



## Patron and Item Barcode Request Form

**FAX: 419.627.5608**

To ensure timely receipt of needed barcodes, please forward this form to  
NOECA/Library Services before dismissing for summer vacation

Name: \_\_\_\_\_ Purchase Order #: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

### NOECA will print barcodes for the new school year based on the following:

- Do you need any barcodes for the upcoming school year? **YES or NO ?**  
(if "NO", stop here & FAX your form now)
- Would you like barcodes submitted to you electronically (via email) so you can print them yourself and avoid the costs outlined below? **YES or NO ?**
- Laser Labels = \$1.50 per sheet of 30 AND requires a P.O. #
- **What date will your school office have the student files updated and ready for us to access the information so we can generate your barcodes?** \_\_\_\_\_

Circle Your Choice Please

### Patron Dumb Barcodes

Patron dumb barcodes are used to create library accounts for faculty/staff.

- Do you need Patron Dumb Barcodes? **YES or NO ?**  
Please specify quantity \_\_\_\_\_

### Patron Smart Barcodes

Patron smart barcodes can be printed on paper or labels for each of your students.

- Do you need Barcodes for all *new* students? **YES or NO ?**
- Do you need Barcodes for any other grade levels? **YES or NO ?**  
Which Grade Level(s)? \_\_\_\_\_
- Would you like barcodes printed on **PAPER** (no charge) or  
laser **LABELS (\$1.50/sheet)?**
- Patrons Sorted? **Alpha or Alpha by Grade ?**

### Item Dumb Barcodes

Item dumb barcodes are printed on labels and used for new items added to your collection.

- Do you need Item Dumb Barcodes? **YES or NO ?**  
Please specify quantity \_\_\_\_\_