



# CHERRY LAKE PUBLISHING GROUP

2395 South Huron Parkway, Suite 200, Ann Arbor, MI 48104

**Bill To**

Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Ship To**

Name: \_\_\_\_\_  
 Attn: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Processing Information**

School/Library Name: \_\_\_\_\_  
 School District Name: \_\_\_\_\_  
 Contact \_\_\_\_\_ Ph \_\_\_\_\_  
 E-Mail \_\_\_\_\_

**Customer Specifications:**

New customer specs—keep on file \* Books processed according to customer's specs are non-returnable.  
 Use my options on file  
 Update Specs  
 Ebook Platform  GoGoLibrary  Big Timber

**Choose One**

**Catalog Card Kits**

**Includes:** shelf list; main entry; author, title and subject cards; borrower's cards; spine labels; peel-and-stick pocket with date due grid; pocket label.

- Unattached Card Kit**  
 Orders over \$350 ..... FREE!  
 Orders under \$350 ..... 65¢ ea.
- Attached Card Kit**  
 Orders over \$350 ..... FREE!  
 Orders under \$350 ..... \$1.00 ea.

Pocket will be placed in location marked below:

- Inside Back Cover (standard)
- Inside Front Cover
- Front Flyleaf
- Back Flyleaf



**Automation Kits**

**Includes:** one barcode; spine label; and MARC record disk or CD-ROM.

- Unattached Automation Kit**  
 Orders over \$350 ..... FREE!  
 Orders under \$350 ..... \$15.00 per order, plus 30¢ per book
- Attached Automation Kit**  
 Orders over \$350 ..... FREE!  
 Orders under \$350 ..... \$15.00 per order, plus 65¢ per book  
 Barcode will be applied in the location(s) specified in section C.
- Additional Unattached Barcode** ..... 50¢ ea.  
 \_\_\_\_\_ Number of additional barcodes
- Additional Attached Barcode** ..... 50¢ ea.  
 \_\_\_\_\_ Number of additional barcodes
- MARC Records Only**  
 Orders over \$350 ..... FREE!  
 Under \$350 ..... \$15.00 per order

**Extras**

- Unattached Card Kit ..... 65¢ ea.
- Attached Card Kit \$1.00 ea.  
 Pocket will be placed in location marked below:  
 Inside Back Cover (standard)  Front Flyleaf  
 Inside Front Cover  Back Flyleaf
- Shelf list card only 15¢ ea.
- MARC Records Only ..... \$15.00 per order  
 (Complete section A)
- Date due slips ..... 15¢ ea.
- Pocket unattached ..... 15¢ ea.
- Pocket attached ..... 50¢ ea.  
 Pocket will be placed in location marked below:  
 Inside Back Cover (standard)  Front Flyleaf  
 Inside Front Cover  Back Flyleaf
- Spine label unattached ..... 15¢ ea.
- Spine label attached ..... 50¢ ea.
- Theft Detection System ..... 30¢ ea.  
 Checkpoint (located under book pocket)  
 8.2 Frequency  9.5 Frequency
- Tattle Tape
- AR (Accelerated Reader) Labels  
 Spine Labels  Unattached ..... 15¢ ea.  
 Info Labels  Attached ..... 50¢ ea.

**A. Library Service Classification Options**

852 Holdings  949 Holdings  852 Holdings Combined

Library Software \_\_\_\_\_  CD ROM  Email: \_\_\_\_\_

Union Database \_\_\_\_\_ Location Code: \_\_\_\_\_ Sublocation Code: \_\_\_\_\_

MARC Output Format:  AACR2  RDA Character Set:  MARC-8  USC/Unicode

Subject Headings:  Sears  LC  LCAC  Kid-Friendly™  BISAC

**Toll Free 866-918-3956 | Fax 734-929-2649 • Free Standard Processing On Orders Over \$350!**

## B. Barcode Specifications

Library Name as it is to appear on label (30 characters max including space):

Format:  ABC  Abc

Starting Barcode Number: \_\_\_\_\_

Do Not Exceed Number \_\_\_\_\_

Symbology:

