

**Miami-Dade County Public Schools  
Library Media Services  
VENDOR TITLE REQUEST FORM**

For **EACH** print or nonprint order, attach a copy of this "Title Request Form" to the list of titles you are sending to the vendor. For each jobber order, select **30%** more titles than the "Do Not Exceed" amount allows. **Keep a copy of this form in the library media specialist's files. Do not send forms or lists to purchasing.**

**Attention Vendors: Do not ship until an official purchase order is received from M-DCPS Bureau of Procurement and Materials Management.**

Vendor Name (for this order): _____	
School Name: _____	School Location Code: _____
Address: _____	
Library Media Specialist: _____	
Telephone Number: _____	Fax Number: _____
Requisition Number: _____	"Do Not Exceed" Amount: _____

**Binding Priorities:** Print vendors will supply titles according to the following order: (1) trade, (2) library, (3) paperback. If any other binding priority order is requested, indicate below:  
\_\_\_\_ Trade                      \_\_\_\_ Library                      \_\_\_\_ Paperback

These titles may have a priority order ranking indicated and are submitted on:  
\_\_\_\_ Computer generated lists      \_\_\_\_ Checked master lists      \_\_\_\_ Other

**Cataloging Requirements:** (Vendor cataloging must be pre-approved by Library Media Services.)  
*Vendors must be approved by and adhere to Miami-Dade County Public Schools Cataloging and Processing Specifications. To obtain a copy or ask questions, contact the Library Media Services Department at 305 995-2283.*

Vendors must supply and send to each school:

- 1) Bibliographic records in full MARC 21 format [*Destiny disk(s)*]
- 2) Optional items as requested by school
  - Shelflist Card       Book Pocket       AR Level Label (Placed inside front cover)
  - AR Generic Label (Placed on book spine)

Schools should verify **BARCODE RANGE** on file with jobber or supply barcode range.

Barcode Range: \_\_\_\_\_ to \_\_\_\_\_

**Checkpoint Requirements:** (For K-8 centers, middle and senior high schools)

- 320 Date Due Target Locations (Check one):
- outside of book front cover (top right corner)
  - inside front cover (specify where)
  - other (specify) \_\_\_\_\_
  - 320 Plain Target (inside or behind pocket)
  - 9.5 Frequency Plain Tag