DYNAMIC IMAGING SOLUTIONS

BC Library Bar Code Label Order Form

Indicate Agreement Code - <u>BC_2018</u> on any purchase order
<mark>**Agreement Pricing Valid: January 1st, 2018 to December 31st, 2019**</mark>

Date:

_____

Library Name & Address:

_____
_____
_____

Bill to Address if different than above:

_____
_____

Contact Name, Phone # and Email Address:

_____
_____

Order Reference or Purchase Order #:

_____

Order Check List and Guide

1. What is the required bar code type or symbology?

   ☐ Codabar   ☐ Code 3 of 9   ☐ Unknown or other – sample supplied

2. What is the required start number? For new customers, please make sure there will be no duplication of numbers with your current inventory. For our existing customers, we manage and verify the numbering ranges from previous orders in order to avoid any duplication problems.

   _____

3. What is the total number of characters in the bar code?

   _____

4. What are the start and stop characters (Codabar only)? We can determine this if you provide a clear faxed or scanned sample.

_____

5. Is there a check digit?

☐ Yes. Standard Mod 10   ☐ No   ☐ Unknown – sample supplied

If this is not a standard check digit, please supply the check digit algorithm or call us for help.

6. Are there any special requirements or formatting (ie. Spaces or special characters in the eye-readable number)? Please note: we will follow the eye-readable format of any sample supplied OR use the following formatting for the eye-readable number unless instructed otherwise: X XXXX XXXXXXXX X

_____

7. Please indicate the library name to appear on the label (if any). Please print it exactly as you wish it to appear on the label, including upper and lower case letters. If you do not want a name, please leave it blank. Maximum number of characters is 35.

_____

8. What label item type do you require? Please use the order form on the following pages as reference and fill it in with the required quantity or ask for assistance if you are unsure what you require.

9. <mark>For new customers, please supply a sample of a current bar code label.</mark> We can generally determine all the necessary information with a clear sample. A scanned and emailed sample of a full sheet of bar codes is preferable but a fax or photocopy of ideally 3 sample bar codes is also usually fine as long as they are as clear as possible.

> Affix your bar code sample(s) here or send a separate sheet

10. Do you require a PDF proof?

☐ No   ☐ Yes

We are happy to provide a PDF proof of the bar codes prior to production for testing upon request. Please indicate that a proof is required on this order form OR any purchase order. The proof should be printed on a decent laser printer and then scanned and tested for compatibility with the library automation system and to ensure no number duplication problems.

11. Please fax your completed form to **905 362-0171** or email the order instructions to our Customer Service Specialist, Kiki Peynado at kiki@dynamicimagingsolutions.com. We can also be reached at our toll-free number **1 800-268-6563** if you have any questions.

Standard Single, 2.1" X 5/8"- Square Corners, Digitally Printed, Sheeted Product
60 Labels per Sheet
Prices are per Thousand Labels

Item #	Sold in lots	Min. Order	Price	Quantity Required	Sample Image
M001S1	1000	3000	$25.00		
M001CS1	1000	3000	$27.50		**Stripe colours as requested**

*Shipping charges will apply – shipping via UPS ground service unless otherwise instructed.

Standard Single, 2" X 5/8"- Rounded Corners, Digitally Printed, Sheeted Product
60 Labels per Sheet
Prices are per Thousand Labels

Item #	Sold in lots	Min. Order	Price	Quantity Required	Sample Image
M004B1	1000	3000	$27.50		
M004G1	1000	3000	$27.50		
M004O1	1000	3000	$27.50		
M004P1	1000	3000	$27.50		
M004Y1	1000	3000	$27.50		

*Shipping charges will apply – shipping via UPS ground service unless otherwise instructed.

Standard Pairs, 2.1" X 5/8"- Square Corners, Digitally Printed, Sheeted Product
30 Pairs per Sheet / 60 Labels per Sheet
Prices are per Thousand Pairs

Item #	Sold in lots	Min. Order	Price	Quantity Required	Sample Image
M001S2	1000	1500 Label Pairs	$50.00		

![Dynamic Imaging Solutions logo]

M001CS2	1000	1500 Label Pairs	$55.00		![Sample label with red stripe, YOUR LIBRARY NAME, barcode 3 1234 56789012 2, DUPL] Stripe colours as requested

*Shipping charges will apply – shipping via UPS ground service unless otherwise instructed.

