



For Mackin Use Only
Customer # _____
Date Received _____

## CONTACT INFORMATION

School Name \_\_\_\_\_

\_\_\_\_\_

School District \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Grade Levels \_\_\_\_\_

Person to contact \_\_\_\_\_

School/Library Phone \_\_\_\_\_

Email \_\_\_\_\_

To submit this form to Mackin, email customerservice@mackin.com.

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 5 & 6 for additional processing options.

## 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 (1" from bottom of spine)
  - Inches from bottom of spine: \_\_\_\_\_"
  - Send spine label unattached
- Barcode Label**

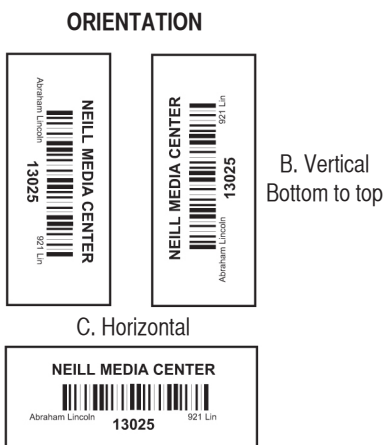
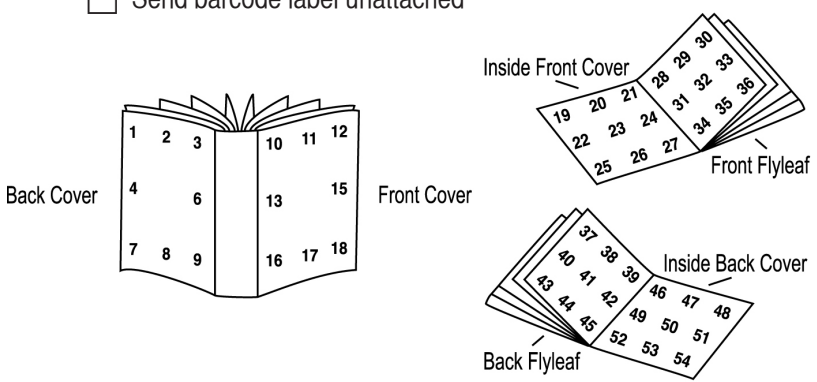
**BARCODE NAME:** \_\_\_\_\_  
 Write school/library name exactly as it should appear on barcode (limited to 30 characters, including spaces & punctuation).

**BARCODE LABEL PLACEMENT**  
 Indicate the numbered location from the diagram below for barcode placement: \_\_\_\_\_ Orientation: \_\_\_\_\_

Send barcode label unattached

Second barcode placement, if needed, 20¢ 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.

# CATALOGING OPTIONS

Most commonly used options are noted (◆) next to each classification.

## 1 MAIN ENTRY CAPITALIZATION

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

## 2 NONFICTION CALL NUMBER

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

- ◆  Print to Abridged Dewey, limit to 2 digits past decimal
- Print to Abridged Dewey
- Print to Abridged Dewey, limit digits past decimal to: \_\_\_\_\_
- Print Dewey, limit digits past decimal to: \_\_\_\_\_

