Follett Barcode Order Form Instructions

Follett laminated barcodes are made from long-lasting polypropylene, with a clear protective layer for maximum durability. No label protectors are needed. The acid-free archival adhesive backing lets you easily reposition labels. They cure and bond to the surface material in 24 to 72 hours.

Barcodes measure 5/8" H x 2" W (1.5875 cm x 5.08 cm) and are available in lots of 1,000 (sheets) or 5,000 (rolls).

To place an order, use these instructions to fill out the Barcode Order Form completely. Verify the accuracy of each field. Please allow 4-6 weeks for delivery after your order is finalized. For assistance, call Customer Service at 888.511.5114 or 708.884.5150.

Section 1

- **Bill To**: Enter your contact information for billing.
- **Ship Order To**: Enter your contact information for shipping. If it is the same as the **Bill To** section, select the **Same as billing address** checkbox. Then skip to the next section.
- **Barcode Style Options & Quantity**: Choose to receive barcodes on an 8.5" x 11" sheet or on a roll, and then enter the quantity you want to order.
- **Label Color**: Select black and white, or choose from the following colors:

Black & White	Yellow	Shamrock	Cyan
	Red	Royal Blue	Magenta

- **Barcode Specifications**: The selections you make determine how your barcodes are printed.
  - **Inscription**: Enter the inscription to be printed at the top of the barcode. This is usually the school or district name. It is limited to 30 characters. If this is a new inscription, select the checkbox.
  - **Barcode Symbology**: Select the type of barcode symbology you use. Proper symbology is required for barcodes to work with your scanners and software system. The table below provides an overview of product compatibility and differences in length and components available for each barcode type.

Barcode Symbology	Gereric code 39	Code 39 with Check Digit	Follett Classic
Works with	• Library Manager • Resource Manager • Textbook Manager	• Library Manager • Resource Manager • Textbook Manager	• Library Manager • Textbook Manager
Length	8 characters or more	8 characters or more	7 characters or less
Contains	• Type indicator • Location code • Item number	• Type indicator • Location code • Item number • Check digit	• Type indicator • Item number
Sample Label			

Note: To see the type of symbology currently used by Destiny, select **Admin** > **Site Configuration** > **Circulation** sub-tab. Then review the Preferred Barcode Symbologies.

- **Barcode Length**: Enter the total number of digits on each barcode, including fixed characters, item number, and check digit (if applicable). Follett barcodes can be 4-14 characters, with a recommendation of 14 characters.

> **Notes**:
> - A minimum of 8 digits is required for use in Resource Manager.
> - Follett Classic barcodes can be up to 7 digits.

- **Type Indicator**: Enter a single character to indicate the item type, such as patron, library book, or textbook. This is a fixed character, meaning it is the same for each barcode. Common codes are:

Generic Code 39 and Code 39 with Check Digit	Follett Classic
2 for Patrons **3** for Library materials **4** for Textbooks **5** for Resources **6** for Other	**T** for Library Materials **P** for Patrons **X** for Textbooks **Note**: Follett Classic cannot be used in Follett Destiny® Resource Manager.

- **Location Code** (optional): If you're using Generic Code 39 or Code 39 with Check Digit symbology, you can enter up to 5 digits or characters for a location code. The location code represents the institution or library housing the item. This is a fixed character, meaning it is the same on all barcodes.

> **Example**: If a school's identification number in the district is 114, they may use 0114 or 00114 as their location code.

- **Starting Number**: Enter the barcode number you want the order to start with. This number is usually 6-8 digits, excluding the type indicator, location code, and check digit. All barcodes for this order will be printed sequentially, beginning with this number.

> **Note**: To see the next number to be used by Destiny, select **Admin** > **Site Configuration** > **Circulation** sub-tab. Then under **Next**, see the next available barcode number.

Preferred Barcode Symbologies ⓘ

		Fixed Characters	Total Length	Next
Library Materials	Generic Code 39	3100	14	31000000000060
Patrons	Follett Classic			P 3459927
Resources - Assets	Generic Code 39	5000	14	50000100009581
Resources - Textbooks	Follett Classic			X 5010309
Locations	Generic Code 39	63030	14	

○ **Check Digit**: If using Code 39 with Check Digit, select Mod 10 (Numeric) or Mod 43 (Alphanumeric). The check digit is the last character in the barcode. It ensures accurate readings when barcodes are scanned. An algorithm based on the previous characters determines this character; therefore, it changes for every barcode.

Note: Generic Code 39 and Follett Classic do not use a check digit.

Submit your Barcode Order Form and purchase order (if applicable) to Follett by:

Email	Fax	Mail
FSSOrders@follettlearning.com	• 800.852.5458 (United States, Canada, and Bermuda) • 815.759.9831 (International)	Follett School Solutions Attention: Order Entry 1340 Ridgeview Drive McHenry, IL 60050-7048

Define the preferred barcode symbologies in Destiny

If this is your first barcode order or you are making a change to your barcode length, you may need to configure your barcode symbology in Destiny.

1. Select **Admin** > **Site Configuration** > **Circulation** sub-tab.
2. Under Preferred Barcode Symbologies, use the drop-downs to select the desired symbology for each resource type.

Preferred Barcode Symbologies ⓘ

		Fixed Characters	Total Length	Next
Library Materials	Generic Code 39 ▾	3100	14 ▾	31000000000060
Patrons	Follett Classic ▾			P 3459927
Resources - Assets	Generic Code 39 ▾	5000	14 ▾	50000100009581
Resources - Textbooks	Follett Classic ▾			X 5010309
Locations	Generic Code 39 ▾	63030	14 ▾	

3. Under **Fixed Characters** (if applicable), enter the type indicator and location code.

   Note: Fixed Characters and Total Length only appear for barcodes with 8 or more digits.

4. Select the Total Length from the drop-down.
5. Click **Save**.

Mount barcodes

Barcode labels can be applied to any smooth, flat, clean, dry surface. The surface must be free of dust, dirt, contaminates, and cleaning residue.

1. Lift the outer edge of the label, and pull gently across the label to remove from the backing.
2. Press down firmly across the entire barcode when applying.

Important: Barcode adhesives normally require 24-72 hours to fully bond with any surface. They are easily removable when first applied for repositioning purposes, but will adhere more forcefully once the adhesive has had time to cure to the item surface.