Standard Pairs, 2" X 5/8"- Rounded Corners, Digitally Printed, Sheeted Product
30 Pairs per Sheet / 60 Labels per Sheet
Prices are per Thousand Pairs

Item #	Sold in lots	Min. Order	Price	Quantity Required	Sample Image
M004B2	1000	1500 Label Pairs	$55.00		![Blue sample labels, YOUR LIBRARY NAME, barcode 3 1234 56789012 2]
M004G2	1000	1500 Label Pairs	$55.00		![Green sample labels, YOUR LIBRARY NAME, barcode 3 1234 56789012 2]
M004O2	1000	1500 Label Pairs	$55.00		![Orange sample labels, YOUR LIBRARY NAME, barcode 3 1234 56789012 2]
M004P2	1000	1500 Label Pairs	$55.00		![Pink sample labels, YOUR LIBRARY NAME, barcode 3 1234 56789012 2]
M004Y2	1000	1500 Label Pairs	$55.00		![Yellow sample labels, YOUR LIBRARY NAME, barcode 3 1234 56789012 2]

*Shipping charges will apply – shipping via UPS ground service unless otherwise instructed.

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2-Part Human Read Label Sets (Doubles) 2" x 5/8" plus 2" x 1/4" - Square Corners, Digitally Printed, Sheeted Product
40 Label Sets per Sheet
Prices are per Thousand Label Sets

Item #	Sold in lots	Min. Order	Price	Quantity Required	Sample Image
M002S1	1000	3000	$37.50		
M002CS1	1000	3000	$41.25		**Stripe colours as requested**
M002B1	1000	3000	$41.25		
M002G1	1000	3000	$41.25		
M002O1	1000	3000	$41.25		
M002P1	1000	3000	$41.25		
M002Y1	1000	3000	$41.25		

*Shipping charges will apply – shipping via UPS ground service unless otherwise instructed.

Demystifying Bar Codes

What are bar codes?

A bar code is simply a way of representing data through a series of machine-readable bars and spaces. When this pattern of bars and spaces is scanned, the elements that make up the symbol give a reflective (a space) or non-reflective (a bar) response that the bar code reader converts into a readable character code message.

How do they work?

The characters that make up a bar code are not much different than the characters of the font that is used to display the words you are reading right now. In both cases, each character is signified as a dark shape against a light background and put together in a specific order, they form an intelligible message. The difference is that the bars and spaces that compose a bar code simply provide the easiest and most accurate format for recognition by scanning devices.

1 = ‖‖ (Code 3 of 9)

1 = ‖‖ (Codabar)

Symbology

A symbology is analogous to a type of language. Although there are many types of bar code symbologies in use, the three symbologies most often used for library systems are Code 3 of 9, Codabar and Interleaved 2 of 5. Many software systems can recognize multiple symbologies but some older systems require a specific type.

Elements of a Bar Code

Start & Stop Characters

These are special characters found at the beginning and end of the bar code symbol that indicate to the bar code reader when the encoded message starts and stops. These characters are symbology specific and can be helpful in trying to determine what type of bar code is in use.

Code 3 of 9 Start / Stop Character
If your bar code begins and ends
with this pattern of bars and spaces
your bar code type is code 3 of 9

Typical Codabar Start / Stop Character
Codabar is typically identified by this
pattern of bar and spaces at the
beginning and end of the bar code

Quiet Zone
The bar code's quiet zone is a clear space, containing no dark marks, which precedes the start character of the bar code symbol and follows the stop character. Scanners require quiet zones for successful decoding. The loss of the quiet zones due to poor alignment of the bar code on the stock or the misalignment of stock in the printer can make the bar code unreadable.

Check Digit
The bar code check digit is a character (usually a number) included within a bar code symbol (usually the last number) which is used to ensure the accuracy of the read and validity of the number. This number is based on a mathematical algorithm generated from the other numbers in the bar code. Most libraries used a 14 digit bar code with the last digit being the check digit. Most libraries use a standard MOD 10 or a MOD 43 check digit.

You will notice that if you ignore the last number on each label then each bar code on the label sheet is sequential. When you provide a start number for printing purposes, we expect a 13 digit number and we will automatically generate the check digit as long as we know the check digit type. When providing numbering information you can represent a check digit value by simply using an "X" as a placeholder. For example, 3 1234 56789012 X