond what is listed on this form. Please attach your requirements or contact us if you would like additional information.

## PROCESSING INFORMATION

School or Library name: \_\_\_\_\_  
 School District name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**NOTES:**

## MARC RECORDS

### CATALOGING PROFILE

Check here for all **Standard** options (standards in **Bold**)

Subject Headings:

- Sears**  
 Library of Congress

Author/Main Entry Capitalization:

- First letter capitalized and others in lowercase**  
 All letters capitalized

Nonfiction:

- Abridged Dewey No. + First 3 letters of author's last name**  
 End Abridged Dewey \_\_\_\_\_ places after decimal point.  
 Other \_\_\_\_\_

Individual Biography:

- B + First 3 letters of subject's last name**  
 B  92  BIO  Other \_\_\_\_\_

Collective Biography:

- B + First 3 letters of subject's last name**  
 B  921  BIO  Other \_\_\_\_\_

Easy Nonfiction:

- Abridged Dewey No. + First 3 letters of author's last name**  
 E + Dewey  E  Other \_\_\_\_\_

### AUTOMATION SPECIFICATIONS

**Software:**

- Alexandria  Atrium  Destiny  
 Athena  Circulation Plus  Other \_\_\_\_\_

**MARC Protocol:**

- MARC 852 Holdings  Special Holdings or MARC tags  
 MARC 949 Holdings (uncommon - attach specifications)

Email address for MARC record delivery: \_\_\_\_\_

## LABELS

### BARCODES

**Barcode symbology:**

- C+ Interleaved 2 of 5  Code 3 of 9 - Mod 43 (13 + check digit)  Codabar (13 + check digit)  
 Code 3 of 9 No Check Digit  Code 3 of 9 - Mod 10 (13 + check digit)  Other \_\_\_\_\_

**Starting barcode for this order:** \_\_\_\_\_ **or barcode range:** \_\_\_\_\_

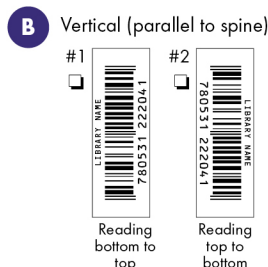
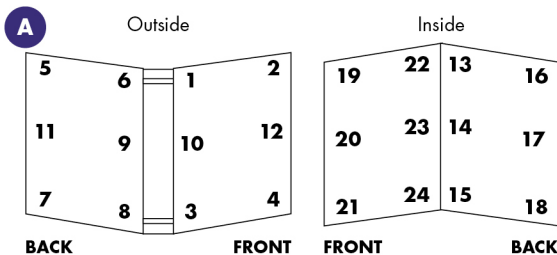
If 14-digit, please include prefix and school code, and actual barcode number. EX: 3164300140084. Info will be kept on file for future orders.

**Library of school name inscription:**

- CAPS  Upper/Lowercase  Do not include name on label

(Max: 30 characters printed on barcode label)

**Barcode(s) & Label location(s):** **A** Circle location for each barcode ordered (only fill out if ordering attached processing) **B** Select direction of barcode application



Horizontal (perpendicular to spine)



No. of barcode labels per book: \_\_\_\_\_

Direction of second barcode: \_\_\_\_\_

**Spine label:** Choose label placement

- 1" from bottom of spine  
 1.5" from bottom of spine  
 Other \_\_\_\_\_

**Reading program labels:** Choose label type and placement (give number from the illustration above).

- Standard AR Spine Label \_\_\_\_\_  Large AR Info Label \_\_\_\_\_  Lexile Label \_\_\_\_\_

**Email: [orders@bellwethermedia.com](mailto:orders@bellwethermedia.com)**