

FREE BASIC DIGITAL PROCESSING

Basic digital processing is free for all libraries subscribing to a Standing Order Plan (SOP). You can add any of the following to your covers:

- Library Name
- Branch Name
- Street Address
- Library Logo
- Subject / Genre Category
- Special Instructions
- Custom Contents List
- Custom Colors and Fonts
- Genre Labels
- Bar Codes
- Spine Labels

For an example of Basic Processing Options, see page 2.

ADDITIONAL PROCESSING OPTIONS

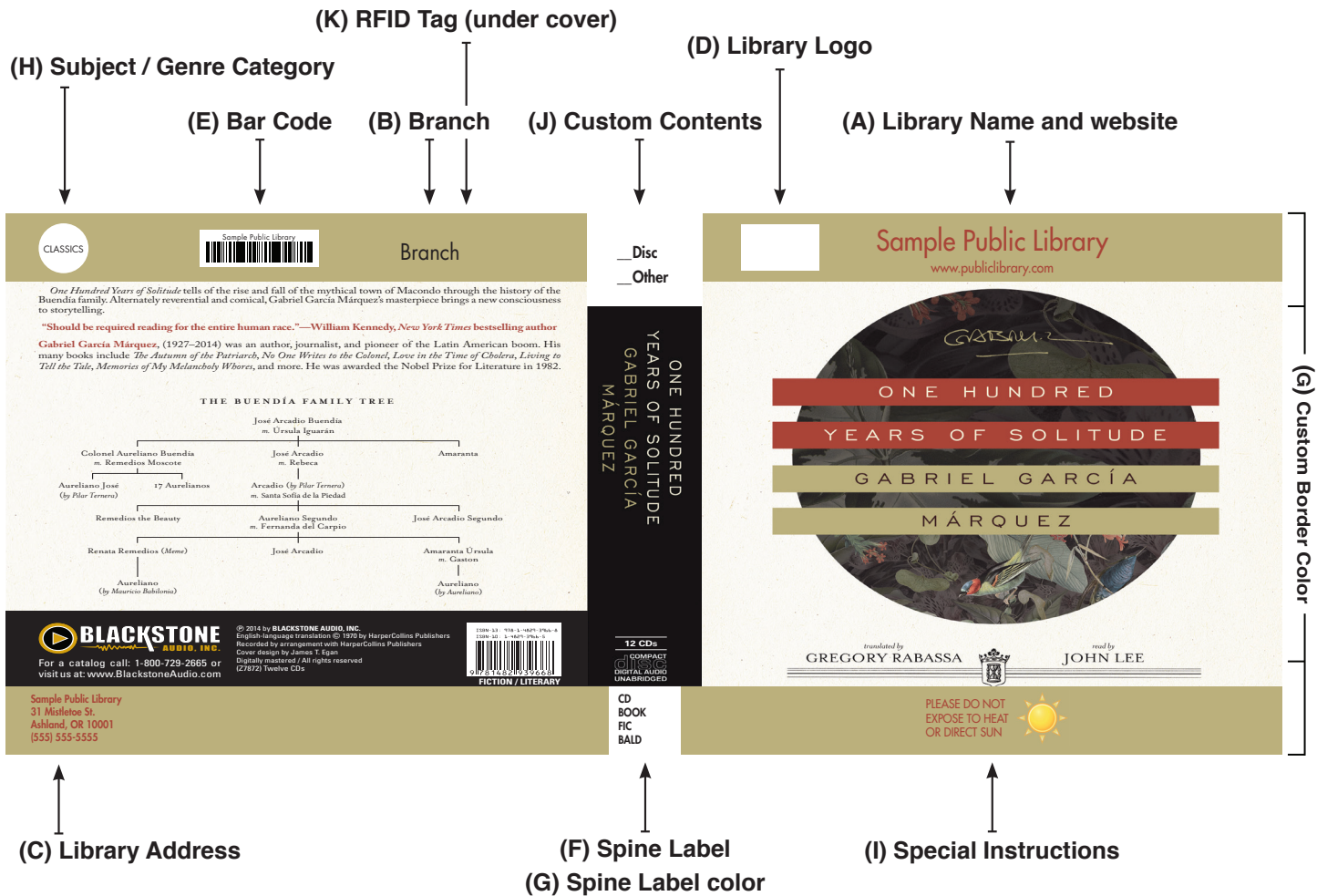
The following library-supplied adhesive labels can be added for a fee:

- CD Hub Labels, 10¢ per disc
- Bar Code (if not done digitally): 25¢ per unit

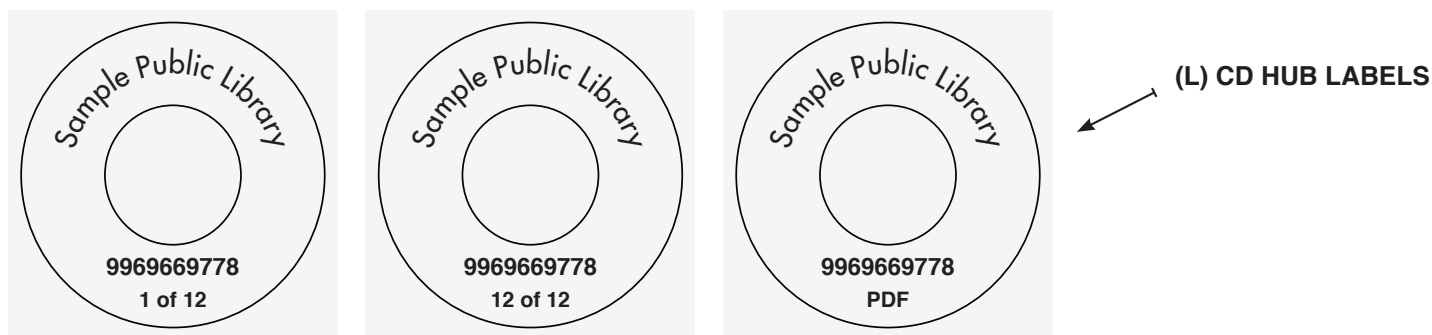
RFID TAGGING

See page 7 for options and pricing.

COVER SAMPLE



CD HUB LABEL SAMPLE



Library Name_____

Customer Number_____

Contact Name_____

Library Address_____ City_____ State_____ ZIP_____

Telephone_____ Fax_____

Email_____ Date_____

A. LIBRARY NAME: ☐ Yes ☐ No (Refer to A on sample image, page 2)

Please write the name of your library and website address as they should appear on your covers:

B. BRANCH NAME: ☐ Yes ☐ No

Please write the name of your branch or branches as they should appear on your covers:

C. LIBRARY ADDRESS: ☐ Yes ☐ No

Please write the street address as it should appear on your covers:

D. LIBRARY LOGO: ☐ Yes ☐ No

☐ Our library will email our logo to Blackstone Audio.

Note: Images must be JPEG, PNG, EPS, or TIFF files and at least 2" x 3" at 300 dpi. Please send image to libraryprocessing@blackstoneaudio.com

E. BAR CODE: ☐ Yes ☐ No

☐ Our library will assign a bar code

Range: _____

Symbology:

- ☐ Standard Code 3 of 9 (Code 39)
☐ Codabar (no check digit)
☐ Codabar mod 10 (with check digit)
☐ Other (please be specific)* _____

*If your library uses a bar code symbology not listed, contact us for further information.

Special instructions regarding your bar codes:

Please indicate barcode placement on page 9.

Please scan and include a sample of an actual barcode or several in sequential order, if possible.

F. SPINE LABEL

Please fill out the boxes below as you would like them. Use other boxes for any additional subjects or genres. Nonfiction labels with call numbers are not available at this time. Spine label information is case sensitive, so please be specific (i.e., upper/lowercase, all upper, etc.)

Fiction Spine Labels: ☐ Yes ☐ No

Nonfiction Spine Labels: ☐ Yes ☐ No

☐ Leave the call number line blank

☐ Email the call number to LibraryProcessing@BlackstoneAudio.com

☐ Write the call number in the Comments field on our online order

☐ Other: _____

Notes: _____

<u>Adult Fiction</u> CD FIC AUTHOR EXAMPLE	<u>Young Adult Fiction</u> YA CD FIC AUTHOR EXAMPLE	_____	_____
_____	_____	_____	_____

TEXT SPECIFICATIONS:

☐ Specific number of characters:

Include first _____ characters of the: ☐ Author ☐ Title

Include multiple words if necessary

to meet above requirements? ☐ Yes ☐ No, use first word only

☐ Use the entire first word only.

