

## FREE BASIC DIGITAL PROCESSING

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

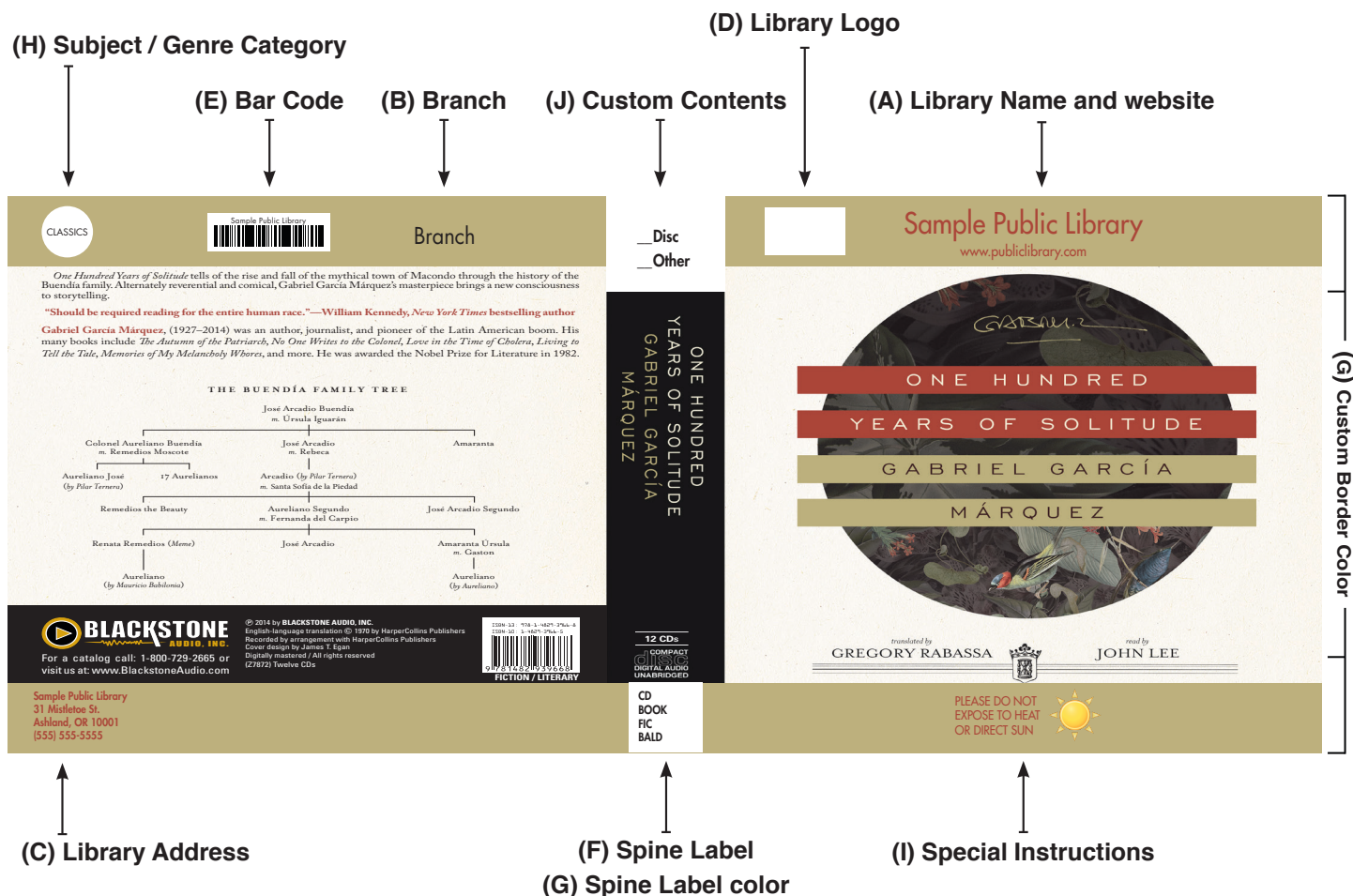
- ✓ Library Name
- ✓ Branch Name
- ✓ Street Address
- ✓ Library Logo
- ✓ Bar Code
- ✓ Subject / Genre Category
- ✓ Special Instructions
- ✓ Custom Contents List
- ✓ Custom colors and fonts

