

# Live Oak Media Cataloging & Supplies Order Form

Please note that MARC records and cataloging materials will not be shipped with or attached to the readalongs or audiobooks; the cataloging materials will be drop shipped separately from Medialog of Butler, Kentucky.

### SHIP TO:

Organization \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Fax \_\_\_\_\_  
 E-Mail \_\_\_\_\_

### PRODUCTS & PROCESSING: (minimum charge \$15.00) Please check one:

- Card Kit \$1.50 each**  
Includes: Laser printed card set, spine labels, self-adhesive pocket and check out card  
**Helpful Hint: For Card Kit, check box and fill out ship to information only.**
- Data only \$13.00 plus \$0.25 per title** (MARC record will be sent on disk by mail unless e-mail address is provided below)  
**Helpful Hint: For Data Only, check box and fill out ship to information, E-Mail Address and letters A, B, C and D.**
- Automation Kit Limited \$1.95 per title**  
Includes: MARC record, barcode label and protector, spine label and shelf list card  
**Helpful Hint: For Automation Kit Limited, check box and fill out this entire form.**
- Automation/Circulation Kit \$2.50 per title**  
Includes: MARC record, barcode label and protector, spine label, self adhesive pocket, pocket label, shelf list card and check-out card  
**Helpful Hint: For Automation/Circulation Kit, check box and fill out this entire form.**

### CLIENT PROFILE

**A.** Software System & Version \_\_\_\_\_

**B.** Type of System     IBM                       Mac

**C.** Type of Disk         3 1/2" Disk     CD Rom     Zip Disk     E-Mail File \_\_\_\_\_  
(fill in Email address here)

**D.** Format                       1987 MicroLIF     USMARC (852 holdings)  
(New Name MARC 21)                       USMARC (949 holdings)  
(Include specifications for 949 field)

**E.** Name for barcode labels (30 character maximum)  
 \_\_\_\_\_

### F. Bar Code Symbology:



- Code 39                       Codabar with check digit                       Interleaved 2 of 5
- Code 39 w/mod 10 check digit                       Codabar with no check digit                       Follett Interleaved 2 of 5
- Code 39 w/mod 43 check digit                       Other

### G. Starting Barcode Numbers for this order (don't include check digit) \_\_\_\_\_

*Thank you for your order! If you have questions, please contact our Customer Service Department toll-free at 800-788-1121*