



Library Processing Support

CATALOGING SERVICE TEAM

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Gale Cengage Learning Cataloging and Processing Service

Ordering Information

Gale is pleased to offer library services such as catalog card kits, MARC records, spine labels, bar code labels, Mylar covers reading program labels and security system products. Attached or unattached processing is available. Please review the specification form, select the items required and submit this form with your Purchase Order. If you already have your specifications documented you may forward that document with your order. Should you have any questions regarding cataloging/processing services, please call your Gale Representative at 1-800-877-GALE.

Turn-around timing

Library processing must be requested with your order. Unattached processing will arrive within one to two weeks. Allow two to four weeks for attached processing. Books with attached library processing may not be returned.

BILL TO:

Gale Account # _____

Institution _____

Address _____

City/State/Prov. _____

ZIP/Postal Code/Country _____

Attention _____

Phone _____

Fax _____

E-mail _____

To serve you better

After completing this form, please review your information to make sure all applicable sections are completely and accurately filled out. This will allow us to process your order efficiently.

Criteria

Elements of bibliographic description are transcribed according to AACR2R; cataloging is available with Sears, LC and LC Children's subject headings; call numbers are derived from the Abridged Dewey Decimal Classification--Library of Congress Classification is not available at this time. Full MARC data in MicroLIF format is available for Macintosh and Windows systems. All spine, bar code and reading program labels come with protectors

SHIP TO:

Gale Account # _____

Institution _____

Address _____

City/State/Prov. _____

ZIP/Postal Code/Country _____

Attention _____

Phone _____

Fax _____

E-mail _____

Contact Your Gale Representative at 1-800-877-GALE

Gale Bundles

Please choose one of the following bundled service offerings alone or in combination with the a la carte items listed below.
When selecting a bundle, complete the specifications for each item included in that bundle.

Unattached Processing Bundle I - \$1.00/book

- Includes a Spine label, Barcode, & Marc Record Unattached for each book.

Attached Processing Bundle II - \$1.50/book

- Include a Spine label, Barcode, & Marc Record Attached to each book.

Attached Shelf Ready Bundle III - \$2.00/book

- Includes a Spine Label, barcode, Marc record, Theft detection (3m or checkpoint only) for each book.

Attached Shelf Ready Bundle IV - \$2.00/book

- Includes a Spine Label and an RFID Tag for each book. (Bundle does not include marc record, theft detection, or barcode due to overlapping with RFID device.)

A la Carte Items

Spine Labels only

- Unattached - \$0.25/book
- Attached - \$0.40/book
 - 2 inches from bottom of book
 - ____ inches from bottom of book

Property Label/Stamp

- Unattached label - \$0.25/book
- Attached label - \$0.40/book
 - Placement (specify) _____
- Stamp
 - I will provide my own - \$0.10/book
 - Gale will customize - \$0.15/book
 - Inscription: _____
 - Placement: _____

Cataloging & Packing

- Catalog sets as 1 record
- Pack in Dewey order - \$0.07/book
- Include Dewey packing list - (no charge)

Book Covers

- Colibri covers - \$1.60/book
- Kapco Covers - \$2.05/book

Security System Products

- Attached - \$0.50/book
- Unattached - \$0.50/book

Format – please check one:

- 3M Magnetic Strip
- Check Point: Frequency _____
 - Plain Tag
 - Date Due Tag

RFID tags

- Includes tag, tag cover, application, & tag programming.

- Attached - \$1.65/book
- Unattached - \$1.65/book

Frequency Type: Check one

- Checkpoint ILS RFID
- ITG Apex RFID
- 3M's D7 RFID
 - Placement: _____

Call Number Specifications

Reference prefix above Dewey (**check one**):

- R Ref REF

Non Fiction Dewey + 3 letters of Main Entry

Other: _____

Fiction F + 3 letters of Main Entry

Other: _____

Easy Books E + 3 letters of Main Entry

Other: _____

Story Collections SC + 3 letters of Main Entry

Other: _____

Individual Bio 92 + 3 letters of Biographee Entry

Other: _____

Collective Bio 920 + 3 letters of Main Entry

Other: _____

- Classifications in all CAPS (ABC)
- Classifications first letter only CAP (Abc) {Default}
- Font size for spine labels:
 - 9 pt (default)
 - ____ Pt (between 9 pt and 16 pt)

Subject Headings

- Use Sears subject headings
- Use Library of Congress subject headings (LCSH)
- Use Library of Congress Children's subject headings on juvenile titles, LCSH otherwise
- Use LCSH, but omit juvenile subdivisions (no juvenile literature, etc.)

Other Specifics
