



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**

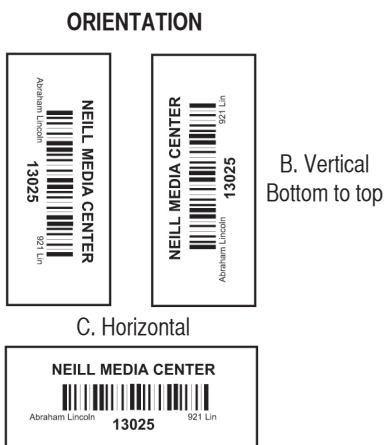
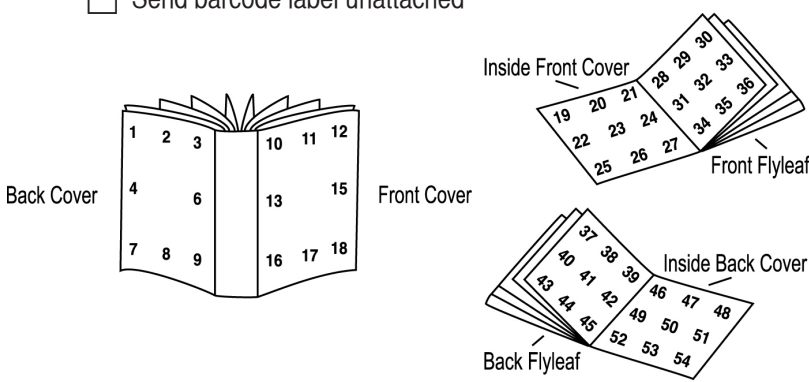
BARCODE NAME: _____
 Write school/library name exactly as it should appear on barcode (limited to 30 characters, including spaces & punctuation).

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 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

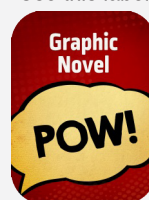
LABEL PLACEMENT

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 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.

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 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
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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
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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 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
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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 for assistance.

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

THEFT DETECTION DEVICES

- 3M ELECTROMAGNETIC STRIPS CHECKPOINT RADIO FREQUENCY UNDER POCKET (9.5 MHz)
Apply to: Plain pocket included for free
 Books 69¢ Detuning supplies not available
 CDs \$1.49 Placement: _____
 DVDs \$1.49
- 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 COLIBRI COVERS
Protective laminate. Apply to: Flexible plastic sleeve. Apply to:
 Paperbacks \$2.69 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