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MARCIVE ID:

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**BARCODE LABEL ORDER FORM**  
**Smart and Generic Labels**

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**1. Customer addresses and means of shipment**

**1.1. Customer Address**

**Library Name:** \_\_\_\_\_

**Shipping Address:** \_\_\_\_\_

Not a P.O. address **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Existing MARCIVE customer who has already received services from us. Please mark all that apply.

Previous barcode order. ID code: \_\_\_\_\_

Other. ID codes: \_\_\_\_\_

**1.2 Billing address**

**Attention** \_\_\_\_\_

**Institution name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State/Province** \_\_\_\_\_ **Zip/Postal Code** \_\_\_\_\_

**Paperless Invoice** \_\_\_\_\_

**1.3 Contact name**

**Contact** \_\_\_\_\_

**Title** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Phone** \_\_\_\_\_

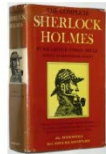
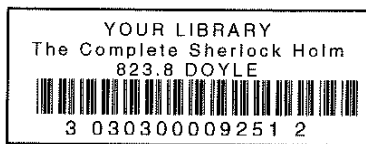
**Other way to contact** \_\_\_\_\_

## 1.4 Method of shipment

Shipment of products

- UPS Ground Service.
- UPS 2-Day Service (Not available for Canadian addresses)
- UPS Overnight Service
- Other: \_\_\_\_\_

## 2. FOR SMART BARCODE LABEL ORDERS ONLY



### Local system

- 2.1 Name of ILS company \_\_\_\_\_
- 2.2 System \_\_\_\_\_
- 2.3 Technical support person \_\_\_\_\_
- 2.4 E-mail address \_\_\_\_\_
- 2.5 Phone number \_\_\_\_\_
- 2.6 Character coding scheme of MARC records library sends to MARCIVE
  - MARC-8 (standard MARC) output from local system
  - UTF-8 (Unicode MARC) output from local system

### Local holdings information in library's bibliographic record

- 2.7 Call number  
MARC tag: \_\_\_\_\_  
MARC subfield: \_\_\_\_\_
- 2.8 Location code  
MARC tag: \_\_\_\_\_

MARC subfield: \_\_\_\_\_

2.9 Copy

MARC tag: \_\_\_\_\_

MARC subfield: \_\_\_\_\_

2.10 Volume

MARC tag: \_\_\_\_\_

MARC subfield: \_\_\_\_\_

**Smart barcode labels**

2.11 Symbology

Codabar

3 of 9 (Code 39)

Other. Please supply written instructions. \_\_\_\_\_

2.12 Check digit

Do not generate a check digit.

Generate a Mod10 check digit.

2.13 Number of barcode labels

One per copy.

Two per copy

2.14 Library name to appear on label (max 40 characters) \_\_\_\_\_

2.15 Beginning barcode number \_\_\_\_\_

2.16 Location code, if present

Print before call number.

Do not print.

2.17 Copy & volume information

- Print copy & volume information (except c.1) on barcode label following call number.
- Do not print copy & volume information on barcode.

### MARC record output

2.18 Newly assigned barcode number

MARC tag: \_\_\_\_\_

MARC subfield: \_\_\_\_\_

2.19 Format

- Secure website.

Please indicate e-mail address of person(s) who should be notified when files are ready:

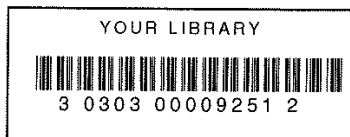
\_\_\_\_\_

- CD-ROM Number of copies: \_\_\_\_\_

2.20 Anything else that will help MARCIVE create barcodes correctly for your library?

\_\_\_\_\_

## 3. FOR GENERIC BARCODE LABEL ORDERS ONLY



3.1 Symbology

- Codabar
- 3 of 9 (Code 39)
- Other. Please supply written instructions. \_\_\_\_\_

3.2 Check digit

- Do not generate a check digit.
- Generate a Mod10 check digit.

3.3 Number of generic barcode labels

- Singles.
- Doubles.

3.4 Beginning generic barcode number \_\_\_\_\_

3.5 Ending generic barcode number \_\_\_\_\_

3.6 Total number of generic labels \_\_\_\_\_

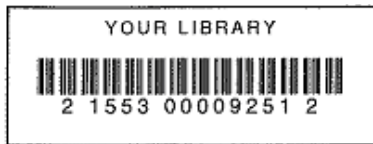
(Minimum charge is for 1,000 labels.)

3.8 Library name to appear on generic label (max 40 characters) \_\_\_\_\_

3.9 Anything else that will help MARCIVE create barcodes correctly for your library?

\_\_\_\_\_

#### 4. FOR PATRON BARCODE LABEL ORDERS ONLY



4.1 Symbology

- Codabar
- 3 of 9 (Code 39)
- Other. Please supply written instructions.

4.2 Check digit

- Do not generate a check digit.
- Generate a Mod10 check digit.

4.3 Number of patron barcode labels

- Singles. Default.
- Doubles.

4.4 Beginning patron barcode number \_\_\_\_\_

4.5 Ending patron barcode number \_\_\_\_\_

- 4.6 Total number of patron labels \_\_\_\_\_  
(Minimum charge is for 1,000 labels.)
- 4.7 Library name to appear on patron label (max 40 characters) \_\_\_\_\_
- 4.8 Anything else that will help MARCIVE create barcodes correctly for your library?