



Scholastic Library Publishing
 Grolier • Children's Press • Franklin Watts • Grolier Online
 90 Old Sherman Turnpike, Danbury, CT 06816
 800-621-1115 Fax 866-783-4361
 Easy ordering at www.scholastic.com/librarypublishing

P.O. Box 1795 • Danbury, CT 06816 • **800-621-1115** • fax **866-783-4361**

Ordering Information

SHIP TO:

SCHOOL OR LIBRARY: _____

ATTN: _____ TITLE: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____ TITLE: _____

PHONE: _____ FAX: _____

E-MAIL: _____

Yes, I would like to receive product updates

IF THIS ORDER IS SHIPPING TO A WAREHOUSE, PLEASE ADVISE SCHOOL NAME THAT WILL BE RECEIVING THIS ORDER:

SPECIAL INSTRUCTIONS: _____

BILL TO:

SCHOOL OR LIBRARY: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____ TITLE: _____

PHONE: _____ FAX: _____

E-MAIL: _____

Yes, I would like to receive product updates

PO #: _____ ORDER DATE: _____

BILLING INSTRUCTIONS:

Bill upon shipping: PO# _____ Ship Date _____

TAX EXEMPT # (if applicable): _____

PURCHASE-ORDER-UP-FRONT*

PURCHASE ORDER # _____ AMT \$ _____

PURCHASE ORDER IS VALID FROM _____ TO _____

**Please either attach this form to your PO or note on your PO the valid date range. For a purchase order to qualify for Purchase-Order-Up-Front, the PO# specified above MUST appear on every order.*

WHICH IMPRINTS WOULD YOU LIKE FOR YOUR PURCHASE-ORDER-UP-FRONT?
(Please check all that apply)

GROLIER CHILDREN'S PRESS®/FRANKLIN WATTS®/SCHOLASTIC

AUTHORIZED SIGNATURE _____
Required

Pricing to Schools and Libraries

- All prices subject to change without notice.
- Sales or use taxes will be added when applicable.

Shipping and Handling

- FREE SHIPPING on orders over \$999.00*. For orders under \$999.00*, a 9% shipping charge applies.
- Receive FREE SHIPPING on all orders when you order from our website: www.scholastic.com/librarypublishing

*Net price

Library Processing

- Library Processing is available—for specifications, please see the following pages. There may be an additional charge for special requirements. (Please call Customer Service at 800-621-1115 for this information.)

Invoice and Packing Slip Sort Options

If you require a special sort sequence on your packing slip or invoice, please select from the following options. (Or you may note your preference on your purchase order.)

Packing List Sort

- ___ Alpha by Title
- ___ Numeric by ISBN
- ___ As Ordered

Invoice Sort

- ___ Alpha by Title
- ___ Numeric by ISBN
- ___ As Ordered

QTY	ISBN	TITLE	PRICE	TOTAL
PRODUCT SUBTOTAL				





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Library Processing Services

We are proud to offer our customers the following services: catalog card kits, mylar jackets, theft detection, and the latest in barcoding technology. All information must be completed to fulfill your order. We request that specifications are sent with all orders to ensure accuracy of your order and that no changes have occurred with your specifications. Our books are cataloged according to the Library of Congress using AACR2.

SCHOOL OR LIBRARY: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT NAME: _____ PHONE: _____

Please keep these specifications on file at:

- District Level Building Level These are updated specifications
- If you wish your specifications to remain on file, we suggest you provide a bar code range that can be kept on file. Please note this range in the Bar Code Information section on the following pages.

LIBRARY PROCESSING SHELF-READY OPTIONS

- Complete Catalog Card Kit Attached:**
(includes catalog cards, pocket, spine label, and date due card) \$1.10 per book
- Step 1: Must** specify pocket location.
- back flyleaf back inside cover
 front flyleaf front inside cover
- Step 2: Must** specify spine label attachment.
- Attached horizontal Attached vertical if Dewey wraps

- Automation Package Attached:**
(includes shelf list card, spine label, and one bar code label) \$.95 per book. See Automation Options below. To purchase additional bar code labels, see Bar Code Information on next page.
- Step 1: Must** specify spine label attachment.
- Attached spine label horizontal Attached spine label vertical if Dewey wraps
- Step 2: Must** complete all automation options. (See below.)

- Complete Catalog Card Kit Unattached:**
(includes catalog cards, pocket, spine label, date due card) \$.85 per book

- Automation Package Unattached:**
(includes shelf list card, spine label, and one bar code label) \$.50 per book. See Automation Options below.
- Step 1: Must** complete all automation options. (See below.)

AUTOMATION OPTIONS

- MARC Record: FREE** One option in each box is required (boxes 1, 2, 3, 4, and 5). Complete Bar Code Information on next page, if applicable.

