



MARCIVE® INC.

BARCODE LABEL ORDER FORM
Smart and Generic Specifications

Postal Mail..... P.O. Box 47508	San Antonio TX 78265-7508	Toll-free Voice ..1-800-531-7678
Shipments Only 12100 Crownpoint, Suite 160	San Antonio TX 78233-5367	Voice.....(210) 646-6161
E-mail info@marcive.com	Web Sitehttp://www.marcive.com	FAX(210) 646-0167

1. Customer addresses and means of shipment

1.1 Customer address

Institution name			
Shipping address Not a P.O. address			
City			
State/Province		Zip/Postal Code	
Existing MARCIVE customer who has already received services from us. Please mark all that apply.	<input type="checkbox"/> Previous barcode order. ID code _____ <input type="checkbox"/> Authorities, reclass, retro, or other project. ID code: _____ <input type="checkbox"/> Government documents processing. ID code: _____ <input type="checkbox"/> Other. ID codes: _____		

1.2 Billing address

Attention			
Institution name			
Address			
City			
State/Province		Zip/Postal Code	

1.3 Contact name

Contact			
Title			
E-mail			
Phone		FAX	
Other way to contact			

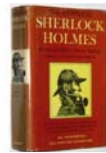
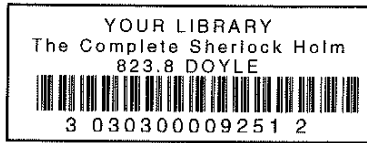
1.4 Method of shipment

Shipment of products	<input checked="" type="checkbox"/> UPS Ground Service. <input type="checkbox"/> UPS 2-Day Service (Not available for Canadian addresses) <input type="checkbox"/> UPS Overnight Service <input type="checkbox"/> Other:
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2. Barcode label protectors

2.1 Barcode label protectors	<input type="checkbox"/> Provide barcode label protectors. See price list. Number of rolls (1,000 per roll): _____
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3. For SMART barcode label orders only



Local system

3.1 Name of ILS company	
3.2 System	
3.3 Technical support person	
3.4 E-mail address	
3.5 Phone number	
3.6 Character coding scheme of MARC records library sends to MARCIVE	<input type="checkbox"/> MARC-8 (standard MARC) output from local system <input type="checkbox"/> UTF-8 (Unicode MARC) output from local system



Local holdings information in library's bibliographic record

3.7 Call number	MARC tag: MARC subfield:
3.8 Location code	MARC tag: MARC subfield:
3.9 Copy	MARC tag: MARC subfield:
3.10 Volume	MARC tag: MARC subfield:



Smart barcode labels

3.11 Symbology	<input type="checkbox"/> Codabar <input type="checkbox"/> 3 of 9 (Code 39) <input type="checkbox"/> Other. Please supply written instructions.
3.12 Check digit	<input type="checkbox"/> Do not generate a check digit. <input type="checkbox"/> Generate a Mod10 check digit.
3.13 Number of barcode labels	<input type="checkbox"/> One per copy. Default. <input type="checkbox"/> Two per copy

3. For SMART barcode label orders only	
3.14	Library name to appear on label (max 40 characters)
3.15	Beginning barcode number
3.16	Location code, if present <input type="checkbox"/> Print before call number. <input type="checkbox"/> Do not print.
3.17	Copy & volume information <input type="checkbox"/> Print copy & volume information (except c.1) on barcode label following call number. <input type="checkbox"/> Do not print copy & volume information on barcode.
MARC record output	
3.18	Newly assigned barcode number MARC tag: MARC subfield:
3.19	Format <input checked="" type="checkbox"/> FTP. Please indicate e-mail address of person(s) who should be notified when files are ready: _____ _____ <input type="checkbox"/> CD-ROM Number of copies:
3.20	Anything else that will help MARCIVE create barcodes correctly for your library?

4. For GENERIC barcode label orders only	
 	
4.1	Symbology <input type="checkbox"/> Codabar <input type="checkbox"/> 3 of 9 (Code 39) <input type="checkbox"/> Other. Please supply written instructions.
4.2	Check digit <input type="checkbox"/> Do not generate a check digit. <input type="checkbox"/> Generate a Mod10 check digit.
4.3	Number of generic barcode labels <input type="checkbox"/> Singles. Default. <input type="checkbox"/> Doubles.

4. For GENERIC barcode label orders only	
4.4	Beginning generic barcode number
4.5	Ending generic barcode number
4.6	Total number of generic labels (Minimum charge is for 1,000 labels.)
4.8	Library name to appear on generic label (max 40 characters)
4.9	Anything else that will help MARCIVE create barcodes correctly for your library?

5. For PATRON barcode label orders only	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>YOUR LIBRARY</p>  <p>2 1553 00009251 2</p> </div> <div style="text-align: center;">  </div> </div>	
5.1	Symbology <input type="checkbox"/> Codabar <input type="checkbox"/> 3 of 9 (Code 39) <input type="checkbox"/> Other. Please supply written instructions.
5.2	Check digit <input type="checkbox"/> Do not generate a check digit. <input type="checkbox"/> Generate a Mod10 check digit.
5.3	Number of patron barcode labels <input type="checkbox"/> Singles. Default. <input type="checkbox"/> Doubles.
5.4	Beginning patron barcode number
5.5	Ending patron barcode number
5.6	Total number of patron labels (Minimum charge is for 1,000 labels.)
5.7	Library name to appear on patron label (max 40 characters)
5.8	Anything else that will help MARCIVE create barcodes correctly for your library?