



For Mackin Use Only
 Customer # _____
 Date Received _____

Once this form is submitted to Mackin it will be saved as your permanent specification profile. If changes are required, call Customer Service at 800-245-9540 or use our Live Chat at www.mackin.com for assistance.

If district-wide specs are in place, Mackin may need to consult the district librarian for approval on any options selected in this form.

Select desired free processing options on this page. See pages 4 & 5 for additional processing options.

CONTACT INFORMATION

School Name _____

 School District _____
 School Address _____
 City _____
 State _____ Zip _____
 Grade Levels _____
 Person to contact _____
 School/Library Phone _____
 Other Phone _____
 Fax _____
 Email _____

FREE PROCESSING OPTIONS

- MARC Record**
 - Mylar Covering** on jacketed books
 - Applied on jacket and taped to book
 - Applied on jacket, not taped to book
 - Spine Label** (standard placement is 1" from bottom of spine)
 - Send spine label unattached
 - Barcode Label**
- BARCODE NAME** Limited to 30 characters, including spaces & punctuation.
 Write name exactly as it should appear on barcode, including spaces & punctuation.

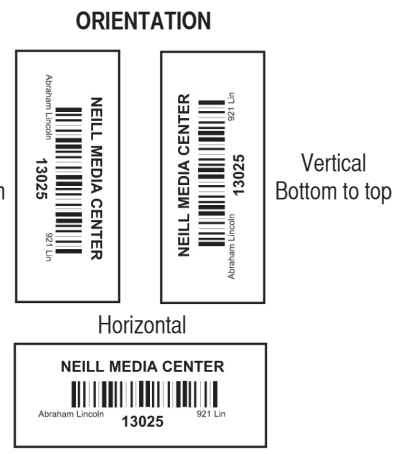
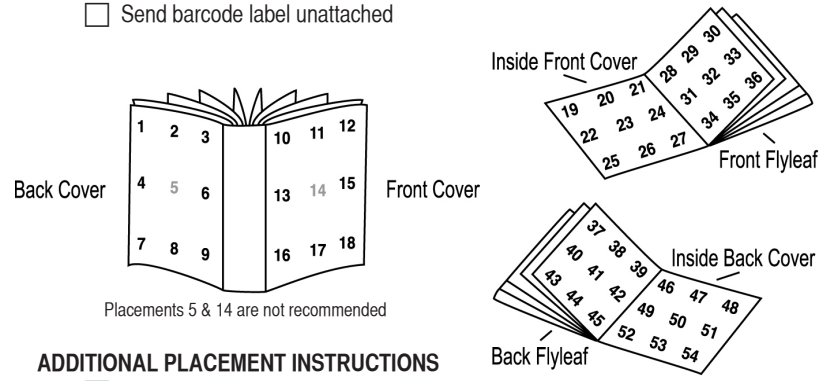
BARCODE LABEL PLACEMENT

Indicate the numbered location from the diagram below for barcode placement: _____ Orientation: _____

Send barcode label unattached

Second barcode placement, if needed (10¢ per item): _____ Orientation: _____

Send barcode label unattached



ADDITIONAL PLACEMENT INSTRUCTIONS

- Outside back cover (placements 1-9):
Avoid summary with barcode. Place as close as possible to position indicated.
- Outside front cover (placements 10-18):
Avoid title with barcode. Place as close as possible to position indicated.

Special Instructions

CATALOGING OPTIONS

Many custom cataloging options, including genre & MakerSpace handling, are available. Additional charges may apply. Call Customer Service at 800-245-9540 or use our Live Chat at www.mackin.com to discuss your needs.

1 CALL NUMBERS

- With Dewey call numbers
 Without (skip options 2-17)

2 MAIN ENTRY CAPITALIZATION Select only one

- Capitalize first main entry letter only (Abc)
 Capitalize matching author capitalization (DiMarco = DiM)
 Capitalize all main entry letters (ABC)

3 NONFICTION CALL NUMBER Select only one

Abridged Dewey is truncated at the first prime, which is the logical Dewey classification break point.

- Print to Abridged Dewey
 Print to Abridged Dewey, limit digits past decimal to: _____
 Print Unabridged Dewey, limit digits past decimal to: _____
 No spine label (no call number)

NUMBER OF MAIN ENTRY LETTERS

- No letters 3 letters
 Entire surname Other _____

4 FICTION CALL NUMBER Select only one

- F FIC
 Fic Main entry letters only
 No spine label Other _____
 (no call number)

NUMBER OF MAIN ENTRY LETTERS

- No letters 3 letters
 Entire surname Other _____

5 STORY COLLECTION CALL NUMBER Select only one

- 808.83 Treat as fiction
 SC Main entry letters only
 No spine label Other _____
 (no call number)

NUMBER OF MAIN ENTRY LETTERS

- No letters 3 letters
 Entire surname Other _____

6 EASY FICTION/EVERYBODY/PICTURE BOOKS

CALL NUMBER Select only one

- E Treat as fiction Main entry letters only
 No spine label Other _____
 (no call number)

NUMBER OF MAIN ENTRY LETTERS

- No letters 3 letters
 Entire surname Other _____

7 INDIVIDUAL BIOGRAPHY CALL NUMBER Select only one

- B BIO Bio
 92 921 Treat as nonfiction
 Biographee's surname/letters only Other _____
 No spine label (no call number)

NUMBER OF LETTERS OF BIOGRAPHEE'S SURNAME

- No letters 3 letters
 Entire surname Other _____

8 COLLECTIVE BIOGRAPHY CALL NUMBER Select only one

- 920 CB Main entry letters only
 No spine label Treat as nonfiction Other _____
 (no call number)

NUMBER OF MAIN ENTRY LETTERS

- No letters 3 letters
 Entire surname Other _____

9 DIGITAL & NONPRINT PREFIXES

If digital and/or nonprint items require specific prefixes, indicate them below.

- Digital Audio Book _____
 Audiobook on CD _____
 Kit _____
 Audio Device (ex. Playaways) _____
 Book & CD _____
 Music CD _____
 DVD _____
 Digital Video _____
 Ebook _____

10 REFERENCE PREFIX Select only one

- R REF Ref Other _____

HOW SHOULD REFERENCE TITLES BE DESIGNATED?

- According to Mackin standards
 Do not designate any reference
 Only where indicated on my order
 Mackin standards plus my designations

11 PROFESSIONAL PREFIX Select only one

- P PRO Pro Other _____

HOW SHOULD PROFESSIONAL TITLES BE DESIGNATED?

- According to Mackin standards
 Do not designate any professional
 Only where indicated on my order
 Mackin standards plus my designations

12 PAPERBACK DESIGNATION Select only one

- PB PBK Other _____

HOW SHOULD PAPERBACKS BE DESIGNATED?

a. Fiction Paperbacks Select only one

- No special designation Print designation only
 Print over fiction call number Print as a suffix
 Print over main entry letters Print prefix in middle (Fic PB Arm)

b. Nonfiction Paperbacks Select only one

- No special designation Print designation only
 Print over nonfiction call number Print as a suffix
 Print over main entry letters Print prefix in middle (398.2 PB Arm)

c. Easy Paperbacks Select only one

- No special designation Print designation only
 Print over easy call number Print as a suffix
 Print over main entry letters Print prefix in middle (E PB Arm)

13 BIG BOOKS

If big books require non-standard designations, indicate below.

- _____ Print as prefix Print as call# Print as suffix

14 BOARD BOOKS

If board books require non-standard designations, indicate below.

- _____ Print as prefix Print as call# Print as suffix

15 GRAPHIC NOVELS Fictional content - standard Abridged Dewey call# is 741.5.

If non-standard call# is needed, indicate below.

- _____ Print as prefix
 _____ Print as call# (enter only if using non-standard call#)
 _____ Print as suffix

16 NONFICTION IN GRAPHIC FORMAT Subject Dewey# or biography call#.

If non-standard call# is needed, indicate below.

- _____ Print as prefix
 _____ Print as call# (enter only if using non-standard call#)
 _____ Print as suffix

CATALOGING OPTIONS CONT.

17 FOREIGN LANGUAGES

- Print as prefix Print as call# Print as suffix
 Include bilingual titles?

Enter designations for applicable languages below

Arabic _____ Japanese _____
Chinese _____ Korean _____
French _____ Portuguese _____
German _____ Russian _____
Hmong _____ Spanish _____
Italian _____ Vietnamese _____

For additional foreign languages, call Customer Service at 800-245-9540 or use our Live Chat at www.mackin.com for assistance.

SUBJECT HEADING OPTIONS

- LIBRARY OF CONGRESS (LC) CHILDREN'S SUBJECT HEADINGS**
Library of Congress headings will be provided if LC Children's are not available.
- SEARS SUBJECT HEADINGS**
LC Children's will be provided when Sears subject headings are not available. If LC Children's are not available, LC will be provided.
- LIBRARY OF CONGRESS (LC) SUBJECT HEADINGS**
If no LC or only one LC subject heading available, unique LC Children's subject headings will be provided.

MARC RECORDS

LIBRARY SOFTWARE NAME _____

RECORD DELIVERY METHOD

- Send to email address _____
 Download records from Mackin's website

MARC21 RECORD FORMAT (also called USMARC or 1991 Microfilm Protocol)

- MARC21/852 Holdings
 MARC21/949 Holdings
 MARC21/Other Holdings _____

Complete this only if these apply to your system:

Primary agency or location code _____
Secondary agency or location code _____

Mackin provides RDA records for items cataloged after March 31, 2013. Items cataloged prior to April 1, 2013 will be sent with AACR2 records per industry standard.

Item Loan Types & Collection Codes
If your system utilizes these codes, call Customer Service at 800-245-9540 or use our Live Chat at www.mackin.com for assistance.

BARCODE INFORMATION

BARCODE SYMBOLOGY

- Code 39 (also called Code 3 of 9)*
 Codabar*
 Circulation & Interleaved 2 of 5

*If you use Code 39 or Codabar, complete the following:

Indicate the barcode prefix (if applicable): _____

Indicate check digit (if applicable): Mod 43 Mod 10

Indicate total number of digits printed on barcode: _____

If you need help determining your symbology, email a large, clear photo of two consecutive current barcodes to CustomerService@mackin.com.

BARCODE RANGE

We recommend setting aside an exclusive block of numbers for your Mackin orders. Use "c" as placeholder to represent check digit (if applicable) in barcode range.

- Establish a range for Mackin to use on current & future orders. Start _____ End _____
- Continue using numbers indefinitely for current & future orders starting at # _____
- A new starting number or range will be provided for each order. Start current order at # _____

READING PROGRAM LABELS

Mackin offers one reading program label at no charge. If more than one label is needed per book, there is a 10¢ charge for each additional label (option 3 can always be added for no additional charge). If your specific reading program combination is not listed below, call Customer Service at 800-245-9540 or use our Live Chat at www.mackin.com for assistance.

SELECT READING PROGRAM			
<input type="checkbox"/> Accelerated Reader (AR) <input type="checkbox"/> Add Lexile <input type="checkbox"/> Add F&P <input type="checkbox"/> Lexile for non-AR titles <input type="checkbox"/> F&P for non-AR titles	<input type="checkbox"/> Reading Counts (RC) <input type="checkbox"/> Lexile for non-RC titles	<input type="checkbox"/> Lexile	<input type="checkbox"/> Fountas & Pinnell (F&P - Guided Reading) <input type="checkbox"/> Add Lexile <input type="checkbox"/> Lexile for non-F&P titles

OPTION 1 BASIC LABEL

Includes basic reading program information. Designed to be placed on the spine, above the spine label.

BASIC LABEL PLACEMENT

- On spine, above spine label
- Send unattached
- Other _____

Basic AR AR RL 6.7 AR PTS 18.0	Basic RC RC PTS 22.0 RC RL 5.9 750L	Basic Lexile 750L	Basic F&P FP V
---	---	-----------------------------	---------------------------------

OPTION 2 ENHANCED LABEL

Includes title, author, & reading program information. This label is not designed for use on the spine.

ENHANCED LABEL PLACEMENT

- Inside front cover
- Outside front cover
- Front flyleaf
- Send unattached
- Inside back cover
- Outside back cover
- Back flyleaf

Placement will be "top middle" unless otherwise specified.

Describe placement on page: _____

Enhanced AR Miracle's Boys Woodson, Jacquelin Quiz#: 41559 AR PTS 3.0 RL 4.30	Enhanced RC Miracle's Boys Woodson, Jacquelin Quiz#: 51330 RC PTS 3.0 750L RL 4.30
Enhanced Lexile Miracle's Boys Woodson, Jacquelin 750L	Enhanced F&P Miracle's Boys Woodson, Jacquelin FP: V

OPTION 3 INDICATOR (NOT A SEPARATE LABEL)

Adds the indicator "AR", "RC", Lexile level, or F&P level printed at the bottom of the spine label. This is not a separate label.

AR Indicator FIC JON AR	RC Indicator FIC JON RC	Lexile Indicator FIC JON 750L	F&P Indicator FIC JON F&P V
---	---	---	---

ADDITIONAL PROCESSING SERVICES

PROPERTY LABELS

Clear property labels 10¢ each

PROPERTY LABEL PLACEMENT:

- Inside front cover Front flyleaf Title page
 Inside back cover Back flyleaf Send unattached

Placement will be "bottom middle". If different placement is needed, call Customer Service at 800-245-9540 or use our Live Chat at www.mackin.com for assistance.

PROPERTY LABEL SHOULD READ EXACTLY (text will be centered on label):

THEFT DETECTION DEVICES

- 3M ELECTROMAGNETIC STRIPS
 Apply to:
 Books 39¢
 CDs \$1.30
 DVDs \$1.30
- CHECKPOINT RADIO FREQUENCY UNDER POCKET (9.5 MHz)
 Detuning supplies not available
 Apply to:
 Books 39¢
 CDs 39¢
 DVDs 39¢
- CHECKPOINT RADIO FREQUENCY DATE DUE (9.5 MHz) Detuning supplies not available
 Placement: _____
 Apply to:
 Books 39¢
 CDs 39¢
 DVDs 39¢
- RFID TAGS: 3M(Basic) ISO 15693 High Frequency RFID
 Call Customer Service at 800-245-9540 or use our Live Chat at www.mackin.com to set up RFID handling.
 Apply to:
 Books \$1.29
 CDs \$1.29
 DVDs \$1.29

BOOK PROTECTIVE COVERS To select mylar covers (free), see page 1.

- KAPCO EASY COVERS
 Protective laminate. Apply to:
 Paperbacks \$1.79
- COLIBRI COVERS
 Flexible plastic sleeve. Apply to:
 Paperbacks \$1.29
 MackinBounds \$1.29
 Hardcover (without dust jackets) \$1.29

CATALOG CARDS Charge is waived if MARC records are not selected on page 1.

- Full catalog card set: 69¢ per title
 Shelflist card: 15¢ per title

DATE DUE TRACKING OPTIONS

- DATE DUE SLIP Placement _____ (If pocket is also selected, there will be a 10¢ per item charge)
- POCKET
 Plain Pocket (or) Date-due-imprinted Pocket Placement _____
 Borrower's Card
- Title, author, & call number appear on the top of each pocket. To add any of the following data on the pocket, please indicate below.
- Barcode Number Price Lexile Level Date of Purchase AR Points AR Reading Level
 AR Quiz# AR Interest Level
 School Name (30 characters maximum)

Extra Line (30 characters maximum)