BOX 1

Software:

Accent Export
 Accent Express
 Alexandria
 Athena
 CASPR
 Dynix
 Follett
 Gateway
 Horizon
 Info Centre
 Mandarin/SIRS
 Sirsi
 TLC
 Winnebago/Spectrum
 Winnebago CIRC/CAT
 Other: _____

BOX 2

Symbology:

Code 39*
 Code 39 MOD 10
 Code 39 MOD 43
 Interleaved 2 of 5*
 Follett 2 of 5*
 14-digit codabar
 Codabar w/o check digit*

*non-checked digitized symbology

If you are unsure of your symbology, contact your software provider.
Never go by appearance.

BOX 3

Format:

MARC record in 1987 MicroLIF format (Filename is IBM.FIL)
 USMARC/852 (1991 Holdings) (File name is MICROLIF.001)
 USMARC FORMAT/Other holdings (File name is MARC.001)

If you are unsure of your format, contact your software provider or check the file name on a previous MARC record.

BOX 4

Media Type: (select only one)

CD-ROM
 Deliver my MARC Records via Web* (e-mail address required)

*When your MARC Records are ready, you will receive an e-mail from our Library Processing vendor with a hyperlink and instructions on retrieving your MARC Records via the Web.

BOX 5

Computer Type:

IBM
 Macintosh
 Other (specify): _____

UNION CATALOG INFORMATION

Sunlink
 Access PA
 Heartland
 Kansas State

Must specify School Code:

CATALOGING OPTIONS

Standard Cataloging has three main Entry Letters, all capitalized.
Standard options appear in bold. (If you require standard options, you do not need to select.)

COLLECTION CODES

- Do not include Collection Codes in the MARC Data Include Collection Codes in the MARC Data (Attach a list of the library's collection codes with the order.)

PROPERTY LABELS

- Unattached \$.30 per book Attached \$.60 per book _____ Qty of property labels per book (up to 4)

We can provide up to 4 lines of data on your property label. Each line can have 30 characters, including spaces.

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

Please indicate placement of property label
 Label 1 _____ Label 3 _____
 Label 2 _____ Label 4 _____

PRODUCT FONTS

- Spine Labels: **12 pt Arial** 11 pt Tahoma 12 pt Gothic 14 pt Gothic*
- Reading Program Labels: **12 pt Arial** 11 pt Tahoma 12 pt Gothic 14 pt Gothic*
- Guided Reading Labels: 12 pt Arial 11 pt Tahoma 12 pt Gothic 14 pt Gothic **16 pt Gothic**

*Provided data will fit on label. Should data not fit, 12 pt will be used.

SHELF LIST CARD OPTION

(self list card \$.20)

- | | | | | | |
|----------------------|--|--|-------------------------------|---|--|
| A. Price | <input type="checkbox"/> Include on card | <input type="checkbox"/> Not Included | D. Tracings | <input type="checkbox"/> Include on card | <input type="checkbox"/> Not Included |
| B. Bar Code Number | <input type="checkbox"/> Include on card | <input type="checkbox"/> Not Included | E. Interest and Reading Level | <input type="checkbox"/> Include on card | <input type="checkbox"/> Not Included |
| C. Acquisition Dates | <input type="checkbox"/> Include on card | <input type="checkbox"/> Not Included | F. Review Codes | <input type="checkbox"/> Include on card | <input type="checkbox"/> Not Included |

SUBJECT HEADINGS

- Sears** Library of Congress Library of Congress Children's (when available with a default to Library of Congress)

GLOBAL TAG/LOCAL HOLDINGS CODE(S) (Optional)

- Funding Other (specify) _____
- Tag: _____ Subfield: _____ Tag: _____ Subfield: _____
- Text: _____ Text: _____
- School Code Other (specify) _____
- Tag: _____ Subfield: _____ Tag: _____ Subfield: _____
- Text: _____ Text: _____
- Location Code
- Tag: _____ Subfield: _____
- Text: _____

POCKET LABEL PRINTING OPTIONS

Call Number and Author/Title information are printed on the upper portion of the pocket label. If you also want to print your Library Name and up to two additional (30 characters) lines of address or other information on the lower portion of the pocket label, please indicate your preference and provide the necessary information below.

- Print Library Name and Address

Library Name _____

Line 2 _____

Line 3 _____

Line 4 _____

- Print Bar Code on the Pocket Print the Price on the Pocket Print the Subtitle on the Pocket
- Below the Call #/Title
- Above the Call #/Title

CALL NUMBER CLASSIFICATION OPTIONS

A. Call Number

- Include call numbers Don't include call numbers

B. Capitalization for all classifications (if customization is needed, select by classification)

- Capitalize first main entry letter only
 Capitalize all main entry letters
 Customized (Indicate with each classification)

C. Dewey Classification

- Abridged Dewey**
 Unabridged Dewey to the 2nd Prime (When available)
 Unabridged Dewey (When available)
 Unabridged Dewey with number of digits past the decimal: ____ (0–7 digits)

D. Split Dewey*

- Do not split dewey**
 Split into 2 lines: Split before decimal.
 Split into 2 lines: Split after decimal.
 * Dewey will automatically wrap after 7 digits

E. Nonfiction (K–3)

- PREFIX:
 None E Other: _____
- CLASSIFICATION:
 Dewey Classification
 J
 E
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

