



For Mackin Use Only

Customer # _____

Date Received _____

To submit this form to Mackin, click on the "Submit" button at the bottom of the last page.

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).

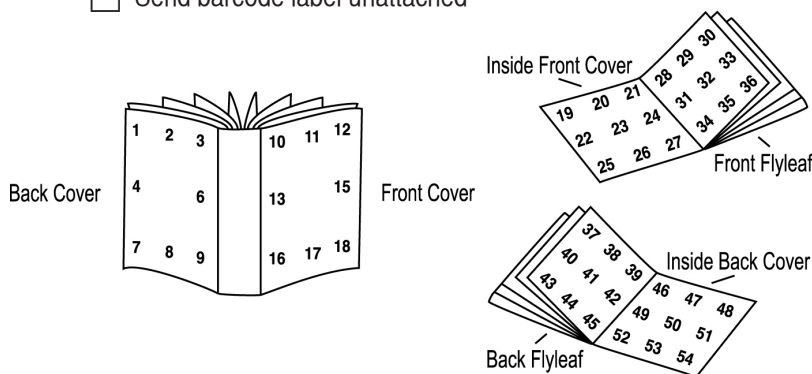
BARCODE LABEL PLACEMENT

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

- ☐ Send barcode label unattached

Second barcode placement, if needed, 10¢ each: _____ Orientation: _____

- ☐ Send barcode label unattached



ORIENTATION



C. Horizontal



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 10¢ each

- ☐ Do not use this option

LABEL PLACEMENT

- ☐ Apply above spine label
☐ Apply at top of spine
☐ Apply below spine 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 10¢ each

- ☐ Do not use this option

LABEL PLACEMENT

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

- ◆ ☐ 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

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 49¢
☐ 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 49¢
☐ CDs 49¢
☐ DVDs 49¢

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

Placement: _____

Apply to:

- ☐ Books 49¢
☐ CDs 49¢
☐ DVDs 49¢

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

- ☐ LAMINATE COVERS

Protective laminate. Apply to:

- ☐ Paperbacks \$1.99

- ☐ COLIBRI COVERS

Flexible plastic sleeve. Apply to:

- ☐ Paperbacks \$1.49
☐ MackinBounds \$1.49
☐ Hardcover (without dust jackets) \$1.49

DATE DUE TRACKING OPTIONS

- ☐ DATE DUE SLIP 10¢ each Placement: _____

- ☐ POCKET 10¢ each

☐ Plain Pocket (or) ☐ Date-due-imprinted Pocket Placement: _____

☐ Borrower's Card 10¢ each

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