### NUMBER OF MAIN ENTRY LETTERS

- ◆  3 letters  Entire surname
- Other \_\_\_\_\_

## 3 FICTION CALL NUMBER

- ◆  FIC  F  Main entry letters only
- Other \_\_\_\_\_

### NUMBER OF MAIN ENTRY LETTERS

- ◆  3 letters  Entire surname
- Other \_\_\_\_\_

## 4 STORY COLLECTION CALL NUMBER

- ◆  808.83  Treat as fiction
- SC  Main entry letters only
- Other \_\_\_\_\_

### NUMBER OF MAIN ENTRY LETTERS

- ◆  3 letters  Entire surname
- Other \_\_\_\_\_

## 5 EASY FICTION/EVERYBODY/PICTURE BOOKS CALL NUMBER

- ◆  E  Treat as fiction
- Main entry letters only  Other \_\_\_\_\_

### NUMBER OF MAIN ENTRY LETTERS

- ◆  3 letters  Entire surname
- Other \_\_\_\_\_

## 6 INDIVIDUAL BIOGRAPHY CALL NUMBER

- ◆  921  BIO  B
- Treat as nonfiction  Other \_\_\_\_\_

### NUMBER OF MAIN ENTRY LETTERS

- ◆  3 letters  Entire biographee's surname
- Other \_\_\_\_\_

## 7 COLLECTIVE BIOGRAPHY CALL NUMBER

- ◆  920  CB
- Treat as nonfiction  Other \_\_\_\_\_

### NUMBER OF MAIN ENTRY LETTERS

- ◆  3 letters  Entire surname
- Other \_\_\_\_\_

## 8 DIGITAL & NONPRINT PREFIXES

- Do not use this option
- EBook \_\_\_\_\_
- Digital Audio Book \_\_\_\_\_
- Digital Video \_\_\_\_\_
- DVD \_\_\_\_\_
- Audio Device (ex. Playaways) \_\_\_\_\_
- Audiobook on CD \_\_\_\_\_
- Music CD \_\_\_\_\_
- Book & CD \_\_\_\_\_
- Kit \_\_\_\_\_

## 9 MAKERSPACE PRODUCTS

- Do not use this option
- Provide MARC records
- Provide unattached barcode labels  
(will be sent separately from MakerSpace items)

### MAKERSPACE PREFIX

- ◆  MS  MAKE  Other \_\_\_\_\_

## 10 REFERENCE PREFIX

- Do not use this option
- ◆  REF  R  Other \_\_\_\_\_

### HOW SHOULD REFERENCE TITLES BE DESIGNATED?

- ◆  According to Mackin standards
- Only where indicated on my order
- Mackin standards plus my designations

## 11 PROFESSIONAL PREFIX

- Do not use this option
- ◆  PRO  P  Other \_\_\_\_\_

### HOW SHOULD PROFESSIONAL TITLES BE DESIGNATED?

- ◆  According to Mackin standards
- Only where indicated on my order
- Mackin standards plus my designations

## CATALOGING OPTIONS CONT.

### 12 PAPERBACK DESIGNATION

- Do not use this option  
 ◆  PB  PBK  Other \_\_\_\_\_

#### HOW SHOULD PAPERBACKS BE DESIGNATED?

##### a. Fiction Paperbacks

- ◆  Print over fiction call number  Print over main entry letters  
 Print as a suffix  No special designation

##### b. Nonfiction Paperbacks

- ◆  Print over nonfiction call number  Print over main entry letters  
 Print as a suffix  No special designation

##### c. Easy Paperbacks

- ◆  Print over easy call number  Print over main entry letters  
 Print as a suffix  No special designation

### 13 WORLD LANGUAGES

- Do not use this option  
 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 languages, call Customer Service at 800-245-9540  
 or use our Live Chat at [www.mackin.com](http://www.mackin.com) for assistance.

### 14 GRAPHIC NOVEL

Fictional content - standard Abridged Dewey call# is 741.5.

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

- Do not use this option  
 Include fictional content comic titles  
 \_\_\_\_\_ Print as prefix (ex. GN/741.5/ABC)  
 \_\_\_\_\_ Print as call# (ex. FIC/ABC or GN/ABC)  
 \_\_\_\_\_ Print as suffix (ex. 741.5/ABC/GN)

#### GRAPHIC NOVEL LABEL

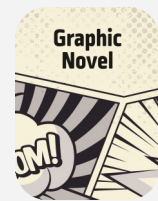
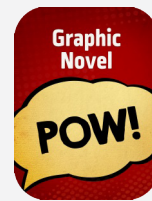
Mackin offers the following graphic novel labels 20¢ per item

- Do not use this option

##### LABEL PLACEMENT

- Apply above spine label  
 Apply at top of spine  
 Apply below spine label

Use this label  Use this label



### 15 NONFICTION IN GRAPHIC FORMAT

Subject Dewey# or biography call#.