F. Nonfiction (4–8)

- PREFIX:
 None J Other: _____
- CLASSIFICATION:
 Dewey Classification
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

G. Nonfiction (9 or Higher)

- PREFIX:
 None Other: _____
- CLASSIFICATION:
 Dewey Classification
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

H. Individual Biography

- PREFIX:
 None Other: _____
- CLASSIFICATION:
 92
 921
 B
 BIO
 Bio
 Dewey Classification
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

I. Collective Biography

- PREFIX:
 None Other: _____
- CLASSIFICATION:
 920
 92
 B
 BIO
 Bio
 Dewey Classification
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

J. Easy Fiction (K–3)

- PREFIX:
 None J E Other: _____
- CLASSIFICATION:
 E
 EASY
 Easy
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

K. Fiction (4–8)

- PREFIX:
 None J JUV Other: _____
- CLASSIFICATION:
 F
 FIC
 Fic
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

L. Fiction (9 or Higher)

- PREFIX:
 None J JUV Other: _____
- CLASSIFICATION:
 F
 FIC
 Fic
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

M. Story Collection

- PREFIX:
 None Follow Fiction Prefixes Other: _____
- CLASSIFICATION:
 SC
 808.83
 Treat the Same as Fiction
 Leave Classification Blank
 Other: _____
- AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname
 CAPITALIZATION: First Letter **All Letters**

CALL NUMBER CLASSIFICATION OPTIONS

N. Spanish

PREFIX:

- None SP SPA Other: _____

CLASSIFICATION:

- Dewey Classification by Subject
 Dewey Classification by Language
 Other: _____

AUTHOR/MAIN ENTRY LETTERS: ____ (0–12) Complete Surname

CAPITALIZATION: First Letter All Letters

O. Other Prefixes

Audio Cassette: None AV AC Other: _____

Compact Disk: None AV CD Other: _____

DVD: None AV DVD Other: _____

Video Cassette: None AV VC Other: _____

Other AV: None AV Nonprint Other: _____

P. Call Number Suffix (Select one of the following)

- None
 Copyright Year
 Acquisition Date
 Spanish Suffix: _____
 (1–13 Letters—Applicable to Spanish Titles Only)
 Author Letters for Individual Biography _____
 (1–13 Letters—Applicable to Individual Biography Titles Only)

Q. Reference Prefix (Grolier Titles Only—specify by set)

- R
 REF

Catalog Volumes: (Grolier Reference Only)

- Set
 Individual Volumes (Does not apply to print encyclopedias)

READING PROGRAM LABEL OPTIONS

Reading Program Label

of label(s) per book 1 2

- Unattached (\$.35 per book)
 Attached (\$.60 per book)
 Standard Placement (above the spine label)
 Other Location _____
 Other Location Label 2 _____

Guided Reading Label

of label(s) per book 1 2

- Unattached (\$.35 per book)
 Attached (\$.60 per book)
 Standard Placement (above the spine label)
 Other Location _____
 Other Location Label 2 _____

Standard Accelerated Reader® Label includes:

- Reading Program Name
- Points
- Reading Level

Standard Scholastic Reading Counts!™ Label includes:

- Reading Program Name
- Points
- Reading Level
- Lexile Level

Customized/Enhanced Accelerated Reader® Label

Select up to five options below and circle the line number where it should appear on the reading program label. Enhanced Labels MUST include the Title or the Author.

Data Field:	Line #:					
Reading Program Name	1	2	3	4	5	Do Not Include
Interest Level	1	2	3	4	5	Do Not Include
Reading Level	1	2	3	4	5	Do Not Include
Quiz/Test Number	1	2	3	4	5	Do Not Include

Customized/Enhanced Scholastic Reading Counts!™ Label

Data Field:	Line #:					
Lexile Level	1	2	3	4	5	Do Not Include
Title (Enhanced Label Only)	1	2	3	4	5	Do Not Include
Author (Enhanced Label Only)	1	2	3	4	5	Do Not Include
Points	1	2	3	4	5	Do Not Include

*Note: AR and SRC data is automatically included in 526 tag, even if Reading Program option is not selected.

OPTIONAL ITEMS

- Main Entry Card \$20 each
 Shelf List Card \$20 each
 Circulation/Borrowers Kit \$35 each
 (Contains—Circ card, label, pocket and pocket label)
 Date Due Slip—FREE (specify attachment)
 Unattached
 Front flyleaf
 Back flyleaf
 Front inside cover
 Back inside cover
 Other _____

- Pocket** (specify attachment):
 Pocket unattached \$30 per book
 Pocket on back flyleaf \$35 per book
 Pocket on back inside cover \$35 per book
 Pocket on front flyleaf \$35 per book
 Pocket on front inside cover \$35 per book

- Spine label:**
 Attached horizontal \$35 per book
 Attached vertical if Dewey wraps . . . \$35 per book
 Unattached \$15 per book

Special Packing Requirements for Shipping:

- Dewey Classification
 Alphabetical by title
 Alphabetical by author
 Include price on circulation card