2 of 5 Follett Classic

3 of 9 Mod 10

Codabar No Check Digit

3 of 9 No Check Digit

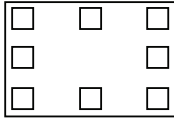
3 of 9 Mod 43

Codabar Mod 10

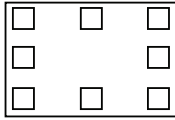
Assign barcode numbers to eBooks

## C. Processing Instructions

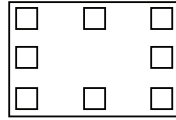
### Barcode Label Positions



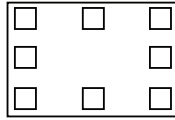
Outside Back Cover



Outside Front Cover

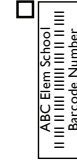
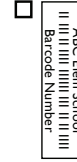


Inside Front Cover



Inside Back Cover

### Barcode Label Orientation



### Spine Label Position

Standard – 2" from bottom of label

1" from bottom to bottom

Other: \_\_\_\_\_

### Reading Program Label Position

**Label 1 Type:** \_\_\_\_\_

Above Spine Label

Below Spine Label

Other: \_\_\_\_\_

**Label 2 Type:** \_\_\_\_\_

Above Spine Label

Below Spine Label

Other: \_\_\_\_\_

**Label 3 Type:** \_\_\_\_\_

Above Spine Label

Below Spine Label

Other: \_\_\_\_\_

### Book Pocket Position

Inside Back Cover

Inside Front Cover

Front Flyleaf

Back Flyleaf

Other: \_\_\_\_\_

### Date Due Slip Position

Inside Back Cover

Inside Front Cover

Front Flyleaf

Back Flyleaf

Other: \_\_\_\_\_

### Theft Protection

Spine *if specific locations, note below*

Under Pocket

Other: \_\_\_\_\_

## D. Library Service Classification Options

The standard options have already been preselected for you. Standard options and 3 main entry letters will be used for each collection unless otherwise specified.

Main Entry Letters:  ABC  Abc

Dewey Numbers:  First Prime  \_\_\_\_\_ places passed decimal

### Easy Fiction

**Prefix:**  Prefix: \_\_\_\_\_

Classification:  Above  Beside

#### Classification Option:

E  F  Fic  FIC  Other \_\_\_\_\_

None # of Main Entry Letters \_\_\_\_\_

### 4-8 Fiction

**Prefix:**  Prefix: \_\_\_\_\_

Classification:  Above  Beside

#### Classification Option:

F  Fic  FIC  Other \_\_\_\_\_

None # of Main Entry Letters \_\_\_\_\_

### 9-12 Fiction

**Prefix:**  Prefix: \_\_\_\_\_

Classification:  Above  Beside

#### Classification Option:

F  Fic  FIC  Other \_\_\_\_\_

None # of Main Entry Letters \_\_\_\_\_

### K-3 NonFiction

**Prefix:**  Prefix: \_\_\_\_\_

Classification:  Above  Beside

#### Classification Option:

Dewey#  Other \_\_\_\_\_

None # of Main Entry Letters \_\_\_\_\_

### 4-8 NonFiction

**Prefix:**  Prefix: \_\_\_\_\_

Classification:  Above  Beside

#### Classification Option:

Dewey#  Other \_\_\_\_\_

None # of Main Entry Letters \_\_\_\_\_

### 9-12 NonFiction

**Prefix:**  Prefix: \_\_\_\_\_

Classification:  Above  Beside

#### Classification Option:

Dewey#  Other \_\_\_\_\_

None # of Main Entry Letters \_\_\_\_\_

### Individual Biography

**Prefix:**  Follow NonFiction Prefixes

#### Classification Option:

B  921  92  Dewey#  Other \_\_\_\_\_

None # of Main Entry Letters \_\_\_\_\_

### Collective Biography

**Prefix:**  Follow NonFiction 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  Other \_\_\_\_\_

None # of Main Entry Letters \_\_\_\_\_

#### Classify Bilingual:

As English  As Foreign

### Reference

**Prefix:**  REF  Ref  R  Other \_\_\_\_\_

#### Classification Option:

Dewey#

None # of Main Entry Letters \_\_\_\_\_

### Special Collections

**DVD**  Prefix: \_\_\_\_\_

**eBook**  Prefix: \_\_\_\_\_

**Graphic Novel**  Prefix: \_\_\_\_\_

**Miscellaneous:**

\_\_\_\_\_  Prefix: \_\_\_\_\_

\_\_\_\_\_  Prefix: \_\_\_\_\_

\_\_\_\_\_  Prefix: \_\_\_\_\_

Comments: