

PROCESSING INFORMATION:

School/Library Name _____ Contact _____ Tel _____

School District Name _____ E-Mail _____

P.O.# _____

Address _____

City _____

Province _____ Postal Code _____

USE MY SPECS ON FILE UPDATE MY SPECS ON FILE NEW CUSTOMER SPECS — KEEP ON FILE

SECTION A

CATALOGING PROFILE

Check here for all **standard** options (standards in **Bold**)
Subject Headings:

- Library of Congress**
- Sears
- LC Children's Subject Headings/Default to LC Subject Headings

Author/Main Entry Capitalization:

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

Fiction:

- FIC + First 3 letters of author's last name**
- F Fic Other _____

Nonfiction:

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

Individual Biography:

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

Collective Biography:

- 920 + First 3 letters of author's last name**
- 92 B BC Other: _____

Easy Fiction:

- E + First three letters of author's last name**
- Other: _____

Easy Nonfiction:

- Abridged Dewey No. + first 3 letters of author's last name**
- E+Dewey E Other: _____

Foreign Language:

- Abridged Dewey No. by subject + first 3 letters of author's last name**
- SP SPA 468 Other: _____

Story Collections:

- SC + first 3 letters of author's last name**
- F FIC Fic 808.8 Other: _____
- Follow Fiction Options

Fiction Graphic Novels:

- Library of Congress Designation (varies by title)
- GN FIC Fic F 741.5 Other: _____

eBooks Prefix:

- None eBook EBK EB Other: _____

SECTION B

AUTOMATION SPECIFICATIONS

Software (please check or write in system)

- Alexandria Athena Dynix Circulation Plus Destiny
- Horizon Mandarin Sirsi Spectrum Atrium
- Other: _____ Version: _____

MicroLif MARC Protocol† (all records contain complete data)

- 1991 US MARC 852 Holdings 1991 US MARC 949 Holdings

† If in doubt, check the disk label of a previously loaded MARC record data disk or CD-ROM.

Computer System

- Macintosh
- Windows (IBM/IBM Compatible)

Media Type (select one)

- CD-ROM
- Receive Records via E-mail

Email: _____

SECTION C

BARCODES

Barcode Symbology*

- Code 3 of 9 Code 3 of 9 – Mod 10 (13 plus check digit) Codabar (13 plus check digit)
 C+ Interleaved 2 of 5 Code 3 of 9 – Mod 43 (13 plus check digit) Other: _____

**If in doubt, please contact your automation software provider.*

Starting barcode for this order: _____ **Ending Range Number:** _____
 (If 14 digit, please include prefix and school code, and actual barcode number. EX: 3164300140084 ✓)

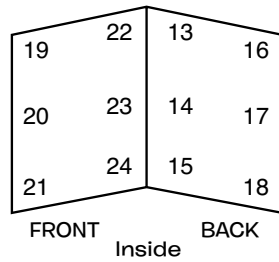
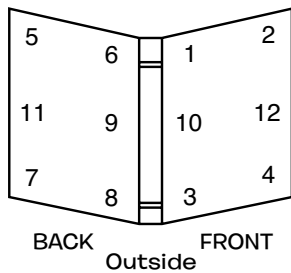
Library or School Name Inscription: CAPS Upper/Lowercase or Do not include name on label.

 (Max: 30 characters printed on barcode label)

FREE SHIPPING & SHELF-READY PROCESSING ON ORDERS OVER \$500!

Barcode(s)/Label Location(s)

1. Indicate location for each barcode ordered: _____
 (Only fill out if ordering attached processing.)



2. Direction of barcode application:

- Vertical (parallel to spine) Horizontal (perpendicular to spine)
 #1 #2 #3
- Reading bottom to top Reading top to bottom
 Number of barcode labels per book _____
 Direction of second barcode _____