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

- Do not use this option  
 Include nonfictional content comic titles  
 \_\_\_\_\_ Print as prefix (ex. GN/Dewey/ABC)  
 \_\_\_\_\_ Print as call# (ex. GN/ABC)  
 \_\_\_\_\_ Print as suffix (ex. Dewey/ABC/GN)

#### GRAPHIC NOVEL LABEL

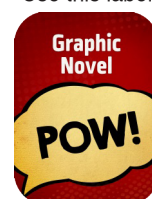
Mackin offers the following graphic novel labels 20¢ per item

- Do not use this option

##### LABEL PLACEMENT

- Apply above spine label  
 Apply at top of spine  
 Apply below spine label

Use this label  Use this label



## SUBJECT HEADING OPTIONS

### ◆ SEARS

### LIBRARY OF CONGRESS (LC) CHILDREN'S

Library of Congress headings will be provided if LC Children's are not available.

### LIBRARY OF CONGRESS (LC)

If no LC or only one LC subject heading available, unique LC Children's will be provided.

## MARC RECORDS

LIBRARY SOFTWARE NAME \_\_\_\_\_

### RECORD DELIVERY METHOD

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

If your system uses specialized local holdings, call Customer Service at 800-245-9540 or use our Live Chat at [www.mackin.com](http://www.mackin.com) for assistance.

## BARCODE INFORMATION

### BARCODE SYMBOLOGY

- Code 39 (also called Code 3 of 9)\*
- Codabar\*

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

- Circulation & Interleaved 2 of 5
- Unsure: If you need help determining your symbology, email a large, clear photo of two consecutive current barcodes to [CustomerService@mackin.com](mailto:CustomerService@mackin.com).

### BARCODE RANGE

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

- Establish a range for Mackin to use on current & future orders. Start \_\_\_\_\_ End \_\_\_\_\_
- Continue using numbers indefinitely for current & future orders starting at # \_\_\_\_\_
- Customer provides a starting number for each order. Start current order at # \_\_\_\_\_

**Additional Instructions** (Optional: Indicate cataloging or processing needs not included on this form.)

# READING PROGRAM LABELS

Mackin offers one reading program label at no charge. If more than one label is needed per book, there is a 20¢ 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](http://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	Basic RC	Basic Lexile	Basic F&P
AR RL 6.7 AR PTS 18.0	RC PTS 22.0 RC RL 5.9 750L	750L	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

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

Placement will be "top middle" unless otherwise specified.

Describe placement on page: \_\_\_\_\_

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

# ADDITIONAL PROCESSING SERVICES

## PROPERTY LABELS

Clear property labels 20¢ 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](http://www.mackin.com) for assistance.

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

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## THEFT DETECTION DEVICES

3M ELECTROMAGNETIC STRIPS

Apply to:

- Books 69¢  
 CDs \$1.49  
 DVDs \$1.49

CHECKPOINT RADIO FREQUENCY UNDER POCKET (9.5 MHz)

Plain pocket included for free  
Detuning supplies not available  
Placement: \_\_\_\_\_

Apply to:

- Books 59¢  
 CDs 59¢  
 DVDs 59¢

CHECKPOINT RADIO FREQUENCY DATE DUE (9.5 MHz) Detuning supplies not available

Placement: \_\_\_\_\_

Apply to:

- Books 59¢  
 CDs 59¢  
 DVDs 59¢

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

LAMINATE COVERS

Protective laminate. Apply to:

- Paperbacks \$2.69

COLIBRI COVERS

Flexible plastic sleeve. Apply to:

- Paperbacks \$2.99  
 MackinBounds \$2.99  
 Hardcover (without dust jackets) \$2.99

## DATE DUE TRACKING OPTIONS

DATE DUE SLIP 15¢ per item Placement: \_\_\_\_\_

POCKET 20¢ per item

- Plain Pocket (or)  Date-due-imprinted Pocket Placement: \_\_\_\_\_  
 Borrower's Card 15¢ per item

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): \_\_\_\_\_

## CATALOG CARDS

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