Spell out numbers? ☐ Yes ☐ No

Remove all punctuation? ☐ Yes ☐ No

If NO, explain what should be retained: _____

Font size: 10pt. ☐ 12pt. ☐ 14pt. ☐

Font name and style: (Example: **Times New Roman Bold**) _____

Alignment: ☐ Left ☐ Right ☐ Center

FOR PRINT EXCEEDING AVAILABLE WIDTH:

☐ Hyphenate and wrap to next line

☐ Wrap, but do not hyphenate

☐ Reduce font size

☐ Truncate excess characters

G. COLORS

BORDERS:

- ☐ White Borders Only
- ☐ Custom Border Color C___ M___ Y___ K___ or R___ G___ B___
- ☐ Custom Text Color C___ M___ Y___ K___ or R___ G___ B___

If you do not know the CMYK or RGB values, please provide a color swatch as an attachment.

Special instructions:

SPINE LABEL:

- ☐ White Background
- ☐ Custom Background C___ M___ Y___ K___ or R___ G___ B___
- ☐ Black Text
- ☐ Custom Text Color C___ M___ Y___ K___ or R___ G___ B___

If you do not know the CMYK or RGB values, please provide a color swatch as an attachment.

Special instructions:

H. SUBJECT / GENRE CATEGORY: ☐ Yes ☐ No

BASIC DIGITAL PROCESSING OPTION:

- ☐ Our Library will email subject/genre images for Blackstone's use.

Note: Images must be JPEG, PNG, EPS, or TIFF files and at least 2" x 3" at 300 dpi. Please send image to libraryprocessing@blackstoneaudio.com

Please indicate label placement on page 9.

I. SPECIAL INSTRUCTIONS: ☐ Yes ☐ No

Please write any special instructions, attach any images, and show position placement on page 9.

J. CUSTOM CONTENTS: ☐ Yes ☐ No

Check Contents
12 Discs
X Other

EXAMPLE

Always print number of discs in Custom Contents? ☐ Yes ☐ No

K. RFID ☐ Yes ☐ No

You may provide your own library's tags, or we can provide them for you. Application and activation costs are the same for either option. Please choose an option below.

Library-provided tags

Option 1: Apply tags only

- No setup fee
- No RFID activation
- **Total cost: 25¢ per tag**

Option 2: Apply and activate tags

- Apply tags: 25¢ per tag
- Activate tags: 35¢ per tag
- **Total cost: 60¢ per tag** + one-time setup fee of \$395 (waived for members with CD12 or above)

Blackstone-provided tags

We offer 3M™ ISO RFID 50x50mm tags. If you require other tag types, please contact libraryprocessing@blackstoneaudio.com.

Option 3: Apply tags only

- Apply tags: 25¢ per tag
- No setup fee
- No RFID activation
- Provided tags: 40¢ per tag
- **Total cost: 65¢ per tag**

Option 4: Apply and activate tags

- Apply tags: 25¢ per tag
- Provided tags: 40¢ per tag
- **Total cost: 65¢ per tag** + one-time setup fee of \$395 (waived for members with CD12 or above)

☐ **Option 1 – We will provide Blackstone with tags, and want you to apply, but not activate them.**

What brand of labels does your library use?

Which company supplies your RFID technology?

Indicate proper tag placement on page 9.

Additional notes on RFID tagging. Please be specific.

☐ **Option 2 – We will provide Blackstone with tags, and want you to apply and activate them.**

What brand of labels does your library use?

Which company supplies your RFID technology?

Indicate proper tag placement on page 9.

Additional notes on RFID tagging. Please be specific.

☐ **Option 3 – We want Blackstone to provide and apply tags, but not activate them.**

☐ We'll use Blackstone's 3M™ ISO RFID 50x50mm tags.

☐ We require a different tag type. (Please contact libraryprocessing@blackstoneaudio.com)

☐ **Option 4 – We want Blackstone to provide, apply, and activate tags.**

☐ We'll use Blackstone's 3M™ ISO RFID 50x50mm tags.

☐ We require a different tag type. (Please contact libraryprocessing@blackstoneaudio.com)

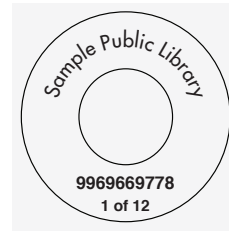
L. CD HUB LABELS (10¢/disc):

☐ Yes

☐ No

Information to be included on hub labels:

- ☐ Library Name
- ☐ Bar code as alphanumeric string only
- ☐ Other information (e.g., phone number etc.)



ADDITIONAL INFORMATION

Please be specific about any other requirements.

Please indicate proper placement of information and labels on the chart below. Typical items would include Logo, Library Name (if not part of logo image), Bar Code, Spine Label, Special Instructions, Subject Category, and Custom Contents List. Also indicate if label is to have horizontal or vertical orientation.

Please include a scanned example of a current processed audiobook, and this diagram with your application form.