## ADDITIONAL PROCESSING

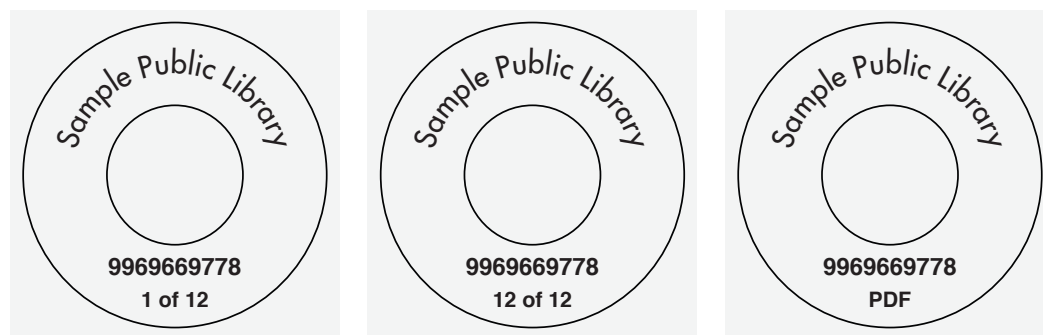
You can add the following library-supplied adhesive labels to your covers:

- CD Hub Labels, 10¢ per disc
- Genre Labels, 25¢ per unit
- Bar Code, 25¢ per unit
- RFID Tag (not activated), 25¢ per unit

# COVER SAMPLE



# CD HUB LABEL SAMPLE



Library Name\_\_\_\_\_

Customer Number\_\_\_\_\_

Contact Name\_\_\_\_\_

Library Address\_\_\_\_\_ City\_\_\_\_\_ State\_\_\_\_\_ ZIP\_\_\_\_\_

Telephone \_\_\_\_\_ Fax\_\_\_\_\_

Email\_\_\_\_\_

**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"x3" at 300dpi. Please send image to [libraryprocessing@blackstoneaudio.com](mailto:libraryprocessing@blackstoneaudio.com)

**E. BAR CODE:** ☐ Yes ☐ No

☐ Our library will assign a bar code

Range: \_\_\_\_\_

Symbology:

- ☐ Standard Code 3 of 9 (Code 39)
- ☐ Standard Code 3 of 9 (Code 39) with check digit sum
- ☐ Codabar (no check digit)
- ☐ Codabar mod 10 (with check digit)

Other (please be specific)\*:

Notes:

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

**ADDITIONAL PROCESSING OPTION:**

- ☐ We will send our own adhesive bar-code labels to Blackstone (25¢ per unit)

Please indicate label placement on page 8.

Special instructions regarding your bar codes:

## F. SPINE LABEL:

Please fill out the boxes below as you would like them. Use other boxes for any additional subject or genre categories. 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 CD F AUTHOR	_____	_____	_____
_____	_____	_____	_____

### 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"x3" at 300dpi. Please send image to [libraryprocessing@blackstoneaudio.com](mailto:libraryprocessing@blackstoneaudio.com)

### ADDITIONAL PROCESSING OPTION:

- ☐ We will send our own subject/genre labels to Blackstone (25¢ per unit).  
Please indicate label placement on page 8.

## I. SPECIAL INSTRUCTIONS: ☐ Yes ☐ No

Please write any special instructions, attach any images, and show position placement on page 8.

**J. CUSTOM CONTENTS:** ☐ Yes ☐ No

EXAMPLE

**Check Contents**  
12 Discs  
X Other

CUSTOMIZE

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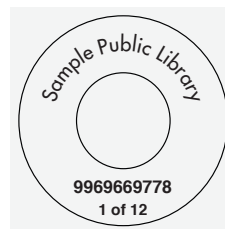
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Always print number of discs in Custom Contents: ☐ Yes ☐ No

**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.)



**RFID TAG:**

- ☐ RFID tags supplied by the library can be applied at 25¢ per unit, ready to activate when you receive it.

**ADDITIONAL INFORMATION:**

Please be specific about any other requirements.

Please indicate proper placement of information and labels on the chart below. Typical items to place 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.

