Reading Program Data Service Order Form
Order form to use for Digital Content
In-House Processing of Reading Program Services

To place an order for Reading Program Data Service, please complete this form in its entirety.
Please include business and alternate telephone numbers should additional information be required to complete your order. If you have also ordered labels, for planning purposes, please know that it will take three to four weeks, from order to delivery, for you to receive the labels.

Bill To:

District or Institution Name:	
Customer Number:	Purchase Order Number:
Contact Name:	Alternate Contact Name:
Contact's Email Address:	Alternate Email Address:
Daytime Telephone:	Alternate Telephone:
Fax:	
Address:	
City: State:	ZIP/Postal Code:
❏ Check here if this is a new address	❏ Check here if this is a new contact name

Ship Order To: ❏ Use the same as **Bill To:**

District or Institution Name:	
Attention:	Customer Number:
Installation Site Name (if Differnt from Ship To:)	
Address:	
City: State:	ZIP/Postal Code:
❏ Check here if this is a new address	❏ Check here if this is a new contact name

Please attach this order form to your purchase order and send to...

Follett School Solutions, LLC
Attention: Order Fulfillment
1340 Ridgeview Drive
McHenry, IL 60050-7041

Fax to 800.807.3623 (outside the US, Canada and Bermuda fax to 815.344.8774)

Follett

Select a Reading Program Data Service:

❏ AR Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN $399)

❏ AR Enterprise Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN $399)

❏ RC! Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN $399)

❏ RC! Enterprise Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN $399)

❏ Lexile® Data Service for Athena, Circulation Plus/Catalog Plus or InfoCentre (US/CAN $399)

Please provide the following Technical Information:

Library Software: ❏ Athena   ❏ Circulation Plus/Catalog Plus   ❏ InfoCentre

Library Software Version: _____

Circulation Plus / Catalog Plus Customers: If ordering either Accelerated Reader™ or Reading Counts!® would you like us to insert a category number into your copy records? (This option is not available for Lexiles.)

❏ No, I do not need a category number. (This is the default.)

❏ Yes, I would like to have category numbers inserted. Valid Range=2-2,000: _____

How would you like your records returned?   ❏ FTP   ❏ CD

Please complete the following information:

Indicate Bibliographic Data you are Submitting:

❏ Export file of my MARC data in MARC 21/852 holdings format.
   Note: *For optimum results, we recommend an ISBN or LCCN be included for every record.*

Indicate Accelerated Reader / Reading Counts! Quiz Data you are Submitting:

❏ Export file(s) of my AR Quizzes.   ❏ Export file(s) of my RC! Quizzes.

For AR/RC! quiz export instructions, visit FollettSoftware.com/RPSQuizExport.

❏ I use Accelerated Reader Enterprise (Renaissance Place) and have no quiz export file.

❏ I use Reading Counts Enterprise and have no quiz export file.

Please provide the following counts for your collection

Total Number of Copies in your Collection: _____

Number of AR/RC! Titles in your Collection: _____

Number of AR/RC! Quizzes you have, if not an Enterprise user: _____

Number of Fountas & Pinnell Titles in your Collection: _____

Number of Lexile Titles in your Collection: _____

Date of Last Reading Program Service Update for the Data Submitted: _____

IMPORTANT:

While your data is at Follett for processing, all cataloging activity should cease. Any changes made to your records will not be reflected in the data Follett School Solutions has. When the processed data is returned to you and loaded, your changes will not be reflected or could be overwritten, depending on the situation.

Follett

Should you want to order Labels, select from the following:

❏ **Accelerated Reader™** Labels (US/CAN $99 per site)

  Select Options:
  ❏ Spine Labels (1" x 1")   or   ❏ Book Labels (2.5" x 1")

  Include the Lexile® measure on the Labels?
  ❏ Yes   ❏ No

Important Information: If both interest levels and Lexile measures are requested, book labels must be ordered. The information does not fit on the small spine labels

* If the option to include the Lexile measure is selected, the label will include both Accelerated Reader information and the Lexile measure if both types of reading program information are present in the title record. If only Accelerated Reader information is present, the label will include only AR information. If only the Lexile measure is present, the label will include only the Lexile measure.

❏ **Reading Counts!®** Labels (US/CAN $99 per site)

  Select Options:
  ❏ Spine Labels (1" x 1")   or   ❏ Book Labels (2.5" x 1")

  Include the Lexile measure on the Labels?
  ❏ Yes   ❏ No

* If the option to include the Lexile measure is selected, the label will include both Reading Counts! information and the Lexile measure if both types of reading program information are present in the title record. If only Reading Counts! information is present, the label will include only RC information. If only the Lexile measure is present, the label will include only the Lexile measure.

❏ **Lexile** Labels (US/CAN $99 per site)) – Spine Labels Only (1" x 1")

* Due to the technologies involved with data encoding and the translation of encoded values into character sets for display or fonts for printing, it is possible some diacritic characters that appear correctly on your computer display will appear differently or incorrectly on a printed label. If your data contains a large number of diacritic characters, please take this into consideration when ordering labels that would contain fields with diacritic characters.