

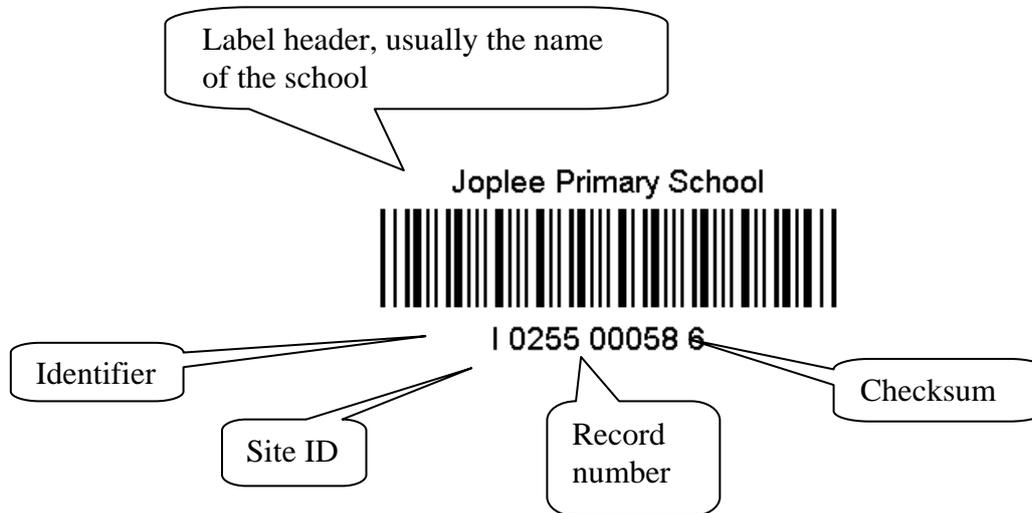


Ordering Barcode Labels

Barcode Labels

Bookmark works with many types of barcode labels. These include types used by other library systems.

The standard "Bookmark" label is 11 characters in length and organised in a specific manner.



Label Header: each barcode label has the name of your school or institution printed above the bars.

Identifier: The first character identifies the label as either a "Borrower label" (the letter B) or an "Item Label" (the letter I). Note: Bookmark can print labels and it is often easier to print your own borrower labels but order item labels.

Site ID: the next 4 characters contain a 4 digit number or 4 letters. This is usually the school number or the initials of the institution.

Record number: the next 5 digits is the unique "record number". These values start at 1 and go up.

Checksum: the final digit or letter is a checksum test digit. It should be ignored.

Fill out the order form and fax or email it to the company of your choice to print the labels.

Note: if you require a different configuration of labels used by a previous library system, please make sure to indicate this on the order.

Bookmark Barcode Label Order Form

Please supply to:

Institution: _____

Address: _____

Phone no: _____

Fax No: _____

Person responsible: _____

Your order number: _____

Label Header _____

Site ID code (4 digit or 4 letter school no or code, appears on each label) _____

Range of numbers of *Borrower* barcode labels From _____ To _____

Range of numbers of Item barcode labels From _____ To _____

Barcode standard _____

Total number of barcode labels ordered: _____

SIGNATURE _____ DATE _____

Barcode Label Suppliers

The two suppliers listed can produce a wide variety of library system barcode labels. The quality production process used ensures good labels.

Contact the supplier for exact pricing. On average, labels cost approximately 5c per label plus GST and postage. Actual costs vary with the quantity ordered and the supplier.

Dataman Barcode Systems

Website: <http://www.datamanbarcode.com.au>

Location: South Australia

phone: 08 8322 7675

fax: 08 8322 7288

email: dmbarcod@bigpond.net.au

ABN: 9232 4068 116

Contact: Gian Young

There is no minimum quantity for an order.

ABnote (formerly Leigh-Mardon Graphics)

Website: <http://www.abnote.com.au/>

Head Office: Victoria

phone: 03 9556 8111

fax: 03 9553 1740

ABN: 2507 2977 292 *(prefer postal/fax orders)*

Contact: Trish Mason

The minimum quantity in an order for ABnote labels is 3,000.

If uncertain what to order, contact the Bookmark help desk for assistance.

* If you are ordering replacement labels instead of a consecutive block of numbers, use Bookmark's barcode label order facility built into the program to generate a file of the labels required.