SECTION D

OTHER OPTIONS

- Unattached card kit 71¢
 - Attached card kit \$1.09
 Pocket will be placed in location marked below:
 Inside Back Cover (standard) Front Flyleaf
 Inside Front Cover Back Flyleaf
 - Shelf list card only 16¢
 - MARC records only (Complete Sections B & C) \$16.35
 - Date due slips (self adhesive) 16¢
 - Pocket unattached 16¢
 - Pocket attached 55¢
 Inside Back Cover (standard) Front Flyleaf
 Inside Front Cover Back Flyleaf
 - Spine label unattached 16¢
 - Spine label attached 2" from bottom of label to bottom of book (standard) 55¢
 Specify Otherwise _____
 - Borrower's card 16¢
 - Theft Detection Systems (unattached) 33¢
 Attached 65¢
 Checkpoint Frequency: 9.5 (located under book pocket)
 Tattle Tape
 - Ownership Label 16¢
- UNION CATALOGING:** Access PA
- 6-digit Brodart code: | | | | | | |

***Please allow 4-6 weeks for delivery of orders with attached processing and 2-4 weeks for unattached.**

*Complete form for all digital products (eBooks + Interactive eBooks)

To place an order: 1. Complete this form by filling in all relevant account information. 2. E-mail completed form to orders@crosscaneducation.com

Please note: If you want MARC records with a barcode number for your digital products, the Processing form must be included with this Authentication form. (Sections B & C)

Would you like a MARC Record/Data Disk with your order?

YES NO

PROCESSING INFORMATION:

School/Library Name _____	Contact (Primary) Name _____
School District Name _____	E-Mail (Primary) _____
P.O.# _____	Contact (Technical) Name _____
Address _____	E-Mail (Technical) _____
City _____ Province _____	Postal Code _____ Tel _____
P.O.# _____	<input type="checkbox"/> USE MY SPECS ON FILE <input type="checkbox"/> UPDATE MY SPECS ON FILE

ACCESS OPTIONS AND INFORMATION

We offer several convenient options to access your eBooks. Please provide the information corresponding to the option(s) you choose. (You do not need to fill out any information that does not apply to the way you wish to access your eBooks.)

USERNAME & PASSWORD INFORMATION

***REQUIRED ADMINISTRATIVE ACCESS INFORMATION**

List your preferred login information here for Administrative Access to your Digital account. You can use this to access usage information, create or modify general access logins, and assign teachers to use the links and notes section in digital products. Limited to 10 characters for both username and password.

First Choice:

USERNAME: _____

PASSWORD: _____

Second Choice (in case username is already in use):

USERNAME: _____

***REQUIRED GENERAL ACCESS INFORMATION**

- STUDENTS & PATRONS

List your preferred login information here for general access for your students and patrons. The account administrator has access to change this information at any time. Must be different from Administration Access and is limited to 10 characters.

First Choice:

USERNAME: _____

PASSWORD: _____

Second Choice (in case username is already in use):

USERNAME: _____

IP Authentication (Access at Your School or Library — No Username or Password Needed)

***OPTIONAL**

With the IP address or range of your network, students and teachers will be able to open all your Digital hosted products with no need for a username or password while they're onsite at your school or library. Multiple, simultaneous users allowed per site. List the IP address or range of your network below.

***Please note: Our IP authentication service is not available if your district shares an IP range. Check for our Referring URL services for related options for on-site access through your secure automation system URL address.**

Referring URL Authentication (Access from Home, School, or Anywhere — No Username or Password Needed)

***OPTIONAL**

Provide the URL address(es) below, and we will authenticate your Web site so students and patrons can access all your Digital hosted titles from home or school with no need for a username or password. Multiple, simultaneous users allowed per site. Options for our Referring URL service include your automation system's URL address or your school or library's web address. Does your district share an IP range? We can authenticate your library for easy onsite access by using your library's Automation System URL.

URL address (list school or library Web address, or automation system Web address):

***Please note: All Referring URL options must be password-protected sites for either students that attend that school building or patrons of your library branch. Digital hosted titles are site-licensed and cannot be shared on unsecure Web URLs in a district or community library. We can help test your site or answer any questions so your collection is easy to access for your students or patrons.**

We keep your processing specs on file, including digital titles!
Call us to get your library's specs set up in our system to serve you faster!

Questions? Call 1-800-251-0918 or email orders@crosscaneducation.com